Academic Policies and Regulations

at Arcadia University

Global Perspectives…Personal Attention…Real-World Integrative Learning Experiences

Important Things You Need to Know

- Students are responsible for familiarizing themselves with the policies and requirements as described in the Undergraduate Catalog. The 2010-11 Undergraduate Catalog is located at *www.arcadia.edu/ugcatalog*.
- The 2010-11 Graduate Catalog is located at *www.arcadia.edu/gradcatalog*.
- The Student Handbook is located at *www.arcadia.edu/studenthandbook*.
- Course Schedules and Registration Instructions are located at *www.arcadia.edu/courses*. Courses also can be accessed in Self-Service at www.arcadia.edu/selfservice.
- New courses may not be added after the first week of classes (7 calendar days) without the approval of the instructor and department chair for the course.
- Course changes (drop and add) is Sept. 1 through Sept. 14 (Fall) and Jan. 18 through Jan. 31 (Spring).
- Undergraduate course withdrawal with adviser's approval is Sept. 15 through Oct. 26 (Fall) and Feb. 1 through March 21 (Spring).
- Priority Registration for Spring and Summer 2011 is Nov. 8 through 19, and Priority Registration for Summer and Fall 2011 is April 4 through 15.

Arcadia University
College of Undergraduate Studies
Taylor Hall
450 S. Easton Road
Glenside, PA 19038

2010-11 Academic Calendar

Fall Semester 2010	
Fall semester class dates	Sept. 1 – Dec. 13
Labor Day—All Classes Canceled	Sept. 4 – Sept. 6
Course changes-drop/add*	Sept. 1 – Sept. 14
Undergraduate course withdrawal with adviser's approval	Sept. 15 – Oct. 26
Graduate course withdrawal (w)	Sept. 15 – Oct. 26
Undergraduate pass/fail course request deadline	Sept. 21
Undergraduate sixth week evaluations due	Oct. 12
Mid-semester	Oct. 20
Undergraduate course withdrawal with dean's approval	Oct. 27 – Nov. 23
Graduate course withdrawal with adviser/instructor approval (wp/wf)	Oct. 27 – Nov. 23
Deadline for removal of pass/fail option	Oct. 26
Priority Registration for Spring and Summer 2010	Nov. 8 – 19
Thanksgiving vacation	Nov. 24 – 28
Undergraduate course withdrawal not permitted	Dec. 1 – Dec. 21
Graduate course withdrawal not permitted	Dec. 1 – Dec. 21
Reading day (8:30 a.m. – 4 p.m.) No classes or final examinations.	Dec. 14
Final Examinations	Dec. 14 (4 p.m.) – Dec. 21 (4 p.m.)

Spring Semester 2011	
Martin Luther King, Jr. Day - All classes canceled	Jan. 17
Spring semester class dates	Jan. 18 – May 2
Course changes-drop/add*	Jan. 18 – 31
Undergraduate course withdrawal with adviser's approval	Feb. 1 – March 21
Graduate course withdrawal (w)	Feb. 1 – March 21
Undergraduate pass/fail course request deadline	Feb. 7
Undergraduate sixth week evaluations due	Feb. 28
Mid-semester	March 8
Spring vacation/Preview	March 12 – March 20
Deadline for removal of pass/fail option	March 21
Undergraduate course withdrawal with dean's approval	March 22 – April 18
Graduate course withdrawal with adviser/instructor approval (wp/wf)	March 22 – April 18
Honors Convocation	March 26
Priority registration for Summer and Fall 2010	April 4 – April 15
Undergraduate course withdrawal not permitted	April 19 – May 10
Graduate course withdrawal not permitted	April 19 – May 10
Thesis day—Reserved for thesis presentations; no undergraduate instruction scheduled.	April 29
Reading day (8:30 a.m. – 4 p.m.) No classes or final examinations.	May 3
Final Examinations	May 3 (4 p.m.) through May 10 (4 p.m.)
Graduate Commencement	May 19
Undergraduate Commencement	May 20

Summer 2011 Session	
Undergraduate Session I (no class May 28 – May 30)	May 23 – June 29
Undergraduate Science I (BI, CH, ID, PH)	May 31 – June 30
Undergraduate Session II	July 5 – Aug. 11
Undergraduate Science II (BI, CH, ID, PH)	July 5 – Aug. 3
Graduate Session I (no class May 28 – May 30)	May 23 – June 29
Graduate Session II (no class July 3 – July 4)	July 5 – Aug. 11
Graduate Session III	Aug. 1 – Aug. 19

* New courses may not be added after the first week of classes (7 calendar days) without the approval of the instructor or department chair for the course

Academic Policies and Regulations at Arcadia University

Introduction

Students are responsible for familiarizing themselves with the policies and requirements as described in the Undergraduate Catalog.

