

# PART-TIME STUDIES

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## HISTORY AND OBJECTIVES

For over 90 years, the Division of Part-Time Studies has fulfilled the educational needs of thousands of men and women who were unable to or did not wish to pursue a regular full-time day program. Among those it serves are: high school graduates who are unable to undertake a regular full-time day program but wish to undertake or complete an unfinished baccalaureate degree program; professionals who seek to update and expand their knowledge and skills; college graduates who lack undergraduate requirements for admission to graduate or professional school or who are seeking initial secondary school teacher certification or additional endorsements for secondary school certification; high school graduates who do not qualify for acceptance as degree candidates but who seek the opportunity to prove themselves as non-matriculated students with the chance to matriculate upon the successful completion of a stipulated number of courses; and men and women of all ages who are simply interested in taking courses to enrich their personal lives. Senior citizens (age 65 and over) are eligible to enroll in undergraduate courses for personal enrichment only, but they are not charged for tuition. They may register AFTER the drop/add period, which is the first week of the semester, in courses in which the enrollment limit has not been reached.

Part-Time Studies provides comprehensive advising services at registration time and throughout the year to assist students in planning their educational careers and academic schedules. To acquaint new students with the general regulations of and services provided by the Part-Time Studies division and the University, a variety of web-based resources, including an [on line orientation and a virtual campus tour](#) are available via the Part-Time Studies web site at [www.parttime.villanova.edu](http://www.parttime.villanova.edu). The [University Counseling Center](#) and the [Career Services Office](#) provide additional services to the Part-Time Studies student.

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

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

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

## ADMISSION

Application forms for admission to part-time undergraduate study are available online at [www.partime.villanova.edu](http://www.partime.villanova.edu) and may also be obtained from the Director, Part-Time Studies, Villanova University, 800 Lancaster Avenue, Villanova, Pennsylvania 19085.

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

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

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

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

### **READMISSION**

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

## **DEGREES OFFERED**

In October 2002, a new degree, the Bachelor of Interdisciplinary Studies was approved by the Villanova Board of Trustees. This degree is offered in the evening for Villanova adult students. As part of this degree, students will choose one of the following majors: General Studies, Information Systems, Leadership Studies or Media & Technology.

Villanova University also offers the following programs of study for the Bachelor's Degree which may be completed through Part-Time Studies: Accountancy, Business Administration, Computer Science, Education (Secondary Education, Teacher Certification), English, General Arts, History, and Human Services (some Liberal Arts majors may require taking courses in the day time schedule).

In addition to the Bachelor's degree, the following programs are available: Associate of Arts, Accountancy Certificate, Business Administration Certificate, Information Systems Certificate, Leadership Studies Certificate, Pre-Health Professions Science Certificate, and Secondary Teacher Certification.

## **DEGREE REQUIREMENTS**

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

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The Baccalaureate degree is awarded and a student is graduated when the curriculum prescribed by the University for one or more of the various degree programs has been satisfied.

In addition to the curricular requirements, candidates for graduation must meet the following requirements:

- A minimum final cumulative quality point average of 2.0.
- A minimum of half of all courses required for the degree earned at Villanova.
- A minimum of half of the requirements for the major degree program earned at Villanova.
- The final 30 credits (senior year) must be earned at Villanova.
- A minimum technical quality point average of 2.0 (science and business degrees).

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

## **BACHELOR OF INTERDISCIPLINARY STUDIES**

The Bachelor of Interdisciplinary Studies offers majors in General Studies, Information Systems, Leadership Studies and Media & Technology. This degree was developed in conjunction with the College of Liberal Arts and Sciences and has the support of the Dean and faculty of that college. It is a Villanova degree in every respect and is grounded in the humanities as are all Villanova degree programs.

The Bachelor of Interdisciplinary Studies degree requires a total of 120 credits, with a core curriculum of 45 credits. This core curriculum provides more flexibility and choices so that adult students may select classes in line with their personal interests and experiences as well as their professional goals. The specified core curriculum applies only to the BIS degree program. Each major consists of 30-33 credits and the degree includes up to 42 credits of free electives depending on the major.

**The combined Bachelor of Interdisciplinary Studies/Master of Science in Human Resource Development (BIS/MS) program for qualified BIS General Studies or Leadership Studies majors** is designed to offer these students a planned educational track, in an abbreviated timeframe, that will prepare them for a career in the field of human resources. At the completion of their Junior year, these students may apply to the BIS/MS program. Students who are admitted into the BIS/MS track will be allowed to enroll in three graduate HRD courses during their senior year and all three courses will count toward both the BIS degree and the M.S. degree in Human Resource

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Development. The three courses are: PSY 8875 (Psychology of Organizational Change), PSY 8475 (Organizational Training), and HRD 8210 (Human Resource Planning).

