

Graduate Academic Policies and Procedures

The following are the general policies and procedures for the students pursuing coursework in the graduate programs of the University.

In addition to the following University policies, students are expected to review the academic policies and requirements specific to their graduate program.

Topics for this section are organized in alphabetical order.

Academic Advising

Academic advising is available for each student. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with an advisor. After a student is accepted into the program, an advisor is assigned by the program director.

Academic Internships

Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. Graduate internship options and requirements vary by program, therefore students should first consult their academic advisor or program director for updated internship information as it pertains to their degree program.

Graduate internships administered by Career Services

Programs participating in internships administered by the Career Services Center are completed as elective academic courses, including a course syllabus focused on professional skill-building and written assignments. While the primary course emphasis is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development. The Career Services Center and designated Faculty Internship Advisor (FIA) from the student's program provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategy prior to the internship. At the conclusion of the internship semester, all students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. All internships, regardless of credit registration, are a minimum of twelve weeks in length.

Academic internships administered by Career Services are offered during the fall, spring and twelve week summer semesters. The deadline to register for academic internships is the "last day to add" classes for the semester of intended participation, as established by the Registrar (refer to the Academic Calendar for specific deadlines). Students are strongly encouraged to discuss their internship interest

as early as possible with their program director or academic advisor.

To learn more about academic internships administered by Career Services at Philadelphia University, visit www.philau.edu/career.

Minimum requirements for participation:

Graduate:

- Full-time status
- Completion of 18 core graduate credits by the start of the internship experience
- 3.25 cumulative GPA in the semester preceding the internship

International:

- Meet criteria above as relevant
- Determine if eligible for Curricular Practical Training (CPT) by contacting the office for International Student Programs

Note: Students not meeting minimum requirements may be considered by submitting a formal appeal and should contact Career Services for further instructions.

Academic Misconduct

It is assumed that graduate students will conduct themselves in a professional manner. Academic misconduct includes, but is not limited to, cheating on examinations, plagiarism and fraudulent practices in conducting research. Proven instances of academic misconduct may result in sanctions, including dismissal from the program. See the Student Handbook online at www.PhilaU.edu/studenthandbook for the "Academic Integrity Policy."

Access to and Release of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Philadelphia University will neither deny nor effectively prevent current or former students of the University the right to inspect and review their education records. Students will be granted access to their records within a reasonable period of time after filing a request and will view their records in the presence of a school official.

Students have the right to request the amendment of their education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their privacy or other rights.

Confidentiality of information is highly respected at Philadelphia University. The University will not release or provide access to education records or personally identifiable information from education records to any individual, agency or organization, except "directory" information, without the written consent of the student and to the extent that FERPA authorizes disclosure without written consent.

At Philadelphia University, information without written consent may be released to “school officials” with legitimate educational interest. A “school official” is a person employed by the university in an administrative, supervisory, support staff, academic/research positions, persons contracted with the college such as attorney, auditor, or collection agent, university security unit, persons serving on the board of trustees, or a students serving in a official committee such as a disciplinary or grievance committee, or students assisting another school official in performing his or her official task.

Philadelphia University designates the following items as “directory” information: student name, addresses, e-mail addresses, telephone numbers, major and minor fields of study, credits for which a student is registered (FT or PT status), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, date of graduation, most recent previous school attended and photograph.

The University may disclose any of those items without prior written consent, unless notified in writing on the form available from the Student Life office no later than the fifth day of the fall term, spring term or summer session. Such notice shall be effective only until the end of the academic year.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of the Act and the U.S. Department of Education regulations on the Act.

Students should refer to the Student Handbook available online at www.PhilaU.edu/studenthandbook to obtain further information about student records, policies and procedures and the FERPA.

Address Changes

It is the student’s responsibility to see that a valid permanent address and current name is on file in the Office of the University Registrar. Any change of name or permanent or local address must be reported to the Office of the University Registrar when it occurs. Students may also change their address on web advisor. A forwarding address should also be given to the U.S. Postal Service.

International students must also contact the director of International Student Programs when changing their name or address.

Appeal of Adverse Decisions

Students have the right to appeal decisions that are made regarding them by any faculty, official, or committee of the University.

Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the dean or the person to whom that faculty or staff member reports. In the event a satisfactory resolution cannot be reached at that level, or if there were no intermediary, an appeal may be submitted to

the Executive Dean of the College. The Executive Dean is the final appeal.