The Academic Year

The academic year is divided into two semesters, fall and spring. The fall semester typically begins in late August and ends in late December. The spring semester begins in mid-January and ends in May. There are also summer sessions, which begin during May and continue through early August.

A semester course during the day usually meets two or three periods each week with additional time for laboratory or studio work; those at night generally meet once a week. At the discretion of the instructor, individual study, group projects, or other relevant activities may be substituted occasionally for scheduled class meetings.

Course/Credit Load

Students may enroll on either a full-time (12 or more credits) or a part-time (0 to 11 credits) basis. Full-time students take 12 to 18 credits (three to five courses) during each regular semester. Students who want to carry more than 18 credits must petition to do so by submitting the form for Exception to Academic Policy unless they have (1) a cumulative grade point average (GPA) of at least 3.0; (2) a 3.0 (or higher) average for the two preceding semesters; or (3) full status in the Honors Program, which includes first-semester students (except for FYSAE students). The maximum number of credits permitted for one semester is 20.

Class Year Defined by Credits for Financial Aid

A student's grade level classification for financial aid is determined according to the number of credits he/she completes. Such classification is based on the following:

0-26 credits	first-year (freshman)
27-56 credits	sophomore
57-86 credits	junior
87+ credits	senior

However, day program students with normal progress typically will need to complete the following number of credits to complete a four-year program within that time frame:

End of first year	32 credits
End of second year	64 credits
End of third year	96 credits

Successful completion of a total of 128 credits is required for graduation in day programs and 120 credits for evening.

Part-time students seeking financial aid on the federal or state levels must take a minimum of 6 credits in each semester. For the summer sessions, a total of at least 6 credits must be taken over the course of one or all summer sessions in order to maintain financial aid eligibility.

Registration for Courses

Each student plans course selection in consultation with an adviser who is a member of the teaching faculty. The adviser outlines the various programs and opportunities available within the objectives and interests of the student and must approve the final selection of courses each semester.

Current students register in April and November for the succeeding semester. New full-time students entering the University in the fall term are expected to attend a summer placement and registration day as well as the Orientation program. Full-time students entering in the middle of the year are invited to an Orientation program a few days before classes start. The placement inventories are given in English, Modern Languages and Mathematics. A Physical Science placement inventory is given to those students who are majoring in a discipline or interested in a pre-professional area that requires chemistry.

New and transferring, part-time students entering the University at any point during the academic year are expected to meet with the Academic Adviser for Part-time Students. The Academic Adviser will oversee all necessary placement inventories, as well as the registration process. An overview of the campus and general student information also will be provided to all part-time students.

Online Courses While Studying Abroad:

Arcadia students must take a minimum of 12 credits in the study abroad country and can take between 2 to 6 credits online for a maximum semester total of 18 credits.

Online Courses for Residential Students:

First semester first-year students can not take any courses online.

Second semester first-year residential students and sophomores may take a maximum of one online course per semester, not including the two credit Global Connections and Reflection course.

Residential juniors and seniors may take a maximum of two online courses per semester, not including the 2-credit Global Connections and Reflection course, with no more than half of the total number of courses taken in a semester being online.