**The combined Bachelor of Interdisciplinary Studies in Information Systems (BIS/IS) and Masters in Software Engineering (MS/SE)** is designed to offer qualified BIS/IS students a planned educational track that will have synergistic benefits for the existing BIS and MS programs alike. At the completion of their Junior year, qualified BIS Information System majors may apply to the BIS/MS integrated program. Students who are admitted to the BIS/IS – MS/SE track will enroll in three graduate level courses their senior year and all three will count toward both the BIS/IS degree and the MS/SE. The three courses are CSC 8490 (Database Systems) in place of CSC 4480 (Database Management), CSC 8540 (Software Engineering), and one additional pre-approved course. The BIS/MS Committee will review the third graduate level course for suitability.

### **BACHELOR OF INTERDISCIPLINARY STUDIES CORE CURRICULUM (45 CREDITS)**

Humanities in Augustinian Tradition (3 courses; 9 credits)

ACS 1000	Traditions in Conversation	3
PHI 1050	Introduction to Philosophy	3
THL 1050	Christianity: Traditions and Transitions	3

Civic and Ethical Leadership (3 courses; 9 credits)

ETH 2050	Ethical Tradition	3
American Perspectives: PSC, ECO, SOC, HIS		3
Global Perspectives: PSC, ECO, SOC, HIS		3

Communication and Writing Skills (2 courses; 6 credits)

COM 1100	Public Speaking	3
ENG 1050	The Literary Experience	3

Cultural Appreciation (2 courses; 6 credits)

Fine Arts		3
Modern Language/Culture, Theatre, Film, Literature		3

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Quantitative and Scientific Literacy (2 courses; 6 credits)

Natural Science		3
MAT 1260		3

Core Electives (3 courses; 9 credits)

Advanced Courses:	Advanced courses in these subjects must be numbered 2000 and above.	
History, Philosophy, Theology, English, Communication, Fine Arts, Social Science		3 3 3

## **BACHELOR OF INTERDISCIPLINARY STUDIES/GENERAL STUDIES MAJOR ( 33 CREDITS)**

Students with a major in General Studies must take advanced courses in one of the following areas: Humanities, Social Sciences, or Independent General Studies (self-defined academic program). Humanities Area: Art History, Classical Studies, Communication, Education, English, French, German, History, Peace and Justice, Philosophy, Spanish, Theology, Theatre. Social Sciences Area: Economics, Geography, Political Science, Psychology, Sociology.

## **ELECTIVES (42 CREDITS)**

With the reduced core curriculum and number of electives available in the Bachelor of Interdisciplinary Studies degree program, there is the opportunity for BIS students to complete significant coursework outside their major which would complement and enhance their academic studies. Examples of these academic discipline areas may include, but are not limited to, Information Systems, Leadership Studies, Business, and Communication.

## BACHELOR OF INTERDISCIPLINARY STUDIES/INFORMATION SYSTEMS MAJOR

Information Systems (10 courses; 32 credits)

CSC 1020	Computers and the Web	3
CSC 1051	Algorithms and Data Structures I	4
CSC 1052	Algorithms and Data Structures II	4
CSC 2400	Computer Systems I	3
CSC 1300	Discrete Mathematics	3
CSC 2500	Survey of IS Environments	3
Systems Analysis	MIS 2040 (Systems Analysis & Design) OR CSC 4700 (Software Engineering)	3
Databases	MIS 2030 (Database Management) OR CSC 4480 (Principles of Database Systems)	3
CSC 4710	Information Systems Project Management	3
CSC 4797	Information Systems Capstone	3

Information Systems Environment (5 Courses; 15 Credits)

Examples of Application Areas Include:

CSC 2020	Web Development & Technologies I	3
CSC 2025	Web Development & Technologies II	3
CSC 3070	Emerging Technology Trends	3
CSC 3080	Information Security and Protection	3
MIS 3020	Enterprise Systems and Application	3
CSC 2053	Algorithms and Data Structures III	3
Data Communications	CSC 4900 (Computer Networks) OR MIS 3010 (Business Data Communication)	
MIS 3030	Enabling Technology in E-Business	3
CSC 1600	Operating Systems	
CSC 4490	Data Warehousing and Mining	
ECE 5477	Computer Communications Security	

**Electives (30 credits)\*** With the reduced core curriculum and number of electives available in the Bachelor of Interdisciplinary Studies degree program, there is the opportunity for BIS students to complete significant coursework outside their major which would complement and enhance their academic studies. Examples of these

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academic discipline areas may include, but are not limited to, Leadership Studies, Business, and Communication.