In the event a university committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The university committee is the final appeal.

Attendance

Graduate students are responsible for, and grades may be determined by, all requirements outlined by the instructor’s syllabus. This may include attendance, class participation, as well as the completion of all assignments, the reading of all required materials, the completion of laboratory assignments and/or field trips and taking the required examinations.

Students with absences due to extended illness should contact the Student Health Center. Students with excessive absences due to personal circumstances should contact their program directors.

Cancellation of Classes

Cancellation is automatic upon failure of the instructor to appear 15 minutes after the normal starting time of that class, unless notice is sent prior to that time that the instructor will be late. In the event of inclement winter weather, a notice will be posted on www.PhilaU.edu, the University will email an announcement to the students and KYW 1060AM will make an announcement of the snow number.

The number for cancellation of classes:

Day 112

Evening (announced after 3 p.m.)

Main Campus 2230

Bucks County Campus 2751

Credit/No Credit

Some graduate courses are graded on a “Credit/No Credit” (CR/NC) basis. To obtain credit for these courses, students must earn the equivalent of a “B-” or better in the course. The grade point average will not be affected whether credit is received for the course or not.

Dropping Courses

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the “last day to add” in the academic calendar. See Academic Calendar online.

Students may drop a course with no notation on the transcript if the drop is completed before “last day to drop without ‘W’ grade” deadline on the Academic Calendar.

After the “last day to drop without W grade,” a student may withdraw from a course prior to or on the “last day to withdraw from a course” (see Academic Calendar). When a student withdraws from a course, a “W” will appear on the transcript for that course and will not affect G.P.A. calculations. To withdraw from a course, all students must submit

a signed Course Withdrawal form to the University Registrar. Forms may be found online at the Registrar's website: <http://www.philau.edu/registrar/>

If the student officially withdraws after the "last day to withdraw from a course," a WF will appear in the transcript and affect the G.P.A. If the student fails to officially withdraw from a course before the "last day to withdraw from a course," a grade of "F" will appear on their transcript and affect GPA calculations.

In exceptional cases a student may request special permission from the program director to drop a course after the "last day to withdraw from a course" deadline. In such cases a grade of "W" will appear on the transcript for that course and will not affect GPA calculations.

See "Schedule Changes," and "Leave of Absence/Withdrawal Policy" and "Refund Policy."

Grade Changes

All grades become part of the permanent records of the University at the end of the semester (a proportional period of time in summer sessions) after the grades has been verified by the University Registrar's office. Following this, no grades may be changed without the written approval of the faculty and associate dean of the college offering the course. This in no way affects the institutional policy regarding the grade of Incomplete.

Grade Reports

Current students can access and print their grade reports using Web Advisor. Grade reports are not mailed to students.

Grading

The University uses a plus/minus grading system. The passing grades for graduate courses are "CR" "A" "B" and "C". A grade of "F" signifies that the course has been failed. The grade of "C" is the minimum passing grade, but is considered unsatisfactory performance.

A cumulative grade point average of 3.0 for all courses in the student's graduate program is required for graduation; this does not include foundation courses or undergraduate prerequisite courses. The unit of credit is the semester hour. A quality point average is used to determine scholastic standing. Quality points are assigned according to the following scale:

A	(4.0)	C+	(2.33)
A-	(3.67)	C	(2.0)
B+	(3.33)	C-	(1.67)
B	(3.0)	F	(0.0)
B-	(2.67)		

To calculate the grade point average for a given semester, divide the number of grade points awarded by the number of credits attempted. To calculate the cumulative grade point average, the total number of grade points awarded is divided by the total number of credits attempted in all courses taken at the University.

The "I" (Incomplete) grade is used to indicate that a student has missed some portion of the required work because of illness or other emergencies beyond their control. It indicates that the student will most probably complete the missing requirements within the prescribed time limit and, when they do, will probably receive a passing grade.* If there is no possibility of passing the course, then it is inappropriate to assign an "I" grade. Both the student and faculty member assigning the grade must sign the "Agreement for the Completion of Work Outstanding." Copies of this form are available online on the Registrar's website, www.PhilaU.edu/registrar/. An "I" grade automatically becomes an "F" (failure) unless removed within the first four weeks of the next semester, including summer sessions.