Policies for Non-Traditional Courses

1. All courses, 12 to 15 weeks, regardless of delivery modality will follow the policies that are currently in place.
2. 7 Week Classes (Regardless of delivery modality)
   a. Withdraw/Add – Students may withdraw and add courses during the first week of class. Adding a course requires the permission of the instructor.
   b. For Undergraduates, student evaluations will occur during the 3rd week of the course.
   c. Students may withdraw during week 4 of the class and receive a (W)
   d. Students may withdraw during week 5 of the course and receive either a WP or WF.
   e. Students will not have the opportunity to choose a Pass/Fail option for accelerated courses. Additionally, students do not have the option to audit an accelerated course.
   f. Students may not withdraw from a course during week 6 or 7; however, students have the right to petition the appropriate Dean.
   g. Course Abandonment – Course inactivity, non-attendance, or failure to make or complete payment does not constitute a course drop or withdrawal. Students remain financially responsible for a course registration unless the student notifies the Registrar's Office in writing to drop or withdraw from the course. Fees are assessed according to the current refund policy. Neglecting to drop or withdraw officially will result in a failing grade on the transcript.
3. 1 Week Intensive Classes and Institute Courses
   a. Withdraw/Add – Students may **only** drop or add a course prior to the beginning of the course.
   b. After the beginning of one-week intensive courses and Institute courses, there will be no refund.
   c. Students have the right to petition the appropriate Dean.
4. Incompletes – Follow the current policy for all courses. (i.e. student in an accelerated course would have three weeks after the end of the semester to complete required work).

Southeastern Pennsylvania Consortium for Higher Education (SEPCHE)

Cross Registration Available: Arcadia University full-time undergraduate matriculated students paying full-time tuition can register for up to two undergraduate courses a year at any other SEPCHE member institution. (*www.sepche.org*)

The cross-registration program is designed to provide increased educational access to all eight-member institutions for students at any member school. Through this program, students can take courses that might not be available to them at their home campus and experience the varied and diverse resources on member campuses across the Delaware Valley.

A student must have completed at least one year as a full-time student at his or her home campus before taking courses through the cross-registration program. Courses may not be taken at a member institution if that course or its equivalent is given at the home institution in the same semester. No tuition or fees will be charged by the host institution, except for special or extra fees

that are part of courses taken, such as lab fees or international travel costs. Credits earned count toward graduation requirements on the home campus. The cross-registration program does not apply to accelerated courses, independent study, tutorials, internships, practicum field experience, student teaching, or private music lessons. However, short-term courses (with one to four weeks overseas travel) listed as spring or fall courses at any SEPCHE institution are included in the courses that are eligible for cross registration.

For course listings and more information, check the SEPCHE Web site at *www.sepche.org*.

Attendance at Classes

The academic program at Arcadia University is organized mainly around classroom experiences. Thus, attendance is important. Arcadia University students accept the responsibility for attending scheduled meetings of their classes and completing their assignments on time. Each instructor has the responsibility of making clear to students his or her expectations concerning class attendance. Students are expected to attend all classes at the regularly scheduled hours immediately before and after vacations.

In cases of prolonged absences because of illness or other unavoidable circumstance, the likelihood of the student's being able to make up the work missed will be determined through consultation between the Associate Vice President for Undergraduate Education and the instructors concerned. It is the student's responsibility to report extended absences to the Assistant Dean of Undergraduate Studies.

Arcadia University recognizes individual student choice in observing religious holidays that occur during regularly scheduled classes. Students should make arrangements with their instructors to make up work missed as a result of a religious observance, and instructors should make every reasonable effort to accommodate such requests.

Course Schedule Changes

Changes in course registrations may be made during the first two weeks of classes provided that a drop/add form signed by the student's adviser is filed with the Registrar. Students may add classes during the first week of a Fall or Spring semester, and they may drop classes during the first two weeks. During summer sessions, students may add classes before the session begins; they must drop no later than the first class meeting. Students may withdraw from a course without GPA penalty before the end of the eighth week of each semester and will be assigned a grade of W on the transcript. To withdraw from a course after the eighth week, but before the last four weeks of the semester, the student must obtain approval for withdrawal from the professor of the course, from the department chair in which the course is offered, from the student's adviser, and from the Associate Vice President for Undergraduate Education (using the Petition for Exception to Academic Policy). If the approval is granted, the transcript will indicate that the student withdrew with a passing grade (WP) or withdrew with a failing grade (WF).

Withdrawals during the last four weeks of the semester are not allowed except in extraordinary circumstances beyond the control of the student. The Associate Vice President for Undergraduate Education, in consultation with appropriate faculty, must approve the withdrawal in addition to the approvals listed above. (WP/WF remains in effect.) All requests for withdrawals must be filed by the dates listed in the academic calendar. Withdrawals from summer courses are governed by the same guidelines, using the dates of mid-term and three-quarters through the term.

