

Villanova University

VILLANOVA UNIVERSITY CATALOG

**UNDERGRADUATE STUDIES
2011-2013**

**EXPANDED VERSION
INCLUDES COURSE DESCRIPTIONS**

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 <http://www.villanova.edu/vpaa/office/catalog/> for more recent information as well as the web sites listed for the particular policies, programs and services found in this catalog.

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
August
2011
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 2011 or fall 2012 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 and the web sites listed for the particular policies, programs and services found in this catalog.

ACADEMIC CALENDAR: 2011-2012

Fall Semester (2011)

Aug. 20-23 (Sat-Tu)	New Student Orientation and Registration
Aug. 24 (W)	Classes Begin
Aug. 27 (Sat)	Saturday Classes begin for Part-Time Studies
Aug. 30 (Tu)	Last day for requesting Satisfactory/Unsatisfactory and Last day for dropping and/or adding classes
Sept. 5 (M)	Labor Day - No Classes
Sept. 16-18 (Fri-Sun)	Parents' Weekend
Sept. 22-25 (Thurs-Sun)	St. Thomas of Villanova Celebration
Oct. 7 (F)	Mid-Term
Oct. 10 (M)	Semester Recess
Oct. 17 (M)	Classes Resume
Oct. 19 (W)	Grades Due (Noon)
Oct. 21 (F)	Advising Begins
Oct. 21-23 (Fri-Sun)	Homecoming
TBA	Registration Begins for Spring 2012
Nov. 4-6 (Fri-Sun)	Special Olympics
Nov. 9 (W)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 22 (Tu)	Thanksgiving Recess Begins after last class
Nov. 28 (M)	Classes Resume
Dec. 12 (M)	Final Day of Classes
Dec. 13 (Tu)	Reading Day
Dec. 14-20 (W-Tu)	Final Examinations (No exams on Sunday)

Villanova University

Spring Semester (2012)

Jan. 16 (M)	Martin Luther King Day (No classes)
Jan. 17 (Tu)	Classes Begin
Jan. 23 (M)	Last day for requesting Satisfactory/Unsatisfactory and last day for dropping and/or adding classes
Mar. 2 (F)	Mid-Term
Mar. 5 (M)	Semester Recess
Mar. 12 (M)	Classes Resume
Mar. 14 (W)	Grades Due (Noon)
Mar. 16 (F)	Advising Begins
TBA	Registration Begins for Fall 2012
Apr. 4 (W)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Apr. 4 (W)	Easter Recess begins after last class
Apr. 10 (Tu)	Classes Resume
May 1 (Tu)	A Friday Class Day – follows a Friday Schedule for UG Day Classes only.
May 2 (W)	A Monday Class Day – follows a Monday Class Schedule for UG Day Classes only.
May 3 (Th)	Final Day of Classes
May 4 (F)	Reading Day
May 5-11 (Sat-Fri)	Final Examinations (No exams on Sunday)
May 19-20 (Sat-Sun)	Baccalaureate and Commencement

ACADEMIC CALENDAR: 2012-2013

Fall Semester (2012)

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 requesting Satisfactory/Unsatisfactory
Sept. 3 (M)	Last day for dropping and/or adding classes
Sept. 3 (M)	Labor Day - No Classes
Sept. 14-16 (Fri-Sun)	Parents' Weekend
Sept. 20-23 (Thurs-Sun)	St. Thomas of Villanova Celebration
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
Oct. 26-28 (Fri-Sun)	Homecoming
TBA	Registration Begins for Spring 2013
Nov. 2-4 (Fri-Sun)	Special Olympics
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-F)	Final Examinations (No exams on Sunday)

Villanova University

Spring Semester (2013)

Jan. 14 (M)	Classes Begin
Jan. 18 (F)	Last day for requesting Satisfactory/Unsatisfactory
Jan. 21 (M)	Last day for dropping and/or adding classes
Jan. 21 (M)	Martin Luther King Day (No classes)
Mar. 1 (F)	Mid-Term
Mar. 4 (M)	Semester Recess
Mar. 11 (M)	Classes Resume
Mar. 13 (W)	Grades Due (Noon)
Mar. 15 (F)	Advising Begins
TBA	Registration Begins for Fall 2013
Mar. 27 (W)	Easter Recess begins after last class
Apr. 2 (Tu)	Classes Resume
Apr. 3 (W)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Apr. 30 (Tu)	A Friday Class Day – follows a Friday Schedule for UG Day Classes only.
May 1 (W)	A Monday Class Day – follows a Monday Class Schedule for UG Day Classes only.
May 2 (Th)	Final Day of Classes
May 3 (F)	Reading Day
May 4-10 (Sat-Fri)	Final Examinations (No exams on Sunday)
May 18-19 (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 a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture

Villanova University

a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

ENDURING COMMITMENTS

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

To foster academic excellence, we as a University:

- Create a diverse community of scholars, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education;
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

To honor our values and tradition, we as a Catholic University:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine's vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage diverse religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;
- Provide opportunities for students, faculty and staff to seek guidance from Catholic intellectual and moral traditions, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Respect and encourage the freedom proposed by St Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.