** In most cases, a passing grade for graduate courses is "C," but there are courses and programmatic requirements that exceed this. Please refer to the appropriate graduate program and course descriptions in the Academic Catalog.*

Graduate Courses for Undergraduate Students

Undergraduate students who have earned a minimum of 90 credits and whose cumulative grade point average is a minimum of 3.0 may enroll in a graduate course with the permission of the respective program director.

Graduation Requirements

To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program. To be certified for graduation, a candidate must have:

- a minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses);
- no more than two grades below "B-" (including CMW599, IDF501, IDF502, IDF503, IDF506, IDF511, IDF512, MBF501, MBF503, MBF504, MBF505, MBF506, MBF508, MBF509, MBF510, MBF511, PAF507, PAF511, PAF512, PAF513, PAF514, PAF515, TXF501, TXF502, TXF510 and undergraduate prerequisite courses);
- grades of "C" or better in WRTG-100ESL and READ-098ESL for those students who were required to complete these courses; and
- no "F" grades in courses within the student's program.

Students must also complete all requirements for the doctoral dissertation or the master's thesis in programs that require them. See "Guide for the Preparation of Doctoral Dissertations and Master's Theses" for further information (available online: <http://www.philau.edu/gradstudent/>).

Students must complete an Application for Graduation prior to the semester in which they plan to graduate. This form is available online on the Registrar's website at www.PhilaU.edu/registrar/. Students will be billed for graduation fees.

Independent Study

Students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. IS provides students a unique opportunity to work closely with a faculty mentor, while studying a subject of their own choice. This learning experience, however, should not duplicate material delivered within an existing course catalog. Only students who are prepared to devote considerable time and effort should undertake IS. Planning of the scope and structure of this learning experience should begin in the semester preceding enrollment, not during the term of the IS.

Before registering for the IS, students must secure the written approval of a faculty member who has agreed to supervise the work. Approval of IS can be expected if the faculty member has the time and the interest to supervise the student's work and if the supervisor and the student can agree in advance on a suitable subject for independent study. Faculty members may choose which applicants they wish to supervise. The decision will be determined by time available, by their professional interests and by their estimate of an applicant's prospects for doing suitable work.

Students plan specific activities and goals with the help of the cooperating faculty member. They must then receive approval for their plans and complete the Independent Study agreement form, available online at the Registrar's website, www.PhilaU.edu/registrar. The student is responsible for bringing the completed and signed form to the Registrar for official enrollment purposes.

Internships (See Academic Internships)

Leave of Absence

Students may cancel their registration at any time before the first day of classes without any academic or billing record.

A leave of absence is a leave from the university with the intention of returning within two full academic semesters or a calendar year to complete coursework.

The deadline to take a leave of absence from the University without any record of courses or grades of the current semester is the same as the "last day to drop without a W grade." – See Academic Calendar.

If a student takes a leave of absence from the University before the "last day to withdraw from a course," all LOA grades will be a "W" and not affect the G.P.A calculations. If a student takes a leave of absence after the "last day to withdraw from a course" all LOA grades will be a "WF" and will affect the G.P.A calculations.

When a student takes a leave of absence during a semester, the effective date of the leave of absence will be determined when the Office of the University Registrar receives the completed leave of absence form (see University Registrar's website <http://www.philau.edu/registrar/> for appropriate form). Students must check with the Students Accounts Office to determine their financial responsibility for tuition and other fees.

Any student who is in good academic standing is eligible to take a leave of absence from the University for up to one calendar year. A leave of absence allows students to re-enter the University within one calendar year from the date on which the leave was approved without the need for completing a new application.

The leave of absence also enables the student to retain degree requirements from the catalog under which they originally matriculated. Any student may, however, choose to re-enter under requirements in the current catalog. A student whose leave of absence extends beyond two full academic semesters must complete a new application to re-enter the University. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry by the Office of Admissions.

Students who are not in good academic standing are permitted to apply for withdrawal, but not leave of absence. (see "Withdrawal from University")

For information about the financial aspects of the leave of absence policy, please refer to the "Refund Policy" included in the "Financial Information" section of the catalog.

Procedures

Graduate students begin the process for taking a leave of absence or for withdrawal from the University should meet with their program director.

All students are asked to complete the "Notification of Intent to Request a Leave of Absence" form and to return it to the Office of the University Registrar. Forms are available online at www.PhilaU.edu/registrar/.

When the effective date of the leave occurs while a semester is in progress, the Office of the University Registrar will notify the student's instructors about the change in student status. International students must also contact the director of International Student Programs when they plan to withdraw or take a leave of absence from the University.