Second Major

Students may pursue a second major within the same degree (i.e., B.A., B.S. or B.F.A.) for sound academic reasons. The student must meet the requirements for both majors. No more than two courses can count toward two different majors. The student should document the requirements with the department or departments involved. The final transcript will record the completion of both majors. Two separate degrees will not be granted to students who complete a second major (also see Second Degree below).

Second Degree

Undergraduates who want to earn two different degrees from Arcadia University must complete 160 credits for day programs or 150 credits for evening programs. Students who hold a bachelor's degree from an accredited academic institution, with coursework applicable to a liberal arts program, may complete a second bachelor's degree at Arcadia University with a minimum of 32 credits in a day program or 30 credits in an evening program. The student must satisfy all departmental requirements but is exempt from all other Undergraduate Curricular requirements.

Academic Policies and Regulations for Independent Study

At Arcadia University, independent study is generally an individual project under the direction of a faculty member in an area in which the student has had prior education or experience. An independent study is expected to be planned well in advance of the semester in which it is to be conducted, and the instructor must approve the plan prior to registration. A committee (composed of the instructor, at least one other member of the department and one member from another department) is appointed by the department at the beginning of the semester. The members of the committee are to be involved as appropriate, particularly with the evaluation of the final paper or project. At the completion of the course, the student files with the Registrar a brief title and an abstract or description of the project. Students may enroll in only one independent study per semester.

Individualized Major

When a student's goals cannot be satisfied by existing departmental or interdepartmental major programs, the student may, in consultation with faculty advisers, design an individualized major by combining appropriate courses, typically from two or more departments. Advisers from each academic department represented in the individualized major should be involved in the design and implementation of the major. Approval of the Coordinator of Individualized Majors and the Chair of the Undergraduate Academic Programs Committee is required. Criteria for acceptance include the coherence of the program and its purpose, such as a career goal or plans for graduate study in an interdisciplinary area. Faculty and students should obtain approval for an individualized major by the end of the first semester of the student's junior year.

Minors

A maximum of two courses can double count toward a minor and a major.

Individualized Minor

When a student's goals cannot be satisfied by existing departmental or interdepartmental major or minor programs, the student may, in consultation with faculty advisers, design an individualized minor by combining appropriate courses, typically from two or more departments. Advisers from each department represented in the individualized minor should be involved in the design and implementation of the minor. In general, five courses should be included in the minor, for a total of 20 credits. Criteria for acceptance include the coherence of the program and its purpose, such as a career goal or plans for graduate study in an interdisciplinary area. Approval by the Coordinator of Individualized Majors/Minors and the Chair of the Undergraduate Academic Programs Committee is required. Faculty and students should obtain approval for an individualized minor by the end of the first semester of the student's junior year.

Auditing

Full-time students can audit courses with the approval of the faculty adviser and permission of the instructor. Courses audited are recorded on the student's permanent record and receive a final grade of "AU". Part-time students may request to audit one or two courses during regular semesters for a fee. Persons 60 and older may audit courses for a fee, and registration is completed through the Beaver College of Undergraduate Studies. Alumni may be eligible for a special audit rate. Contact Alumni Relations for more information.

Auditing is on a non-participating basis unless other arrangements are made between the student and the instructor.

Examinations

The semester does not officially end until the last examination is completed. Examinations must be taken as scheduled except in cases of illness or other unavoidable reasons. Final critiques in art are considered examinations and are scheduled during examination week. Exceptions may be made only by petition to the Committee on Academic Standing and Petitions no later than the Wednesday after mid-semester. Unexcused absence from an examination or critique results in failure of the examination.

