

ACADEMIC POLICIES AND PROCEDURES

Academic Year

The academic year (excluding an optional summer school) consists of two semesters each of which is approximately 15 weeks long. Immediately after the last day of classes is a Reading Day, followed by final examinations.

Academic Credit

The semester hour is the unit of academic credit for all courses offered during the fall, spring, and summer sessions. For information regarding course credit, consult the master schedule of classes for the current semester's offerings and the Registrar's Office.

Student Schedules

The normal course schedule is 16 credits per semester. No change may be made in the schedule after the drop/add period for the semester. Full tuition covers 12 to 18 credits of study per semester. First-year students should take no more than four courses during their first semester at Rosemont. A student on academic probation must complete a study contract and is normally required to take no more than 16 credits or four courses.

Pre-registration

With guidance from her academic advisor, the student chooses her courses for the following semester from the schedule prepared by the Office of the Registrar. Pre-registration for the fall semester for currently enrolled students usually takes place in March; for the spring semester, in November. First-year and new transfer students pre-register for the fall semester during the late spring or summer months and for the spring semester during the fall semester.

Validation of Pre-registration

Students return to the College on the published date to confirm course selections by formally registering. Those who have satisfied their financial obligations to the College will receive their schedule of classes in their campus mailbox just prior to the beginning of the semester; those who have not will have their course selections deleted.

Drop/Add Period

The drop/add period takes place at the start of each semester according to the dates published in the calendar and the hours indicated by the Registrar. A student may drop or add a course only during the period indicated on the College calendar. A student must submit a drop/add form, signed by her advisor, to the Office of the Registrar for processing. A student wishing to withdraw from any course after the drop/add period must request withdrawal from the course. Contracts for independent study or internships must be submitted on or before the registration day to the Office of the Director for Student Academic Support Center; required revisions must be submitted before the end of drop/add period, as must signed request forms to audit a course or to take a course for a pass/fail grade.

Grade Point Average

The standing of a student for each semester is determined by her grade point average (GPA). Letter grades are given for individual courses and grade points are used to compute averages for each student at the end of each semester on both a semester and cumulative basis. These

averages are determined by multiplying the grade points for each course by the credit(s) for the course and dividing the sum of these products by the sum of the credits they represent. Pass and audit grades do not affect averages. Courses completed at Cabrini College, Eastern University, Villanova University or other SEPCHE schools under the Inter-Institutional Exchange Programs during the regularly scheduled fall and spring semesters are included in the computation. Courses completed at the Rosemont-Villanova Program in Siena, Italy and at Villanova summer school are also included.

A grade of F indicates that the student has failed the course. If a failure is incurred in a required course, the course must be repeated. A GPA of at least 2.0 is required for graduation, and an average of at least 2.0 is required in the major field. A minimum 2.2 GPA is required for students who wish to participate in the Eastern University, Villanova University or SEPCHE schools Exchange Programs. Grades may not be challenged after February 15 for grades received during the first semester or after June 15 for grades received during the second semester in the academic year in which the grade was earned.

Grade Appeal Policy

Students should consult the Student Handbook regarding the Grade Appeal Policy.

Grading System

Grade	Grade Points Per Credit	Comments
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	Minimal acceptable GPA for all undergraduate courses.
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	
F	0.00	Failure
I	0.00	Incomplete – if not resolved by the deadline becomes F.
T	0.00	Temporary – if not resolved within 6 weeks, becomes F.
AU	0.00	Audit
W	0.00	Withdrawal
PA	0.00	Pass – for Pass/Fail courses only
S	0.00	Satisfactory – midterm grade reports only
U	0.00	Unsatisfactory – midterm grade reports only
WIP	0.00	Work in progress

(These last eight are not calculated into average)

Repeating a Course

A student who has received a grade of F in a required course may repeat the course for a better grade. When a required course with a grade of F is repeated, the following rules shall apply:

1. The repeated course must be equivalent to the previous course.
2. The second time the course is taken, it cannot be taken for Pass/Fail credit.
3. Both courses and grades will be recorded in the student's file and transcript.
4. For calculation of the Grade Point Average and for fulfillment of curriculum requirements, the credit and the grade of the repeated course will apply and the credit and the grade of the original course will no longer count. The repeated course will be identified on the transcript with an "R" for the repeated course.
5. A student who has failed a course or has received a grade of F for a course taken at Villanova University, Eastern University or SEPCHE schools, may repeat an equivalent course at Rosemont or at the other institutions.