To serve our students, alumni and global community, we as an Augustinian University:

Villanova University

- ❑ Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- ❑ Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- ❑ Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;
- ❑ Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- ❑ Include our alumni as an integral part of the Villanova community;
- ❑ Value highly our relationship with neighboring communities.

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

Majors will be listed on the transcript, not on the diploma. 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.

A student may receive only ONE degree, regardless of how many majors s/he accumulates. Students who have completed all the requirements for two or more degrees – e.g., B.B.A. and B.S.A, or B.B.A. and B.A. -- must choose which degree to take. If a student has completed all the requirements for one degree and, in addition, by taking 43 or more additional credits beyond the greater of the two program credit requirements, fulfills the requirements for a second degree, he or she may receive two degrees and two

diplomas. Otherwise, the student will receive only one. Multiple majors, regardless of college, will appear on a student's transcript.

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, Media & Technology, 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 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

Villanova University

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, professional development, and placement services. Individual counseling is supplemented by workshops and career programs. Interest tests are administered and interpreted. Employment services include a campus interview program with over 350 employers, a resumé referral system, and a job listing service. The website provides extensive information on careers, materials on various job search topics, and registration information for graduate school admission tests. Staff counselors and career assistants look forward to working with you. The office is located in Garey 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 3.5 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.villanova.edu/academics/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

Villanova University

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.villanova.edu/vpaa/parttime/about/alpha.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 170+ 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). The Wildcard is a photo identification card that is required for all Villanova students, faculty and staff. The Wildcard allows convenient, effective, and secure access to all card related services. These services include personal identification, facilities access and access monitoring, debit transactions processing, meal plan administration, banking relationship management, student printing allowance and web-based transaction processing. The Wildcard is universally accepted on campus and at selected off-campus locations.

Nova Alert is a text messaging feature that enables campus public safety officers and university officials to send targeted alerts to its 10,000 students and faculty members

Villanova University

in a matter of seconds. Nova Alert is designed to communicate an emergency with immediate danger, which could jeopardize the physical safety of the members of the University community. The alert is also used to notify the Villanova community about weather issues, such as snow-related campus closures. The alert may contain instructions on where to go, what to do or not do, as well as instructions on where to find additional information. Depending on the recipient's preference, the Nova Alert may be sent to cell phones, e-mail accounts, pagers, smart phones and PDA devices. (Note: Parents can sign up for alerts, too.)

INTERNATIONAL STUDIES (www.villanova.edu/vpaa/intlstudies/)

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 the *Augustine and Culture 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; Healthy Living; Environmental Leadership; Global Community; Justice: from Adam to Eve; Pursuit of Excellence; and Arts and Culture. Commuter sections of Leadership are available.

LEARNING SUPPORT SERVICES

<http://www1.villanova.edu/villanova/learningsupport.html>

Learning Support Services provides learning and study skills resources for all students who wish to enhance their academic experience in preparing to meet their educational goals. These services include weekly study skill workshops, study groups and homework help sessions for selected courses, academic coaching, accommodation support for students with disabilities, and study skills consultation.

Additionally, in conjunction with faculty, LSS 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 currently located in 203 Vasey Hall and will be relocating mid-year to the 2nd floor of Falvey Library. For additional information about our services, contact 610-519-5176 or email learning.support.services@villanova.edu.

LIBRARY RESOURCES AND SERVICES (www.library.villanova.edu)

Falvey Memorial Library is the gateway to academic information resources and services for students, faculty and staff. The physical library collection includes more than 750,000 printed volumes including books and historical runs of major academic journals. Web-accessible resources include approximately two hundred twenty general and discipline-specific research databases, approximately ten thousand full-text electronic journals, and extensive microfilm and audiovisual collections. Online collections also include almost 500,000 digital volumes encompassing the corpus of English-language books from the earliest days of the movable type printing press through the early 19th century. Beyond Villanova’s collection, the regional EZBorrow system in which the university participates provides one-stop searching and access to over 35 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. Many rare and unique items from Special Collections are also accessible via the Villanova University Digital Library.

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 VUFind (the online catalog), general and scholarly research databases and full-text journals and e-books, e-mail request forms, interactive (chat-based) reference assistance, and subject-oriented research guides. Approximately 80 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 13 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, videos, and books which students may use for review or 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.villanova.edu/artsci/college/academics/curf)

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, and National Science Foundation. A mentoring program is administered by the Center for Undergraduate Research and Fellowships and begins as early as an undergraduate student’s first year. In

Villanova University

recent years, over seventy students have received formal recognition from these various national scholarship programs.

ROTC (www.nrotc.villanova.edu or www.armyrotc.villanova.edu or www.sju.edu/academics/cas/afrotc/index.html)

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 202 Old Falvey; Phone: (610)519-4604.