Matriculation Maintenance

In order to earn credit for the completion of the dissertation, thesis, capstone project or clinical experience, a student must be registered in the appropriate graduate program (either in residence or absentia) during the semester in which the course work is completed or the dissertation or theses are defended, and must be enrolled in the appropriate course.

If a student is capable of defending or presenting their work within the grace period (approximately four weeks into the next semester, including summer sessions*), the grade of "Incomplete" will be awarded. Following successful completion and submission of coursework, or in the case of thesis or dissertation, a final version of the dissertation or thesis, a change of grade will be submitted by the faculty of record. Students who fail to complete the requirements during the grace period must re-register for dissertation, thesis, capstone project, or clinical experience until they successfully meet all requirements.

Students who are judged by the faculty, dissertation or thesis chair, or advisor to be incapable of completing the

requirements during the grace period will receive the grade of “TH” (which indicates the course requirements have not been satisfactorily completed, but work is progressing).

- In addition to being enrolled in the appropriate program, students must re-register in the original course for dissertation, thesis, capstone project, or clinical experience coursework in the subsequent fall or spring semester immediately following the semester in which they enrolled to maintain continuous enrollment, and to remain in good standing**. Tuition equal to one graduate credit will be assessed for subsequent courses in dissertation, thesis, capstone project and clinical experience.
- When the dissertation, thesis, capstone project or clinical experience is successfully completed, the faculty, program director or advisor will submit a final grade for course completion and the student will earn one to nine graduate credits (depending on the major field) for the semester during which the dissertation, thesis, capstone project or clinical experience was successfully completed.

* The grace period ends on the date corresponding to when current semester “I” or incomplete grades are changed to “F” or failing in the subsequent semester; these are listed on the Academic Calendar which is available on the university web site.

** These courses will have an identical course number with an “e” indicating a matriculation extension.

Probation and Dismissal

Students’ academic records are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements.

Probation - Students whose academic records include one or more of the following will be placed on academic probation by their respective program directors:

- Cumulative grade point average below 3.0 (excluding foundation courses and undergraduate prerequisite courses)
- A grade below “B-” in two or more courses (including foundation courses and undergraduate prerequisite courses)
- An outstanding grade of “F” in one or more courses within the student’s program

Students on academic probation will be required to correct the above deficiencies. When these deficiencies have been corrected, students will be removed from academic probation.

Dismissal - Students who fail to correct deficiencies outlined in their academic probation notices, students who fail to achieve a 3.0 cumulative grade point average, and students who fail to repeat specified courses, including outstanding grades of “F” in courses in the student’s program, within a specified time period will be dismissed from their respective graduate programs.

Registration

After acceptance into a graduate program, new students should call the appropriate program director for an initial advising appointment. Registrations will be completed online using Web Advisor. Tuition payments may also be made online using Web Advisor.

Repeating Courses

Students who earn an “F” or “NC” grade are required to repeat the same course during the next term in which it is offered, if the course is the only course that will satisfy the requirement or they wish to have the failing grade replaced on the transcript.

A student will be permitted to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously.

A student who has failed a course twice will be permitted to re-enroll for a course for a third time when they present the University Registrar with written approval. Appropriate forms for approval are available online on the University Registrar’s webpage, <http://www.philau.edu/registrar/>.

A student who has passed a class twice with a passing grade will need to complete a form (found online at University Registrar’s webpage <http://www.philau.edu/registrar/>) and get the appropriate signature from the Financial Aid Office and Program Director before they will be allowed to enroll for the course for a third time.

When a course is repeated, the original grade will remain on the transcript, but will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average — even if it is lower than the grade originally earned.

Grades of “NC” or “AUDIT” will not replace a former grade in a repeated course.

A course failed at Philadelphia University may not be repeated at another institution without prior written approval by the Program Director.

The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade. Any successfully completed course can be applied to graduation requirements only once, no matter how many times it may be taken and passed.

Retention of Student Work

Projects, examinations and assignments completed by students in their required courses may be selected to become part of the University’s collection for purposes of exhibition, assessment and/or accreditation. Student work not selected for that purpose is generally stored for only 30 days into the following semester.

Schedule Changes

Schedule changes, including changing sections, replacing courses with another course, auditing a course, independent study, or course by appointment must be made by the “last day to add” deadline. See current Academic Calendar.