Incomplete Grades (I)

When a student has a serious reason that prevents the completion of course requirements (e.g., medical issues, family problems, work-related travel), the student must submit written documentation (from a physician, counselor, or employer) and request that the instructor assign a grade of "I" (Incomplete). The student must initiate and document the request on or before the final class meeting of the semester/session. If the instructor decides to grant the request, s/he must first obtain the dean's approval on the appropriate form. The student must complete and submit all remaining course work and assignments as quickly as possible; the instructor must then submit a Change of Grade form directly to the Office of the Registrar. Any grade of "I" that is assigned during the fall must be resolved no later than the following May 15; any grade of "I" that is assigned during the spring must be resolved no later than the following September 15; any grade of "I" that is assigned during the summer must be resolved no later than the following January 15. In any case where these deadlines are not met, the "I" will automatically become an "F;" grade appeals or additional time extensions will not be granted. Students and instructors are advised that grades of "I" may adversely affect the student's financial aid eligibility and/or academic standing.

Temporary Grades (T)

When an instructor in UWC wants to grant a student a time extension to complete course requirements, the instructor may assign a grade of "T" (Temporary). The instructor must inform the student before assigning a grade of "T." The student must complete and submit all remaining course work and assignments as quickly as possible; the instructor must then submit a Change of Grade Form directly to the Office of the Registrar. Any grade of "T" that is not satisfactorily resolved within 6 weeks of the final class meeting of the semester/session will automatically become an "F;" grade appeals or additional time extensions will not be granted. "T" grades may

not be changed to grades of “I” (Incomplete), and all grades of “T” in courses that serve as pre-requisites must be satisfactorily resolved before the student begins work in a subsequent course.

Pass/Fail Option

The pass/fail option, open to full-time students with a minimum 2.00 cumulative average, is intended to encourage students to broaden their program of study by the pursuit of elective courses offered outside their major and general programs. A course elected under the pass/fail option is taken for credit and the student must fulfill all obligations of the course. The student’s record at the end of the semester indicates for this course either pass or fail, instead of a letter grade. A failure is included in the grade point average. The pass/fail option must be requested of the instructor by the end of the drop/add period. No more than two (2) courses can be taken pass/fail.

Mid-term Grade Reports/Early Warning System

In the Undergraduate Women’s College, students receive Mid-term Grade Reports indicating satisfactory (grade of S) or unsatisfactory (grade of U) work to date. In addition, they may also receive warnings from their faculty through the Undergraduate Women’s College Early Warning System, which provides greater feedback to students about their progress in classes. Students who receive grades of U or warnings from faculty are encouraged to meet with staff in the Student Academic Support Center to seek academic support as warranted.

Grade Reports

Grade reports will be available to students on the iWay at the end of each semester.

Transcripts

Students may obtain transcripts of their academic records from the Office of the Registrar, either in person or by writing to the office. Telephone requests cannot be accepted. Three days’ notice is required during peak times. Written requests must include the student’s signature. Official transcripts bear the signature of the Registrar and the seal of the College; they are sent on request of the student directly to other institutions or organizations. Official transcripts given directly to the student are marked with the words, “This transcript has been issued to the student and may be verified by mail.” The first official transcript is free of charge; there is a fee for each additional transcript. Transcripts will not be released for students whose financial accounts have not been cleared by the Business Accounting Office.

Course Examinations

In most courses, examinations are given periodically throughout the semester, with a major examination given at the end of the semester. Final examinations given at the end of the course are scheduled by the Registrar within a published examination period.