CAMPUS PROGRAMS AND SERVICES

ART GALLERY (www.artgallery.villanova.edu)

In its role as an extension of the classroom, Villanova's world-class Art Gallery serves to make the visual arts an engaging part of campus life for students, their families, staff and the community. Free on-campus exhibits by leading American and international artists, and emerging ones of promise, are publicly presented throughout the academic year. The Gallery also enhances the educational experience by collaborating with academic departments in offering exhibits such as carved masks and totems from the Yoruba culture of West Africa, watercolors from China, Batiks from Byelorussia, and paintings by contemporary artists of the Caribbean. Free public outreach programs include hands-on art workshops for under-served children, young people and adults.

ATHLETICS AND RECREATION (<http://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 first floor 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

(<http://www.villanova.edu/studentlife/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.

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 mission of Health Promotion at Villanova University is to:

- Provide evidence-based health resources;
- Facilitate opportunities for students to build skills that empower them to make healthy lifestyle choices; and
- Instill a sense of personal responsibility for individual health and its impact on the health of the community.

Health Promotion fulfills its mission through its campus-wide programming, first year learning community, POWER peer education and academic internship program, communication vehicles such as Stall Street Journal, web and print resources, one-on-one consultation, and free non-credit courses in healthy eating and exercise. To find out more about the Office of Health Promotion, please visit us on the first floor of the Health Services Building, call us at 610.519.7407 or visit our web site.

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.

Villanova University

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 works to enrich the Villanova undergraduate learning experience by making available to all students the opportunity to engage in a rich variety of activities promoting cross-cultural awareness and understanding. We accomplish this task by offering learning resources and structured learning experiences to the entire Villanova University community. Our ultimate goal is to help all Villanovans learn to live empathetically in community with one another. The Center for Multicultural Affairs is located in Dougherty Hall, Room 102; call (610) 519-4075.

The main programs are:

- ❑ **Academic Advancement Program (AAP)** The purpose of this program is to provide an educational opportunity for students from the Delaware Valley area who meet certain academic and economic criteria. 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 offers a three-credit freshman English course, math, reading/study skills, general sciences classes, and critical thinking workshops. Anyone interested in this program should call Linda Coleman at 610-519-4074.
- ❑ **A.C.T.I.V.E (Advising, Counseling, Tutoring, and Information to enhance the Villanova Experience):** The Center for Multicultural Affairs offers comprehensive integrated services to all in-coming students. The ACTIVE program is designed to help students make the transition between high school and college successfully. In Phase One, *Freshman Retention*, the program is intended to help students develop an academic plan through a review grades and teacher feedback, tutoring, and counseling (academic, personal and financial). In Phase Two *Sophomore Engagement* the programs help students develop strategies for academic and personal success. Topics for discussion include: selection of major, cultivating leadership potential and communication skill development. In addition to course specific tutoring, students are guided to begin thinking about plans for their future including careers, graduate school, and internships. Anyone seeking information about this program should call Charisma Presley at 610-519-7316.
- ❑ **St. Thomas of Villanova Scholars Program (STOVs):** The purpose of STOVs is to retain and graduate students entering Villanova University whose academic career will be enriched by access to coordinated services designed to facilitate academic success and timely graduation. The program begins with a rigorous three-week summer academic immersion program. Once the school year begins, the academic progress of STOV students is monitored with

Villanova University

follow-up programs and services provided. For more information about the program contact The Center for Multicultural Affairs at 610-519-4075.

- **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 Charisma Presley whose office is located in Dougherty 102, tel. 610/519 7316.

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. The MAO also supports independent student run ensembles.

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/responsibility.htm)

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 4400 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 consecutive freshman, sophomore, and junior years. Transfer students are not guaranteed on-campus residency. The University leases one floor of a residence hall at Rosemont College in an effort to accommodate some 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 200 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. For

Villanova University

information about health insurance requirements for students please see our website. The Health Center is located in the Health Services Building, Third 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.

ADMISSION

(www.admission.villanova.edu)

GENERAL POLICY ON ADMISSION

Villanova seeks to enroll students who excel academically and possess wide interests and positive qualities of character. In selecting members of the first-year class from the large number of qualified 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 offered.

The criteria used to assess academic potential are: the scholastic record as reflected by the rigor of 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 section); participation in extracurricular and community service activities; guidance counselor and teacher recommendation; and essays.

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/staff members, athletes and residents of geographical areas not strongly represented in the student body.

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. Each college requires 16 units.

College of Liberal Arts and Sciences

For Liberal Arts Curriculum:

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

For Science and Mathematical Sciences Curricula:

English	4	Foreign Language	2
Chemistry	1	Physics (recommended)	1
Mathematics	4	Electives	4

Villanova School of Business

English	4	Science	1
History	2	Electives	5

Villanova University

Mathematics 4

College of Engineering

English	4	Physics (required)	1
Chemistry	1	Electives	6
Mathematics	4		

College of Nursing

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

Elective units acceptable in all colleges

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

HEALTH AFFILIATION PROGRAM

Villanova University has accelerated 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 at Salus University. Completed applications to these programs must be received by the Office of University Admission no later than November 1. The SAT and ACT must be taken no later than October of the senior year. The BS/MD program at Drexel University is available only to U.S. citizens and permanent residents and are not available to transfer students.