See “*Dropping Courses*” and “*Refund Policy*” and “*Credit/No-Credit*”

Time Restriction

The maximum time for completion of the degree program is seven years from the date of first enrollment (four years for the midwifery master’s program and five years for the doctor of philosophy program). Students who have not earned the graduate degree during this period will have their academic records reviewed and may be asked to meet additional requirements in order to graduate.

Transcripts

Process for requesting a transcript can be found on the web at www.philau.edu/registrar/forms.htm

The fee for a transcript is \$5.00 per copy, \$10 for same day copy, and \$20 for an overnight copy which must be received by 10 a.m.

Please note that unofficial copies of the transcript are available to **currently enrolled students** through their Web advisor account.

Transcript Request Information

The University no longer accepts credit card payments for transcripts over the phone or via fax. Students must use the online form to pay via e-check or credit card. The University only accepts credit card payments online.

An official transcript is placed in a sealed envelope and bears the University seal and signature of the University Registrar. In order to release a transcript, the University Registrar’s Office needs to verify the identity of the student as well as receive a formal, written request bearing the signature of the student.

To request a transcript, please do one of the following options:

- Complete the online request form, make payment online via credit card or e-check, print the transcript request email and forward the signed and dated request to the University Registrar’s office via fax at 215-951-2742 or scan and email the signed form to Transcripts@PhilaU.edu.
- If paying cash (or if bring in a check) students will need to fill out the Transcript Request Form for Walk Ins and take the payment to the Cashier’s window in the Student Account Office (1st floor of Archer Hall) and then bring the form with proof of payment back to the Registrar’s office. The University does not accept mailed payments for Transcript Requests.
- A student having financial obligations to the University will not be issued a transcript.

See *catalog* “*Unadjusted Indebtedness*”

Transfer Credits

A maximum of six credits may be transferred from another accredited graduate program to the student’s proposed program of study. Exceptions to the six-credit maximum may be made by the program director for students studying abroad in University-approved graduate programs.

Transfer of credit is subject to the approval of the respective program director. No transfer credit will be accepted if the grade earned at another institution was less than a “B.”

Students wishing to transfer credits should be prepared to submit course outlines and texts used so that proper credit may be given. Students already enrolled in a degree program must have advanced permission from the respective program director to transfer courses.

Transfer to a New Degree Program or Concentration

Students who have been admitted to a master’s degree program at Philadelphia University and who wish to transfer to another degree program, or to change their concentration, must file a Change of Graduate Program Request form. The form is found online at Learning and Advising webpage www.philau.edu/learning/. The student’s academic record will be reviewed by the director of the proposed new program. Approval or denial of the request will be sent to the student. An additional application fee is not required and, ordinarily, admissions credentials need not be resubmitted. Credits already earned in the original program may apply to the program if, in the opinion of the program director, they are appropriate to the new degree.

Waiver Examinations (Credit by Exam)

Students may request to take a waiver examination instead of taking a course. The student must have experience in the field covered by the course or must have studied it elsewhere. Students may take waiver examinations for up to two courses in their degree programs. Credits earned by a waiver examination are not considered transfer credits. The cost of taking a waiver examination is equivalent to one credit hour of the current graduate tuition. Consult with your program director for specific details.

Withdrawal

It is absolutely essential that students follow the proper withdrawal procedure in order to be assured of an honorable dismissal from the University. Students are considered in attendance until this formal notification is completed and returned to the University Registrar.

The deadline to withdraw from the University without any record of courses or grades of the current semester is the same as the “last day to drop without a W grade.” – See Academic Calendar.

If a student withdraws from the University before the “last day to withdraw from a course,” all withdrawal grades will be a “W” and not affect the G.P.A calculations. If a student

withdraws after the “last day to withdraw from a course” all withdrawal grades will be a “WF” and will affect the G.P.A calculations.

If they are withdrawing during the exam period they will receive “WF” grades for all their courses. If an instructor has entered a grade, the grade entered by the instructor will not be changed. Please note that an “F” and “WF” grade have the same effect on the GPA. The “WF” grade identifies a late withdrawal.

Students, who need to leave the University after the “last day to withdraw from a course” due to serious circumstances, must seek permission from the program director for late withdrawal. Students who receive permission will receive “W” grades.

Withdrawal forms are available online on the University Registrar’s webpage <http://www.philau.edu/registrar/>. To return to the University after withdrawal, see the section on “Re-entry to the University.”

See “*Leave of Absence*”