Credit by Examination

A Rosemont student may apply to take an examination to receive academic credit for course work completed outside the traditional credit awarding structure. There is a limited number of courses for which credit by examination may be requested. These courses are listed in the Office of the Registrar. Each discipline will determine the requirements. The course will be listed on the student’s transcript; a grade, however, will not be given. If the course is a prerequisite to

another course, the examination must be successfully completed prior to registration in the second course. For additional details, contact the Registrar.

Exemption from Required Courses

A currently enrolled Rosemont student may request an exemption from a required major course by submitting evidence of completed work to the Academic Flexibility Sub-Committee of the Academic Standards Practices Committee. In order to receive credit for a major course exemption, the request for credit must be accompanied by the written approval of the faculty advisor in the major program. If the student requests elective credit, the Sub-Committee will consult faculty in the appropriate discipline; if approved by the faculty, credit will be awarded. No grade will be assigned.

Courses and AP credit that can be used to gain an exemption from a required Foundation course are listed in the section on General Education Requirements.

Withdrawal from Courses

Students in the Undergraduate Women's College may withdraw from a course until the deadline published by the Office of the Registrar for each semester/session. Students must complete the appropriate Withdrawal form from the Registrar's office or the Student Academic Support Center and obtain all required permissions. The instructor will assign a grade of "W," which will not be calculated into the student's GPA. Students are advised that grades of "W" may adversely affect the student's financial aid eligibility and/or academic standing.

Attendance Policy

The general College attendance policy is that all students are expected to attend class regularly. The faculty have full authority to evaluate punctuality and attendance in relation to course grades and to maintain an attendance record. Faculty will inform students at the beginning of each course if frequent absences will affect grades. In recognition of the wide diversity of styles of teaching, modes of learning, and educational goals, the individual professor will establish and convey at the beginning of each semester course attendance and participation requirements through the distribution of a formal written course syllabus. Students are responsible for making up any missed course work. As soon as a student's absence from class proves detrimental to academic performance (e.g., more than one week), the faculty member will contact the student and file a record with the Director for Student Academic Support Center.

Leave of Absence

The form is obtained from the Registrar's Office. Students may take a leave of absence for one semester. A request to do so, or to extend a leave of absence, is made through the Office of the Director for Student Academic Support Center.

Medical Leave

Students may apply for medical leave through the Vice President for Student Affairs.

Withdrawal From the College

No student will be considered officially withdrawn as a student and eligible for appropriate refunds or deposits until the withdrawal procedure has been completed. The student must initiate

the process with the advisor and the Director for Student Academic Support Center and include an official request to withdraw, a personal interview, and written notice. It is also necessary for the student withdrawing (resident or commuter) to have an interview with the Vice-President for Student Affairs. The Accounting Office will not consider the withdrawal official until all procedures are completed and written confirmation has been received from both offices. All College identification, keys, and property must be returned before the withdrawal procedure can be completed. Transcripts may be withheld if a student leaves without completing all withdrawal procedures in full.

Dismissal From the College

The College reserves the right to dismiss any student who does not maintain the required standard of scholarship (at least a 2.0 cumulative GPA), whose conduct has been found to be in violation of College policies and procedures, or whose continuance would be detrimental to her own health or to the health and well-being of others. The final decision is made by the Academic Dean.

Academic Probation

Each semester the records of all students are reviewed. In January and June, a student whose cumulative GPA is below 2.00 is ordinarily placed on academic probation, which serves as a serious warning that the student's academic work is unsatisfactory and that definite improvement is necessary to continue at the College. Probation may affect financial aid.

A student on probation must confer with the Director of the Student Academic Support Center early in each semester in which the student is on probation. Students on academic probation are required to sign a study contract outlining a study program, which will be administered by the Director for the Student Academic Support Center for each semester during which the student is on probation. Any student whose GPA is below 2.00 may be required to withdraw from the College.