EARLY ACTION

Early Action admission is awarded to those exceptional students who have outstanding high school records, rigorous curricula, 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 SATs and ACTs taken no later than 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. Every effort will be made to notify all Early Action applicants by December 20. These applicants need not apply only to Villanova. Deferred applicants will also be notified and will be reconsidered in the Regular Decision applicant pool. The Committee on Admission reserves the right to admit or defer any candidate for Early Action.

REGULAR DECISION

Applicants for Regular Decision may submit their credentials any time after August 1 prior to 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 evaluated on the basis of their three-year high school record (to include senior mid-year grades), rigor of curricula, and scores on the SAT or ACT taken no later than 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 decision: 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 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. Students accepting the University's offer of admission are advised to submit their registration deposits on-line or by check, credit card, or money order payable to "Villanova University" as soon as possible. The deposit is non-refundable and is applied toward the student's first semester account.

APPLICATION PROCEDURE

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

- Complete the on-line Common Application with the Villanova Supplement by the appropriate deadline at www.commonapp.org. (This includes the submission of the Common Application and Villanova essay along with the \$80 application fee. Villanova participates in the College Board's fee waiver program.)
- Notify their secondary school counselor or other educational professionals to submit Secondary School Counselor section of the Common Application and official high school transcript to the Office of University Admission (on-line submission is preferred and will expedite to processing of the student's application, but paper copies can be processed). The completed application must be received by Villanova no later than November 1 for Early Action and January 7 for Regular Decision consideration.
- Take the SAT or ACT (which must include the writing section) and have the results sent to Villanova University (CEEB Code -2959 or ACT code-3744)
- Submit one teacher recommendation on-line through the Common Application. (Paper copies will be reviewed, but may not become part of the applicant's file.)

TRANSFER STUDENTS)

Candidates for admission who have attended other colleges and universities should submit applications for transfer to the Office of University Admission of Villanova University no later than June 1 for the fall and November 1 for the spring semester (unless otherwise stipulated).

Villanova University

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 and the Villanova School of Business. Students interested in transferring into the College of Nursing and the College of Engineering must have maintained at least a 2.50/4.00 cumulative grade point average.

Transfer credit towards undergraduate degrees will, in general, be granted for appropriate academic work completed with a grade "C" (2.00) 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. **Credit or advanced standing for courses taught at the high school will not be accepted.** With respect to courses taught in a distance learning format, and for other requirements, each

academic program will review on a case by case basis. 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 submit the same admission application and supporting academic credentials, 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 85 on the iBT (internet based), , or 550 on the paper based TOEFL; or a band score of 7.0 on the IELTS.

All undergraduate international students should note that they must pay a non-refundable tuition deposit of \$700 on after acceptance and submit a Certification of Finances form and supporting bank letter prior to the issuance of the form I-20. International students are eligible to compete for most merit-based and athletic scholarships. Need-based financial aid is available to first-time freshman international students from University sources on a limited basis.

ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE PROGRAMS

Villanova recognizes advanced placement from the College Board's 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 or International Baccalaureate results may 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.

Only International Baccalaureate Higher Level course work will be considered for credit. The following Higher 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;

Villanova University

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, 2011-2012

(www3.villanova.edu/budgetoffice/rates)

UNDERGRADUATE COLLEGES AND PROGRAMS

TUITION (Per Year) ¹

NOTE: All entering freshmen will be issued a laptop computer and software. This cost is included in tuition. At the conclusion of the sophomore year this computer will be returned and during the summer the student will receive a new laptop computer and software. Upon completion of the degree program the second laptop will become the property of the student.

	Tuition	Per Credit Rate	General Fees*	Student Health Fees
All Undergrad Colleges	40,530	\$1,690	\$300	\$280

FEES

Application Fee (Non-refundable)	\$75
Tuition Deposit (Non-refundable) (Deposit due upon acceptance; credited to account upon registration)	\$700
Orientation Fee (New Students only)	\$150
Student Health and Wellness Fee	\$140/semester
General University Fees	\$150/semester
Nursing Pre-Licensure Exam Fee	\$105/semester
Room (Depending on Accommodations)	\$2,540-3,685/semester
Board (Depending on Meal Plan)	\$1,260-2,765 (\$645-1,030 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.

Villanova University

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, 2011-2012

Application Fee (Non-refundable)	\$25
Tuition (Evening Courses Only):	
Liberal Arts, Education	\$490 (per credit)
Science, Nursing, Non-matriculated, Visitors, Post graduates	\$490(per credit)
School of Business ¹	\$530 (per credit)
Tuition (Day Courses Only 1-11 Credits) ²	
Liberal Arts	\$750 (per credit)
School of Business	\$780 (per credit)
Science, Nursing, Non-matriculated, Visitors, Post graduate	\$750 (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 the full-time undergraduate fourth year rate which is 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.