\*MAT 1320 (Calculus I) is highly recommended for all students seeking to attend graduate school.

### **BACHELOR OF INTERDISCIPLINARY STUDIES/LEADERSHIP STUDIES MAJOR (30 CREDITS)**

LDR 2000	Foundations of Leadership	3
LDR 2010	Strategic Planning for Leaders	3
LDR 2020	Leadership and Community	3
LDR 2030	Leadership and Technology	3
LDR 2040	Ethics and Leadership	3
PSY 2700	Industrial/Organizational Behavior	3
COM 3490	Organizational Communication	3
COM 3490	Leadership in a Borderless Economy	3
COM 3490	Negotiation and Decision Making	3
LDR 5000	Leadership Capstone Course	3

**Electives (45 credits)** With the reduced core curriculum and number of electives available in the Bachelor of Interdisciplinary Studies degree program, there is the opportunity for BIS students to complete significant coursework outside their major which would complement and enhance their academic studies. Examples of these academic discipline areas may include, but are not limited to, Information Systems, Bachelor of Interdisciplinary Studies/Leadership Studies Major (30 credits)

## BACHELOR OF INTERDISCIPLINARY STUDIES/MEDIA & TECHNOLOGY MAJOR (36 CREDITS)

CSC 1020	Computing & the Web	3
CSC 1040	Computing with Images	3
CSC 2020	Web Development & Technologies I	3
CSC 2025	Web Development & Technologies II	3
CSC 3070	Emerging Technologies	3
Databases	MIS 2030 Database Management <i>or</i> CSC 4480 Principles of Database Systems	3
CSC 4710	Info. Systems Project Management	3
MIS 3030	Enabling Technology in E-Business	3
MKT 2290	Interactive Marketing	3
COM 2340	Theories of Visual Communication & Culture	3
COM 3353	Media & Technology	3
COM 2300	Theories of Mass Communication	3

**Electives (39 credits)\*** With the reduced core curriculum and number of electives available in the Bachelor of Interdisciplinary Studies degree program, there is the opportunity for BIS students to complete significant coursework outside their major which would complement and enhance their academic studies. Examples of these academic discipline areas may include, but are not limited to, Information Systems, Business, and Communication.

\* MAT 1320 (Calculus I) is highly recommended for all students seeking to attend graduate school.

## BACHELOR OF ARTS/BACHELOR OF SCIENCE

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

The Core Curriculum of the College of Liberal Arts and Sciences is applicable to these majors offered in Part-Time Studies: Bachelor of Arts in General Arts, English, History, and Human Services; and Bachelor of Science in Computer Science and

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Education. A description of the Core Curriculum may be found in the College of Liberal Arts and Sciences section of this *Catalog*. For the Bachelor of Arts Degree in General Arts, General Arts with a Business Minor, English, History, and Human Services, 40 courses and a minimum of 122 credits are required. For the Bachelor of Science in Computer Science, 41 courses and a minimum of 129 credits are required. For the Bachelor of Science in Education, course and credit requirements vary according to the subject area of certification. The twelve subject areas available for certification are: Biology, Chemistry, Communication, English, French, General Science, German, Latin, Mathematics, Physics, Social Studies, and Spanish. Required courses in some subject areas, including student teaching, are available during day times only. *Day classes are billed at the day tuition rates.*

## ASSOCIATE OF ARTS

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

Subject	Credits
ENG 1050	3
Foreign Language 1121, 1122	6
HIS 1050	3
Mathematics/Natural Science (3 courses; 10 credits)	10
ACS 1000, 1001 Augustine and Culture Seminars	6
PHI 1050	3
THL 1050	3
ETH 2050	3
Fine Arts (1 course; 3 credits) Designated Courses Only	3
Social Science (1 course; 3 credits)	3
Free Electives (6 courses; 18 credits)	18

## BACHELOR OF SCIENCE IN ACCOUNTANCY

The B.S. in Accountancy requires a minimum of 41 courses and 125 credits. Details are to be found in the Villanova School of Business section of this Catalog.

## BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration requires a minimum of 41 courses and 125 credits. The following courses are required.