In late May, first year students whose cumulative GPA for the year is below 1.8 normally are not eligible to return to the College; those with a cumulative average between 1.8 and 2.0 may be permitted to return on academic probation if there is reason to believe that improvements can be expected. Inasmuch as a cumulative GPA of 2.00 and a 2.00 average in the major are required to earn a degree, juniors and seniors whose GPA in their major falls below 2.00 normally will be required to change their major field or withdraw from the College. Periods of academic probation, whether consecutive or nonconsecutive, normally may not be extended beyond one year.

Family Educational Rights and Privacy Act

This act, commonly called the Buckley Amendment, was designed to protect the privacy of educational records, to establish the rights of students to inspect and review those records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Questions concerning the Family Educational Rights and Privacy Act of 1974 may be referred to the Office of the Registrar. In keeping with the provisions of the above Act, the College

designates the following categories of student information as public or directory information; such information may be disclosed by the College for any purpose, at its discretion:

- Category I Name, address, dates of attendance, class, major field of study.
- Category II Previous institution(s) attended, awards, honors, dean's list.
- Category III Degrees conferred (including dates), date of birth

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar within two weeks after the first day of classes for the fall semester at Rosemont College. Forms requesting the withholding of directory information are available in the Office of the Registrar. Rosemont College assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates individual approval for disclosure. Students wishing to review their educational records must make the request in writing to the Office of the Registrar. Requests for credential files must be made to the Director of Career Services. The requested records will be made available to the student within a forty-five day period. A student may revoke this authorization at any time by submitting a letter to the Office of the Registrar.

Rosemont College has no obligation to inform anyone previously authorized to receive grade reports, transcripts, or other official notices that this authorization has been revoked.

Student Retention Rates

In accordance with the Student Right to Know Regulations, all colleges and universities participating in Title IV HEA programs must make available to all enrolled students, and to prospective students upon request, the graduation completion rates for first-time degree-seeking first year students. The retention rate for the most recent graduating class of 2006 is 51% percent as of the publishing of this catalogue. The average retention rate for the currently enrolled classes is 96% percent as of the publishing of this catalogue.

Oral and Writing Skill Intensive Courses

Oral Skill Intensive Courses (OSI): Criteria

1. Students are required to make at least three 15 minute presentations in class during the semester.
2. Instruction is given on how to present effectively, as indicated in the course syllabus.
3. Students receive a handout sheet of criteria for performance. This handout also includes ranges of skills which merit specific grades.
4. Ordinarily, students will be videotaped at least once during the semester. The result will be used for constructive improvement of performance.

Writing Skill Intensive Courses (WSI): Criteria

A course may be designated writing intensive if:

1. It includes more than 4 writing assignments during the semester.
2. Bibliographical work accompanies at least two of the semester's writing assignments. Such work is to be evaluated according to a scale devised by the librarians and the Writing Committee working together to determine minimum standards for bibliographical techniques.
3. There is some provision made for students to see each others' work and share the results of research papers.

Oral and Writing Intensive Courses

Course #	Course Name	Intensity (OSI, WSI)
ARS-0492-01	Studio Art Senior Project Seminar	OSI
BIO-0421-01	Senior Seminar	OSI
BIO-0422-02	Senior Seminar II	OSI
CHE-0425-01	Coordinating Seminar	OSI
ENG-0200-01	Studies in Poetry	WSI
ENG-0205-01	Survey of British Literature	WSI
ENG-0221-01	Development of the American Novel	WSI
ENG-0225-01	Early Modern Fiction	WSI
ENG-0259-01	Classical Drama	WSI
ENG-0263-01	Romantic Drama: 19 th Century	WSI
ENG-0310-01	Chaucer	WSI
ENG-0365-01	Modern Criticism	WSI
ENG-0412	All Seminars	OSI, WSI
ENG-0413-01	Advanced Prose Writing	WSI
FRE-0310-01	Advanced Grammar and Composition	WSI
SOC-0110-01	Social Problems	WSI
THE-0211-01	Rehearsal & Staging	OSI
THE-0212-01	Rehearsal & Production	OSI
THE-0415-01	Playwriting & Directing	OSI