Sixth Week Evaluations

All students are sent an e-mail explaining how to access their evaluations through *MyArcadia*. The purpose of the evaluations is to give a student a sense of how he/she is doing from the instructor's perspective. The following key explains all of the possible grades and comments on the sixth week evaluations:

Grades:

- **Q** Quality, above average
- **M** Making satisfactory progress, average
- **J** Jeopardy of failure, below average
- **N** No grade (due to insufficient information)

Comments:

- **01** Good exam/quiz grades
- **02** Actively participates in class
- **03** Enthusiasm for the subject
- **04** Poor exam grades
- **05** Incomplete coursework
- **06** Lack of participation in class
- **07** Difficulty with the English language
- **08** Excessive tardiness
- **09** Various difficulties with written assignments
- **10** Excessive absences

Grades

Reports of grades are issued to students at the end of each semester. Most courses at Arcadia University are graded by the conventional letter system: **A** designates excellent quality of performance; **B**, good; **C**, satisfactory; **D**, poor but passing; **F**, failure. The addition of a plus or minus for each of the passing grades gives opportunity to differentiate performance within each of the stated grades.

In the case of an incomplete, the instructor determines the date for completion of the work, but this date may not be later than three weeks into the semester following the one in which the Incomplete was given. If the work is not completed at that time, the student or the instructor may petition for an extension of time.

A student can register for a maximum of 12 credits when entering a semester with an incomplete from the previous semester. If the work is not completed and an extension not granted, a grade will be assigned that reflects the work completed. Students should expect that this would usually be an **F**.

Other grading symbols are used in some courses. Departments have the option of grading the senior seminar or practicum **S** (satisfactory) or **U** (unsatisfactory). **S** carries credit. The **U** is equivalent to **F**.

With the approval of the adviser, the department and, when relevant, the chair of the department in which the course is taught, students who have received a grade of "**C–**" or below in a course can repeat the course without additional credit if it is essential to their major or career goal. Both grades are entered into the GPA computation. A course can be repeated only once. Repeating examinations or completing additional work may not raise a permanent course grade. All final grades, including **F**s, remain a permanent part of the student's record.

Pass-Fail Option

Students may elect to take a limited number of courses on a pass-fail basis in place of traditional grading. Under the pass-fail option, students are graded **P** (passing) or **F** (failing). The **F** is calculated into the semester and overall GPA.

Full-time sophomores, juniors and seniors in satisfactory academic standing may take one elective course pass-fail each semester. Part-time students who have completed a

minimum of 30 credits may take one elective course pass-fail for each additional set of 15 credits of Arcadia University coursework. Requests for pass-fail grading must be made no later than the end of the third week of classes. Such a request may be withdrawn by students at any time prior to one week after the mid-semester date. The following may not be taken pass-fail: courses in the major or minor field, other courses required for the major or minor program, courses selected to meet **Undergraduate Curriculum** requirements and courses in the prerequisite areas for admission into the doctorate-level Physical Therapy or master's-level Physician Assistant programs.

Grade Point Average (GPA)

Grade points earned for a course are determined by multiplying the number of academic credit hours by the grade point value of the grade received. Grade point values are as follows:

A 4.0	**C** 2.0
A– 3.7	**C–** 1.7
B+ 3.3	**D+** 1.3
B 3.0	**D** 1.0
B– 2.7	**D–** 0.7
C+ 2.3	**F** 0.0

The grade-point average (GPA) is determined by dividing the total grade points by the total number of course credits for which the student has been enrolled. A minimum 2.0 cumulative and major GPA is required to graduate from the University. **A+** grades may be recorded on student transcripts but are calculated into the GPA as 4.0. Courses graded **S** and those taken under the pass-fail option are not computed in the GPA. Thus, a student receiving one **S** and three **C**s, or one **P** and three **C**s, would have a GPA of 2.0. Grades earned in courses taken at other schools also are not computed in the GPA As an exception, however, courses taken through SEPCHE agreements and through The College of Global Studies at Arcadia University are computed in the GPA.

The Code of Academic Responsibility

Each student accepts the responsibility of maintaining high standards of integrity in his or her academic performance. It is the responsibility of all students to uphold the code through the procedures set forth by the University as outlined in the Student Handbook. (*www.arcadia.edu/studenthandbook*)

Academic Honors

The Dean's Distinguished Honor List and Dean's Honor List recognize students who have attained high GPAs during the previous term. "Term" is defined as a semester for full-time students (12 earned credits or more) and the previous 12-month period (including summer) for part-time students. Part-time students must have earned a minimum of 12 credits during the previous 12-month period to qualify for either Honor List. Students are placed on the Dean's Distinguished Honor List with a term GPA of 3.90 to 4.0. The Dean's Honor List consists of students with a term GPA of 3.67 to 3.89.