Refund Schedule

Fall/Spring Semester Refund Policy

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

(For Summer Semester policy, please see summer catalog)

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

Villanova University

not enroll are entitled to a full refund.

In addition to the University's refund schedule and in accordance with the Higher Education Amendments of 1992, 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], Academic Competitiveness Grant, National SMART Grant, Federal Perkins Loan, Federal Direct Stafford Student Loan, Federal Direct PLUS, Federal Direct Graduate PLUS), during the semester in which they withdraw, the University will observe the federally mandated process in determining what, if any amount of money must be returned to the federal program (s). For more information on the Return of Title IV Funds please visit:
http://www.villanova.edu/enroll/financial/policies/title_iv.htm

FINANCIAL ASSISTANCE

(www.villanova.edu/enroll/finaid)

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.villanova.edu/enroll/finaid).

Presidential Scholarships. The Presidential Scholarship is awarded to students who have demonstrated academic achievement and active participation in their school and the broader civic community. Successful candidates are awarded this renewable scholarship, which covers full tuition, general fee, room, board (up to the 19 meals-per-week plan) and books for eight consecutive semesters. Students must be nominated by the chief academic officer of their high school (principal, president, headmaster or guidance counselor) or an official school designee. They can also be nominated by a representative from a home school entity or non-profit educational organization dedicated to helping disadvantaged high school student with the college search process. Nominees will be expected to show evidence of superior academic performance as reflected by their high school course selection and grade point average, as well as a high level of achievement on the SAT or ACT. Candidates will also be assessed in terms of leadership, civic engagement, ability to respond effectively to adversity, creativity, and expertise in a specific field, with consideration given to a student's demonstrated financial need. Candidates will be required to complete a series of short essays to supplement the nomination form. The average high school grade point average of candidates selected as finalists for the Presidential Scholarship in the Fall 2011 entering freshman class was 4.29 (on a 4.00 scale) and the average combined SAT score (Critical Reading and Math) was 1490 with ACT scores that were similar in competitiveness.

Each year a number of historically underrepresented students who have demonstrated leadership in their ability to make significant contributions to the academic and social cultures within their schools and communities are awarded Presidential Scholarships.

For more information regarding the Presidential Scholarship Program and the nomination process, visit the following web sites: Office of Undergraduate Grants and Awards and The Center for Multicultural Affairs. For more information regarding the Program's particular commitment to enrolling Underrepresented Students, contact the Center for Multicultural Affairs at 610-519-4075.

Villanova University

Villanova Scholarships. The Villanova Scholarship is awarded on the basis of exemplary academic achievement and accomplishments outside of the classroom. In order to be eligible for consideration, students will need to be enrolled in a rigorous curriculum rank in the top 5% of their graduating class (if rank is reported) or have a minimum grade point average of a 3.90 on a 4.00 weighted scale (if rank is not reported) and a minimum combined SAT of 1420/1600 or a composite score of 32 on the ACT. All grade point averages and class rank information is taken cumulatively at the end of the sixth semester of high school, and all standardized tests must be taken no later than October of the senior year. This competitive program provides partial tuition scholarships that are renewable for a total of eight regular semesters. Preference may be given to students with demonstrated financial need. Based on the most recent applicant pool (students enrolling as freshmen in the Fall, 2011 semester), scholarship recipients averaged a 4.16/4.00 on a weighted scale and 1460/1600 on the SAT or a 33 composite on the ACT.

In order to be considered for a Villanova Scholarship a student must submit a completed application for admission by November 1 and finalists will be required to participate in the Villanova Alumni Interview Program.

All recipients will be notified on or before April 1.

Commuter Scholarships. Partial tuition scholarships are awarded each year to outstanding students commuting from their families' homes that have demonstrated superior academic achievement and have exemplary SAT or ACT scores with a preference given to students who have a demonstrated financial need. Candidates for the Commuter Scholarship must apply to the University as commuting students to be eligible for consideration. All recipients will be notified on or before April 1.

St. Martin de Porres Grant. The St. Martin de Porres Grant is awarded to students who 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. This grant is valued at full tuition and general fees. To be eligible for consideration, students must have exemplary high school records, correspondingly high SAT or ACT scores, leadership roles and active involvement through service to the community. 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.

Denise McNair Memorial 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.

Goizueta Foundation Scholars Fund. The Goizueta Foundation Scholars Fund has been instituted for the purpose of providing need-based scholarship assistance to those who have extensive personal interest, involvement, and experience in the Hispanic/Latino culture. The award is made to students who are U.S. Citizens or

Villanova University

permanent residents and whose families currently reside in the United States, who come from communities or populations that have been historically underrepresented in the student body at Villanova, who have demonstrated financial need and who have demonstrated outstanding academic achievement. This award valued at \$12,500 per year will be granted to an entering freshman. This scholarship is renewable for a total of eight consecutive regular semesters. Returning undergraduate students will be considered for scholarship renewal on the basis of their academic performance and financial need. In order to apply for the scholarship, candidates must complete The Common Application for Undergraduate Admission and the Villanova Supplement for Undergraduate Admission which must be received no later than January 7. In addition, candidates must complete a Goizueta Scholarship application and submit it to the Office of University Admission by February 7 and complete the FAFSA and CSS PROFILE by February 7. The selection committee will review qualified applicants and will notify the recipient by April 1.