### FRESHMAN YEAR

<i>Courses</i>	<i>credits</i>	<i>Courses</i>	<i>Credits</i>
MIS 1006	3	ENG 1010	3
ECO 1001, 1002	6	MAT 1500, 1505	8
PHI 1050	3	ACS 1000, 1001	6
BL 1090	3		

### SOPHOMORE YEAR

ACC 1101, 1102	6	VSB 2005	3
Social Science <sup>1</sup>	3	HISTORY <sup>2</sup>	3
COM 1101	3	THL 1050	3
ENG 1050	3	Free Elective	6
ETH 2050	3		

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

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

### JUNIOR YEAR

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

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

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

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### SENIOR YEAR

Humanities <sup>5</sup>	3	THL Elective	3
Major courses <sup>6</sup>	12	Social/Natural Science <sup>7</sup> /History Elective	3
MGT 3301	3	Free Electives	6

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

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

<sup>7</sup>Choose from Geography, Political Science, Psychology, Sociology, Natural Sciences, or History.

### CERTIFICATE PROGRAMS

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

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

*To be eligible for this certificate, a student must possess a bachelor's degree from an institution accredited by the appropriate regional accrediting association. Eight courses must be completed: ACC 1101, 1102, 2310, 2320, 2430, 2450, 2460, and 2470\*. Students are required to have any prerequisite courses necessary (indicated in the course description) for any particular course in the certificate program. A maximum of 2 courses, specifically Principles of Financial Accounting and Principles of Managerial Accounting, will be allowed in transfer. All remaining upper-level courses in the certificate program must be completed at Villanova. \*Students may substitute ACC 2340 for ACC 2470.*

**Business Administration Certificate.** The Business Administration Certificate provides business-related knowledge and skills and is especially useful to individuals with bachelor's degrees in General Arts or other non-business majors who wish to acquire expertise in business areas. The program also meets the needs of individuals who work

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in smaller businesses or who are self-employed. *To be eligible for this certificate, a student must possess a bachelor's degree from an institution accredited by the appropriate regional accrediting association.*

Eight courses must be completed: four specifically required and four electives from the approved list of electives, which represent more advanced treatments of the required courses. Students are required to have any prerequisite courses necessary (indicated under the course description) for any particular course in the certificate program. A maximum of 2 courses (6 credits) will be allowed in transfer. No other course substitutions will be permitted.

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

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

ACC 2310, 2320, 2340, 2430, 2450, 2460, 2470,  
BL 1090, 2135, 2150, 2170, 2185  
DIT 1141, 2006, 2010,  
ECO 1001 or 1002 (the one not taken for the required course) 2110, 3106,  
FIN 1113, 2323  
MGT 2153, 2155  
MKT 1137, 2220, 2225, 2277, 2280

**Information Systems Certificate.** The Information Systems Certificate is designed to help acquire related information systems knowledge and skills through a broad selection of coursework. It is for individuals who wish to have a more formal grounding in the application of information technology and for those who want to understand the information demands on business and society. It is especially useful for students who have already completed course work in business or liberal arts and who wish to acquire a formal understanding of the application of information technology.

To receive a Certificate in Information Systems from Villanova University, six courses must be completed: four are specifically required, and two are chosen from the approved list of electives.\*

The *required courses* are: CSC 1020/MIS 1006, CSC 1051, MIS 2030/CSC 4480, MIS 2040/CSC 4700

The *elective courses* must be chosen from the following: CSC 2020, CSC 2025, CSC 2400, CSC 1052, CSC 4710, CSC 3070, CSC 3080, CSC 2500, MIS 3020, MIS 3030

\*Students are required to have any prerequisite courses necessary (indicated in the University Catalog) for any particular course in the certificate program.

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**Leadership Studies Certificate.** The Leadership Studies Certificate is designed to help individuals acquire related knowledge and skills through a broad selection of coursework. It is especially useful for those students who have already completed a bachelor's degree in business or liberal arts but now wish to acquire a more formal grounding in leadership practices. While providing an educational opportunity for individuals interested in securing careers in management in a diversity of environments, the program also meets the needs of those who work in smaller businesses or who are self-employed. To be eligible for this certificate, a student must possess a bachelor's degree from an institution accredited by the appropriate regional accrediting association.

To receive a Certificate in Leadership Studies from Villanova University, five courses must be completed: two are specifically required, and three are chosen from the approved list of electives.

The *required courses* are: LDR 2000 and LDR 2010.