Seniors with a 3.60 average in courses in their major and a 3.00 cumulative average are eligible to be considered for departmental honors. Those with outstanding records are graduated *cum laude* (3.67 cumulative average), *magna cum laude* (3.78) and *summa cum laude* (3.90). All undergraduate Arcadia University coursework is included in consideration for graduation honors. All transfer students with 60 or more Arcadia University credits are eligible for honors.

Academic Standing

To have satisfactory academic standing, students must have a cumulative GPA of 2.0 and a GPA of 2.0 for the previous semester's work. Students who fall below these averages will be placed on academic warning, placed on academic probation, or academically dismissed from the University by the Committee on Academic Standing and Petitions, using criteria listed below.

Although students on probation are given the opportunity to achieve satisfactory standing, they are on notice that they could become academically dismissed from the University. Students may be continued on warning or probation for a subsequent semester, but they must show progress or they may be academically dismissed from the University. A student is academically dismissed to return only after thorough study, with careful attention given to the likelihood that the student can fulfill the graduation requirement of a 2.0 cumulative GPA and a 2.0 GPA in the major.

Academic standing is determined at the end of each semester, with the criteria applied to both the semester and cumulative GPAs.

First-Year Students (1-26 credits)

- Are placed on Warning when either GPA is between and including 1.75 to 1.99.
- Are placed on Probation when either GPA is below 1.75.
- Are subject to Academic Dismissal, generally, when either GPA is below a 1.62.

Upperclass students (sophomores, juniors, seniors)

- Are placed on Probation when either GPA is below 2.0.
- Are subject to Academic Dismissal when the student is on probation for three semesters in his/her career at Arcadia University, or the cumulative GPA is below a 1.8 (sophomore), or the cumulative or major GPA are below a 2.0 (junior or senior).
- Are considered in Jeopardy when the student is a second semester junior or higher and has an overall and current semester GPA of a 2.0 or above, but has a major GPA below a 2.0. There are no sanctions associated with this category as there are currently with the academic probation category. Students who fall into this category would be assigned to a member of the Academic Affairs staff for advising. A student may request reconsideration of an academic dismissal decision. Such a request must be submitted in writing and received by the Assistant Dean of Undergraduate Studies. In addition to the written request, a student may appear in person before the Committee on Academic Standing and Petitions. A personal appearance is purely voluntary. An exemption from academic dismissal is granted only in those cases where a student's academic performance was affected by extraordinary circumstances of which the committee initially was unaware. These circumstances need to be described in the letter requesting reconsideration.

Parents of dependent students who are on warning or probation or are academically dismissed will be sent a letter concerning the academic status of the student.

In addition to GPA, students also must be making adequate progress toward the degree to have satisfactory academic standing. Therefore, students who have an excessive number of course withdrawals for two consecutive semesters will have their records reviewed by the Committee on Academic Standing and Petition. Excessive number of course withdrawals is defined as 50% or greater of the student's course load. After review, a student may be dismissed from the University if it is determined that they are not making adequate progress. Students with excessive withdrawals who would like to remain or become resident students must appeal to the Director of Residence Life for permission to do so.

Acceleration/Early Graduation

Students with strong academic records who want to accelerate completion of the degree program should work closely with the adviser and begin planning early in their college career. Acceleration may be accomplished in the following ways or combinations of them: admission with advanced placement credit, credit by examination, summer courses, or course overloads during the regular semester.

Fulfillment of Graduation Requirements

Faculty advisers and the Registrar are available to assist students in planning their programs; however, the ultimate

responsibility of meeting all requirements for the degree or certificate rests with the individual student. The student must notify the Registrar's Office in writing of his or her intention to complete the degree or certificate requirements during the semester before the one in which the degree or certificate is to be completed.

Participation in Graduation Ceremonies

Students are permitted to participate fully in graduation ceremonies (Commencement) if they have met all academic requirements and obligations to the University. Students who are within one course (four or fewer credits) of meeting all academic requirements may petition to participate in the graduation ceremony. The student completes the Petition for Exception to Academic Policy and submits it to the Associate Vice President for Undergraduate Education. For the petition to be granted, there must be evidence that it is possible for the student to complete the remaining course no later than December of the year of the graduation ceremony. If the petition is granted, the student is permitted to participate fully in the graduation ceremonies. However, the student's name is listed in the graduation program with parentheses indicating that all degree requirements have not yet been satisfied.