Villanova National Merit Scholarship. These awards, ranging from \$500 to \$2,000, are offered to top students who are designated as finalists by the National Merit Scholarship Corporation and who selected Villanova University as their first college choice. Students should file the Free Application for Federal Student Aid (FAFSA) and the CSS PROFILE so that the proper award amount can be determined.

Air Force ROTC/Villanova Scholarship. Level 2 scholarship recipients who meet academic qualifications set by the University may be nominated by the Air Force to have their Level 2 scholarship awarded by the United States Air Force, raised to Level 1, and meet the full cost of tuition by means of state and federal grants and University funds. Up to five awards are made annually to entering freshmen selected by the University from those who are nominated by the Air Force. The student is responsible for the first year base through federal, state and family resources. To be eligible for consideration, a candidate must meet all minimum academic requirements of the Villanova Scholarship.

Army ROTC/Villanova Scholarship. For selected Army ROTC award recipients, Villanova grants up to five scholarships. Villanova University agrees to fund U.S. Army scholarship winners with an amount not to exceed \$5,000 to be used for University room and board charges only. To be eligible for consideration, a candidate must meet all minimum academic requirements of the Villanova Scholarship.

Naval ROTC/Villanova Scholarship. The University provides grants to NROTC scholarship recipients who are designated by the Navy. Traditionally underrepresented students who have been awarded a three-year NROTC award will receive a full tuition scholarship from the University for their freshmen year. Villanova also awards up to four partial scholarships annually to NROTC Scholarship recipients. These partial scholarships must be applied toward on-campus room or board expenses only as charged by Villanova. To be eligible for consideration, a candidate must meet all minimum academic requirements of the Villanova Scholarship.

Villanova University

Students wishing to be considered for any of these scholarships are encouraged to complete the CSS PROFILE and the Free Application for Federal Student Aid (FAFSA), since preference is given to students who have a demonstrated financial need.

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 College Scholarship Services (CSS) Financial Aid PROFILE. 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, W-2 form(s) and 1099 form(s) 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. Returning undergraduate students who began their academic program at Villanova University during the 2010-2011 or 2011-2012 academic year must also complete the College Scholarship Services (CSS) Financial Aid PROFILE. Both new and renewal applicants who are not Pennsylvania residents should file the appropriate application for State Grant consideration in their home state. Students who began their academic program at Villanova University prior to the 2010-2011 academic year must 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). All applicants need to submit signed copies of the student's and custodial parents, and stepparent's (if applicable) prior year U.S. or Puerto Rico Tax Returns, W-2 form(s) and 1099 forms by April 30. Late applications will be aided only if funds remain available.

Throughout the application process students are to check on the completeness and status of their application via MyNOVA. Additionally, award eligibility is posted to MyNOVA. Returning Undergraduate and Graduate students will be sent an email indicating their award is available to be viewed on MyNOVA. 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.villanova.edu/enroll/finaid. 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

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. All Villanova students must apply for need-based financial assistance to be considered for this program. This award can be applied only to tuition charges billed by Villanova University during the academic year (i.e. during the Fall and Spring semesters) for a maximum of 8 semesters (4 years). To be given priority consideration for the grant, students must meet the application deadline. The Villanova University Grant may be replaced by endowed scholarship funds.

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 an initial FAFSA or the Renewal FAFSA to be considered for this program.

Federal Perkins Loan. This is a federal loan based on financial need for students accepted/enrolled in an undergraduate or graduate degree program. 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. Due to limitations in our funding levels we are not able to award Federal Perkins Loan funds to graduate students.

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 campus (or off-campus if Pennsylvania domicile) 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. Eligibility is determined by the state.

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

Villanova University

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, financial need or as a result of a benefit provided by the parents' employer 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 University 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 Direct 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) with the U.S. Department of Education, who is the lender of the loan, at www.studentloans.gov. Eligibility for a Federal Direct 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 Federal Direct Subsidized Loan. Students without remaining financial need will be eligible for a Federal Direct Unsubsidized Loan and either need to make interest payments while enrolled or capitalize interest payments (i.e. add interest to the principal balance).

Repayment of the Federal Direct 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 3.4% for the Federal Direct Subsidized Loan and 6.8% for the Federal Direct Unsubsidized Loan. A fee will be charged on each loan. The fee goes to the government to help reduce the cost of the loan program. The maximum loan amount per year is \$3,500 for freshmen, \$4,500 for sophomores, and \$5,500 for juniors and seniors. Students may also qualify for an additional \$2,000 Federal Direct Unsubsidized Loan.