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

LDR 2020, LDR 2030, LDR 2040

PSY 2700

COM 3490 (Organizational Communication) COM 3490 (Leadership in a Borderless Economy)

COM 3490 (Negotiation and Decision Making)

**Pre-Health Professions Science Certificate.** This certificate program was created to provide a fundamental education in the sciences that can lead to entrance into schools of the health professions and to a wide array of careers. Interested students are strongly encouraged to check the admissions requirements for individual schools and programs relating to the health professions.

To receive a Certificate in Pre-Health Professions Science from Villanova University, eight required courses must be completed. BIO 2105, BIO 2106, CHM 1151/1103, CHM 1152/1104, CHM 2211/2201, CHM 2212/2202, PHY 1100/1101, PHY 1102/1103.

A maximum of two courses (no more than 10 credits) which have been completed within the last five years may be transferred.

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

## **NON-MATRICULATED AND POSTGRADUATE STUDENTS**

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

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

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

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

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

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

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

## **CONTINUING STUDIES PROGRAMS**

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

The Continuing Studies division offers in-class professional development and certificate programs to approximately one thousand (1,000) students each year. Courses (and certifications) are offered in a variety of subject areas: human resource management (PHR, SPHR, GPHR), payroll administration (FPC, CPP) project management (PMP), fundraising (CFRE), english as a second language, treasury management (CPT), management accounting (CMA), internal auditing (CIA), supply chain management (SPSC), and alcohol and drug counseling (CAC). The courses are offered on campus and at various corporate sites throughout the tri-state area. Continuing Studies also provides training opportunities at corporate and non-profit worksites.

The Continuing Studies Paralegal Certificate Program is designed to train qualified individuals in the theory and philosophy of the law and the ethics of legal practice. Student gain the necessary practical skills to enable them to effectively assist lawyers and executives in providing a wide range of legal services to corporations, governmental agencies, law firms and businesses. The Paralegal Program is approved by the American Bar Association (ABA).

In addition, the Continuing Studies Office, in partnership with BISK Education, offers Project Management, Human Resources, Six Sigma and a variety of non-credit certificate programs via distance learning to approximately twelve thousand (12,000) students a year.

For more information on these programs, contact the Office of Continuing Studies at 610-519-4310. The Continuing Studies Office is located on the Ground Floor of Stanford Hall.

## **FLEXIBLE ENROLLMENT OPTIONS**

### **FASTFORWARD AT VILLANOVA**

Villanova's FastForward courses are designed to help adult students move forward quickly toward graduation. These courses are scheduled on seven Saturday mornings or afternoons and weekday evenings, for a class period of 3 1/2 hours, and are supplemented with on-line instruction. FastForward 1 is held from late August till the middle of October, FastForward 2 from mid-October to mid-December, FastForward 3 from mid-January through late February, and FastForward 4 from March to late April. FastForward courses may also be available on weekday evenings.

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Each course can be completed in only half a semester but is a complete three-credit class with fewer on campus class hours. Additionally, the Part-Time Studies FastForward Track allows adult students to complete three courses during the fall and spring semesters—two back-to-back FastForward courses and one, one-night a week course—while never taking more than two classes at one time.

### **VARIABLE COURSE LOAD**

Students can vary the number of courses taken each semester, depending on their professional and personal demands. An average course load for many part-time students is two per semester. By utilizing our FastForward courses, students may take a total of four courses in a semester: two during the regular semester, and one in each of the FastForward sessions. Students who take four courses in fall, four in spring, and two in the summer, will complete ten courses per year (the same amount as a full-time day student). Additionally, students who enter with 60 credits may take advantage of the FastForward Track which makes it possible to complete the Bachelor of Interdisciplinary Studies degree program in three years.

### **EVENINGS/WEEKENDS**

Students can choose classes that meet one night a week for 14 weeks, on Saturdays for seven weeks with additional online instruction (FastForward), or on Friday nights and Saturdays (one credit psychology seminars which are offered during the fall semester and summer session).

### **SUMMER SESSION**

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

### **DISTANCE EDUCATION**

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

## **ACADEMIC AND STUDENT POLICIES AND INFORMATION**

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

### **ACADEMIC STANDING**

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

### **ADDRESS CHANGES**

Important mailings are sent to students throughout the academic year. It is essential that all students keep the PTS office informed of any change in their permanent home address and/or mailing address. Otherwise, we cannot be responsible for students not receiving material through the mail. Change of Address forms are available in the PTS office, 107 Vasey Hall. Students must check their Villanova email and Novasis accounts for information from the Registrar and other offices. Important dates and information are also listed on the Part-Time Studies website at [www.parttime.villanova.edu](http://www.parttime.villanova.edu).