Transfer Students

To qualify for a degree, students transferring from another college or university must fulfill the Arcadia University Curriculum and departmental requirements, either by transfer credit or by courses completed at Arcadia University. Students are required to complete at least half the credits for their major and concentration at Arcadia University, although more may be required for certain majors or concentrations. Students also are required to complete at least half the courses for a minor at Arcadia University, although more may be required for certain minors. Transfer students presenting more than half the credits for a major or concentration should see the department chair to identify appropriate courses. A maximum of 90 credits may be transferred from a four-year college or university, or a maximum of 75 credits from a two-year college. A minimum of 32 credits for the day program must be completed at Arcadia University; the total is 30 for evening programs. To qualify for a Post-Baccalaureate Certificate, students must fulfill the departmental requirements for the certificate. Generally, at least half the courses required by the department must be completed at Arcadia University.

Residence Requirement

Generally, students must complete the equivalent of the final three semesters of coursework at Arcadia University for the bachelor's degree. For day programs, it is 48 credit hours, while for evening programs, it is 45 credit hours.

Withdrawal or Dismissal from the University

Notification of withdrawal from the University must be given in writing. Forms for this purpose are available in the Registrar's Office. Full-time and part-time students withdrawing from the University should meet with the Assistant Dean of Undergraduate Studies before completing the withdrawal form. The refund policy is explained at the end of this chapter.

The University may, on recommendation of the University physician, request a student to withdraw for reasons of health. The University reserves the right to dismiss at any time a student whose academic performance is unsatisfactory or whose conduct is detrimental to the welfare of other students.

Leave of Absence Policy

A full-time or part-time undergraduate student in good academic standing (2.0 cumulative GPA for upperclassmen, 1.75 cumulative GPA for freshmen) who encounters unforeseen emergency circumstances, such as illness or death in the immediate family, may apply for a leave of absence during the current semester, provided the leave period is 30 days or less. Applications for leave must be obtained directly from the Registrar and will be reviewed by the Associate Vice President for Undergraduate Education, the Associate Vice President for Student Affairs and Dean of Students. Students granted a leave of absence continue to be charged the regular tuition rate and any financial aid, as

originally allocated, also will remain the same. Should the student not return within the specified period indicated on the approved request, he or she will be required to officially withdraw from the University and should immediately contact the Registrar's Office to complete a withdrawal form. In cases of withdrawal, tuition charges and applied aid will be determined according to the University's regular refund policy for withdrawing students. Please note that meeting individually with professors and completing missed coursework due to a leave of absence is solely the responsibility of the student.

Readmission

Application forms for readmission are obtained from and submitted to the Registrar. Students who were in good academic and social standing at the time of withdrawal or who have achieved satisfactory academic records since that time, will be readmitted. Any Arcadia University course that is more than 10 years old shall be treated as transfer credit at the time of readmission. Students who were on academic probation, warning, or who were dismissed from the University must meet with the Associate Vice President for Undergraduate Education to discuss readmission. The Associate Vice President for Undergraduate Education will establish criteria for the student's readmission. Students who have attended another college must submit an official transcript of coursework taken. In cases of withdrawal for reasons of health, a full report from the physician(s) who treated the full-time student must be sent to the Student Health Center.

Credit for Coursework at Other Institutions

Arcadia University degree candidates who enroll for courses at other accredited institutions may transfer credit provided that prior approval for the specific course or courses has been secured from the faculty adviser and the Registrar. To be granted transfer credit, students must earn a grade of "**C–**" or above. No more than one semester hour of credit may be transferred to Arcadia University for each week of summer school attended. A maximum of 90 credits may be transferred from a four-year college or university, or a maximum of 75 credits from a two-year college.

Credit from Summer Study Abroad

The Registrar must approve credit toward graduation for courses taken abroad in summer programs. Approval will be granted only for courses in which students fulfill formal conditions of attendance and evaluation. Requests for approval should be presented to the Registrar no later than May 1 for courses to be taken during the ensuing summer.