STUDENT ACADEMIC SUPPORT

The Student Academic Support Center

The Student Academic Support Center, located in the Brown Science Building, is Rosemont's comprehensive source for academic assistance. Under the direction of the Director for Student Academic Support, the Center offers a wide range of advising, experiential learning and learning support services to enhance students' educational experiences at Rosemont College. All of these services are available at no cost to Rosemont students. The Student Academic Support Center offers academic support, learning supplementation, and enrichment for all students. It includes the areas of advising, placement testing and tutorials, and experiential learning. All students - traditional, non-traditional, and ESL students- are invited to visit the Center to discuss the ways in which the Center can best meet their specific needs. Tutoring is offered in writing, reading, study skills, and other subjects across the curriculum. Carefully selected tutors are available in combination with self-directed learning software. A variety of academic workshops are also presented. Students may schedule regular tutoring appointments or may simply drop in. Faculty members are encouraged to refer students who they feel would benefit from the resources of the Student Academic Support Center.

Academic Advising

The Coordinator of Advising facilitates the ongoing process of communication between the student and her academic advisor. Academic advising is essential for students to develop academically, emotionally, physically, and personally while experiencing college life at Rosemont. The Coordinator provides advising support for conditionally accepted students, at-risk students, and those students who are undecided about their academic program. The Coordinator can assist students with clarifying their educational goals, exploring academic and career options, managing their academic program, and course and degree selection. Faculty academic advisors can then help students successfully progress toward their academic, personal, and career goals. Various forms are also available for students to initiate actions concerning their academic plan. In addition, the Coordinator clarifies academic policy for faculty, staff and students.

Each student will have an academic advisor with whom she will work to identify areas of interest and to plan her academic program. Once a student declares a major, usually by the first semester of her junior year, she is advised by a faculty member in the major field who helps her to plan and schedule her academic program. Close contact with the advisor should be maintained at all times.

Advising for Conditionally Accepted Students

It is recommended that conditionally accepted students enroll in INT-0100 Research Methods Across the Disciplines as well as an additional Writing section. The Coordinator of Advising and Director for Student Academic Support Center will work with each conditionally accepted student to design a special program of individualized academic support. Failure to comply with the individualized program of academic support can lead to the student's academic jeopardy.

Advising for Students on Probation

Students on Probation must fulfill all terms of the probation contract and make arrangements to meet with personnel in the Student Academic Support Center.

Experiential Learning

The Rosemont Works Curriculum contains an experiential education requirement for all students. To comply with this requirement, the Office of Experiential Learning coordinates internships, service learning, and study abroad experiences to assist students in their learning activities. The office is a resource for students in securing internships during the academic year and the summer. Further, the office participates with faculty in the evaluation of internship goals and learning outcomes. The office also helps faculty incorporate Service Learning into their classes by developing contacts with community organizations. Service Learning relies on a pedagogy which involves cooperation between faculty, students and community organizations in an interactive learning experience. In an increasingly interdependent world, study abroad is an important and vital component of any educational experience. With the assistance of this office, students can explore a large variety of study abroad options.

Testing and Tutorials

The Office of Testing and Tutorials offers academic support, learning supplementation, and enrichment for the entire Rosemont College community. To ensure that students' learning needs are met, standardized placement testing for first year students is conducted prior to course selection and registration. This office also provides across-the-curriculum computer tutorials, audios, and videos in addition to free tutoring. Both professional and peer tutoring are available to students who wish to improve performance or maintain high grades in a variety of subject areas. Students work one-on-one or in small groups with professional or peer tutors. Workshops on study skills, writing, and other academic topics are regularly scheduled. The diverse learning needs of traditional, non-traditional, and ESL students are acknowledged in this multi-sensory educational environment and may be accessed by walk-ins or on an appointment basis.