### **ADVANCED ACADEMIC CREDIT**

In addition to the provisions for advanced academic credit listed in each College's section of this *Catalog*, Part-Time Studies students may gain credit by examination by means of the College Level Examination Program (CLEP) administered through the College Entrance Examination Board. Credit is awarded for the CLEP Subject Examinations and NOT for the General Examinations. The credit must be applicable to the student's program. CLEP credits are considered transfer credits. A maximum of 60 transfer credits, which could include CLEP credits and credits from other colleges or universities, may be accepted toward a degree program. A score of 60 or higher on an approved Subject Examination will be considered for credit. For further information, students should contact the Part-Time Studies office.

## ADVISING

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

Accountancy	Mr. James Johnson/Ms. Mary Bustamante
Accountancy Certificate	Ms. Mary Bustamante
BIS/General Studies	Mr. James Johnson/Ms. Mary Bustamante
BIS/Information Systems	Mr. James Johnson/Ms. Mary Bustamante
BIS/Leadership Studies	Mr. James Johnson
BIS/Media & Technology	Mr. James Johnson/Ms. Mary Bustamante
Business Administration	Mr. James Johnson/Ms. Mary Bustamante
Business Administration Certificate	Ms. Mary Bustamante
Communication	Dr. Bryan Crable
Computer Science	Dr. Georgi Japaridze
Education, Teacher Certification	Dr. John Durnin
English, Liberal Arts, History	Mr. James Johnson/Ms. Mary Bustamante
Human Services	Dr. Beverly Kahn
Non-Matriculated and Assoc. of Arts	Mr. James Johnson/Ms. Mary Bustamante
Postgraduates	Mr. James Johnson/Ms. Mary Bustamante

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

## AUDITING

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

## **CHANGE OF DEGREE PROGRAM**

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

## **CLASS STATUS**

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

## **DEAN'S LIST**

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

## **DROP AND ADD**

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

## **FINANCIAL PLANNING**

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

Another valuable resource for students can be their employers, many of whom will pay tuition for their employees who attend Villanova. Students who are employed either

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full or part-time should check their company's policy and take advantage of that benefit if it is available to them.

The Villanova Tuition Employer Billing Plan is an agreement between the employer of a Villanova student and Villanova University. With this agreement, the employer guarantees that Villanova will receive tuition re-imbursement payments for the employee and in turn, Villanova will bill the employer, not the individual student. Villanova has a variety of employers who take advantage of this plan for their employees.

A list of scholarships, local and national, for adult part-time students is available in the PTS office or on line at [www.parttime.villanova.edu](http://www.parttime.villanova.edu).

### **GRADUATION APPLICATION**

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

### **PARKING**

Parking permits may be purchased at the Department of Public Safety (Farrell Hall, 824 Lancaster Avenue). Instructions for web based parking registration may be found at [publicsafety.villanova.edu/parking.html](http://publicsafety.villanova.edu/parking.html). Further information is available from the University Parking Office (610/519-6990). All students who utilize Villanova parking lots must have a current parking permit.

### **PERSONAL SAFETY**

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

### **REGISTRATION**

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

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Students are encouraged to register early, whether in person, via Novasis, by mail, or by *Fax*. Further information may be obtained from the fall or spring brochures, summer catalog, the Part-Time Studies web site at [www.parttime.villanova.edu](http://www.parttime.villanova.edu), or by contacting the Part-Time Studies office.

## **NEW STUDENT ORIENTATION AND ADDITIONAL SUPPORT**

Part-Time Studies offers assistance to help students become acquainted with the resources on campus and to aid in the transition to academic life. All of these resources are now available to part-time students via the PTS website at [parttime.villanova.edu](http://parttime.villanova.edu). Information is also always available through the Part-Time Studies Office in Vasey Hall, 107.

### **STUDENT ACTIVITIES**

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

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

### **TRANSFER OF CREDITS**

Transfer provisions are described under “Admissions” in the University section of this *Catalog*. Applications for transfer into Part-Time Studies should be made in the Part-Time Studies Office. PTS students who wish to take courses at other institutions should seek the approval of the Director or Associate Director of PTS as to the particular institution they wish to attend and as to the particular course(s) they wish to take.

### **UNIVERSITY SENATE**

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

## **WITHDRAWAL FROM A COURSE**

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

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

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

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