Grades Earned through The College of Global Studies at Arcadia University

The grade earned by an Arcadia University student in any course offered through The College of Global Studies at Arcadia will count in the Arcadia University GPA. A student must petition the Associate Vice President for Undergraduate Education and have a recommendation letter from The College of Global Studies to count grades from non-College of Global Studies programs. The grades will be translated to the American equivalent.

Grades Earned through a Study Away Experience

The grades earned by an Arcadia University student in any course offered through an approved domestic study away program will count in the Arcadia University GPA. A student must petition the Associate Vice President for Undergraduate Education and have a recommendation letter from the Director of Global Connections to count grades from domestic study away programs not formally approved by the University. The grades will be translated to the Arcadia equivalent.

Credit by Examination

Arcadia University students, at the discretion of the department concerned, may be exempted from or earn credit for any course in the curriculum by successful performance on an examination administered by the department. Students should apply to the chair of the department giving the course. Fees are charged for administration of the exams and for transcripting of credit. The total number of credits earned by examination may not exceed 64 credits of a daytime program, or 60 credits of an evening program. Students will be charged a fee of $515 per course, which includes the examination, review and processing of course transcript.

Education Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that provides that an educational institution covered by this law will maintain the confidentiality of students' records. In accordance with the Act, no one outside Arcadia University shall have access to, nor will the University disclose any information from, students' education records without the written consent of students—except to personnel (school official) within the institution, other institutions in which students seek to enroll, persons or organizations providing financial aid to students, accrediting agencies carrying out their accreditation function, organizations conducting studies to improve instruction in compliance with a judicial order, and in an emergency to protect the health or safety of students or other persons. Institutions must disclose education records to federal and state representatives of agencies listed in the act.

A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor or collection agent); a person serving on the

Refund Information: 7-Week Accelerated Courses

Refund Information: Fall and Spring Semesters

	Tuition		Board	
Withdrawal	**Charge**	**Refund**	**Charge**	**Refund**
Within the 1st week of classes	10%	90%	10%	90%
After the 1st week and before the end of the 2nd week	20%	80%	15%	85%
After the 2nd week and before the end of the 3rd week	40%	60%	20%	80%
After the 3rd week and before the end of the 4th week	60%	40%	25%	75%
After the 4th week and before the end of the 5th week	80%	20%	30%	70%

Tuition refunds for students remaining enrolled but withdrawing from a specific course will not be made after the fifth week of the semester.

board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks. A complete statement of the University's policy in this regard is available on the University's Web site (*www.arcadia.edu/registrar* under Privacy and Accuracy).

Student Refund Information and Policies

Students who withdraw from the University, or change their status from full-time to part-time, after the semester begins must complete the appropriate forms in the Registrar's Office. The date of notification and the date the room is vacated are used in the calculation of tuition and board refunds. The amount of refund is determined in accordance with the schedule below*. Fees, room charges and audited courses are not refundable.* Students who receive federally funded financial aid will have their refunds determined according to the guidelines issued by the U.S. Department of Education.

Students considering withdrawal before the conclusion of a semester are encouraged to contact the One-Stop Shop and the Office of Enrollment Management in order to obtain a detailed estimate of the financial implication of their withdrawal.

Undergraduate Summer Sessions

Students who officially withdraw from a summer course before the end of the first week of class are entitled to a refund of 50 percent of the tuition. No refunds will be given after the first week.

Graduate Summer Sessions

For Summer Session I, a refund of 50 percent is allowed for withdrawal within the first week of class. For Summer II, III and workshops, the refund allowed is 50 percent before the third class meeting.

Recalculating Federal Financial Aid Eligibility

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Office of Enrollment Management recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less than was disbursed, the institution (Arcadia University) would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned the student borrower may owe a debt balance to the institution (Arcadia University).

If a student earned more aid than was disbursed to him or her, the institution (Arcadia University) would owe the student a post-withdrawal disbursement that must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent PLUS Loans
- Federal Graduate PLUS Loans
- Direct PLUS Loans

- Federal Pell Grants for which a Return of Funds is required
- Federal ACG (Academic Competitiveness Grant)
- Federal SMART Grant
- Federal Supplemental Opportunity Grants for which a Return of Funds is required
- Other assistance under this Title for which a Return of Funds is required (e.g., LEAP, TEACH)