Additional information regarding the application process for the Federal Direct Loan program can be found on the Office of Financial Assistance website (www.villanova.edu/enroll/finaid) or the U.S. Government at www.studentloans.gov.

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 Direct PLUS Loan and an Alternative or Private Educational 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 Direct 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 7.9%. The Federal Direct PLUS Master Promissory Note can be obtained from the U.S. Department of Education at www.studentloans.gov. A Villanova University PLUS Application and the FAFSA must also be completed.

Alternative Loans. Alternative or Private Educational 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.

Villanova University

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. Also it must include the student's academic plan of action as well as an academic plan of action from the dean's office.

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 Perkins Loan, Federal Direct Loan, or Federal Direct 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 Direct Loan
- Subsidized Federal Direct Loan
- Federal Perkins Loan
- Federal Direct PLUS /Federal Direct Graduate PLUS
- Federal Pell Grant
- Federal SEOG
- Other Title IV Aid

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

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

CITIZENS AND ELIGIBLE NON-CITIZENS

In order to receive 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/finaid/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, W-2 form(s) and 1099 form(s).
- (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 for returning students who began their academic program before the 2010-2011 academic year.
- ❑ College Scholarship Services (CSS) PROFILE for prospective students and students who began their academic program during the 2010-2011 academic year or later. Contact the Office of Financial Assistance for this form.

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.

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. Most Full-Time students earn their Baccalaureate degree in four years. Full-Time students who do not complete the Baccalaureate degree within six years and part-time students who do not complete the Baccalaureate degree within twelve years may need to take additional courses in order to meet degree requirements. 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.

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.

Villanova University

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 required to do the following:

- ❑ You are required to meet with your academic advisor during the drop/add period to discuss your probationary status. With your advisor, you will decide on an appropriate plan for the semester that will assist you to be academically successful.
- ❑ You will follow this plan.
- ❑ You are required to pass each course, of three or more credits, and earn a C+ (2.33) or better in each course.

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 semester or 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. The procedures are also online under Student Services and Information on the Academic Affairs website.

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.

Villanova University

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.

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, department, etc., is the responsibility of the faculty member. All other discipline problems are to be referred to the Dean of Students.

STUDENT RECORDS POLICY

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 with respect to education records: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review and seek amendment of their records. In general, education records are defined as records maintained in any form by the University that are directly related to a student.

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; student identification number; address (local, home or electronic mail); telephone number; photograph or video; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honors 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 in writing the Office of the Registrar.

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 signed and dated 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, in accordance with FERPA, including in the following circumstances:

Villanova University

- (a) To 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 Board of Trustees, the President, Vice Presidents, Deans, Directors, Department Chairs, Faculty Members, NROTC Commanding Officer, attorneys in the Office of the Vice President and General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers. University officials also include contractors, consultants, volunteers and other outside parties, such as an attorney or auditor providing services on behalf of the University for which the University would otherwise use employees.
- (b) To the party(ies) who provided or created the record(s) containing the personally identifiable information.
- (c) To officials of other educational institutions to which the student seeks or intends to enroll or where the student is already enrolled, for purposes related to the student's enrollment or transfer (on condition that the student upon request is entitled to a copy of such records).
- (d) To appropriate federal, state or local officials or authorities, consistent with federal regulations.
- (e) To the U.S. Attorney General (or designee) pursuant to an ex parte order under the U.S. Patriot Act in connection with certain investigations or prosecutions.
- (f) To organizations conducting studies for, or on behalf of, educational agencies or institutions.
- (g) To accrediting organizations to carry out their accrediting functions.
- (h) To parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
- (i) To parents of a student under the age of 21, 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.
- (j) In connection with the student's application for, or receipt of financial aid.
- (k) 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).
- (l) In case of an emergency, to appropriate parties, including parents, to protect the health or safety of the student or other individuals, where the University determines that there is an articulable and significant threat to the student or other individuals.
- (m) The disclosure of information concerning registered sex offenders provided under state sex offender registration and campus community notification programs.
- (n) The outcome of a disciplinary proceeding to a victim of or alleged perpetrator of a crime of violence or non-forcible sex offense.

Villanova University

- (o) The outcome of a disciplinary proceeding where a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and is determined to have violated the University's rules or policies.

If required under FERPA, 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. Non-Education Records

The following are not considered education records, and thus are not protected by FERPA and this policy:

- 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 disclosed only to individuals providing the treatment. These records may be reviewed, however, by a physician or other appropriate professional of the student's choice.
- 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.
- Records that only contain information about a person after that person was no longer a student at the University and that are not directly related to the individual's attendance as a student (e.g., information collected by the University pertaining to accomplishments of its alumni).
- Grades on peer graded papers before they are collected and recorded by a faculty member.

IV. 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:

Villanova University

- 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.*
- Financial records of the parents of the student or any information contained in those records.
- Those portions of a student's records that contain information on other students.
- Those records listed in Section III above.

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 20202-5901. Students are encouraged to bring any complaints regarding the implementation of this policy to the attention of the Vice President and General Counsel.

FINAL EXAMINATIONS AND FINAL WEEK OF CLASSES

Faculty members recognize their obligation to provide timely interim and final assessments of student performance in their classes. This may be done in a variety of ways, to be determined by each instructor. The assessment methodology should be spelled out clearly in the syllabus, with an explanation of the relative weight each item will contribute to the final grade.

* 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.

Villanova University

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar's website early in the semester, so students should have adequate time to make travel plans. It is permissible to omit the final examination, provided that other equivalently comprehensive assessment techniques are employed. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and dean.

In order to balance student workload during the final week of classes, the following describes prohibited times for administering examinations or other assessment instruments in undergraduate courses only.

Reading days: No exams or assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on designated reading days.

Final day of class: With the exception of oral presentations or laboratory assessments, no exams or other student performance assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on the final day of class. Faculty may administer the Course and Teacher Survey.

Other days of the final week of classes: No final examinations may be administered, and no take-home exams may be due, during the final week of classes. Other major examinations and tests may be administered only with the explicit written consent of the dean of the college (quizzes and minor assignments are permitted). No paper or other assignment may be due on other days of the final week of classes unless clearly scheduled for that week in the course syllabus that is distributed at the outset of the course.

The below section refers to both graduate and undergraduate courses:

*Tests or student learning assessment mechanisms are to be employed periodically. In the interest of fairness, faculty members should take steps to avoid situations where some students have access to previous examinations while others do not. This can be done in several ways: faculty members may collect examination papers from students so that these cannot be circulated in later semesters, or faculty members may make previous examinations available to students either electronically or by other means. Copies of semester examinations are to be filed with the chair of the department and/or the dean of the college.

*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 such 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.

*Faculty members should attend the administration of the final examination in order to answer any questions and ensure high standards of academic integrity. When they are unable to do so, department chairs are to see that sufficient proctors are provided for each examination room. Where there is a shortage in any department, assistance should be requested from other departments.

*Faculty members must retain in their possession all final exams and other unclaimed exams, papers, and student course projects and materials for a period of twelve months following the end of the semester in which they were used to establish grades.

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 according to the following deadlines; otherwise, the record will stand as it is.

Spring Semester grade errors: Last Friday in June
Summer Semester grade errors: Last Friday in August
Fall Semester grade errors: Last Friday in January

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

Villanova University

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.

S Satisfactory: Assigned in Satisfactory/Unsatisfactory courses (work must be equivalent to C or better).

SP Satisfactory Progress.

T Transfer grade.

WX Approved withdrawal without penalty.

W Approved withdrawal with penalty.

U Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses

AU Audit.

Y Unofficial withdrawal from course (or for freshmen, failure for excessive absences).

NG (Or Blank): no grade reported.

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

Villanova University

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

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

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

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

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.

POLICY ON UNDERGRADUATES ENROLLING IN GRADUATE COURSES

Undergraduates may take graduate courses, provided they meet the standards set down by each college: e.g., senior standing (in terms of credits, not in terms of years at Villanova), grade point average, and appropriate permissions (advisor, dean, chair, course instructor). The College of Nursing may exempt certain students from the “senior standing” requirement for a limited number of courses that juniors may take. Colleges are urged to compile a list of graduate courses that may and may not be taken, and this list should be available to students upon request. Colleges will ensure that proper advising is provided to undergraduate students with respect to taking graduate courses.

Undergraduates may take a maximum of two graduate courses in any semester. If an undergraduate takes a graduate class, in that semester s/he is limited to taking a maximum of 16 credit-hours of work. The deans of the individual college approval procedures may impose more restrictive limits if that is deemed necessary. In the Colleges of Nursing and Engineering, because of scheduling needs, students may, with permission, slightly exceed the 16 hour limit.

Up to nine hours or nine credits of graduate courses taken by undergraduates may double count – both for the bachelor’s degree and for the master’s degree, whether or not a student is formally enrolled in a five year bachelor’s-master’s program.* Any additional graduate courses taken while an undergraduate will count toward the undergraduate requirements and be included in the student’s undergraduate record, but it will not be allowed to “transfer” or count toward a subsequent graduate degree.

*In light of its 36 hour master’s degree requirement, the Department of Theology and Religious Studies may, with the permission of the Dean of Graduate Studies, allow up to twelve credits to double count.

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/vpaa/office/calendar.htm), 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.

- ❑ **Voluntary Medical Leave of Absence (MLOA).** A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own well being, but also for the well being of the larger community with whom the student interacts. When a student initiates a MLOA, Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

Criteria for Approval of a MLOA

Villanova University

Three steps are required for approval of a MLOA.

- ❑ The student must schedule an appointment with the Student Health Center or the University Counseling Center for a MLOA evaluation.
- ❑ The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student's college to discuss and review the MLOA request.
- ❑ The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

- ❑ **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.