



UNDERGRADUATE CATALOGUE 2014 – 2016

ADDENDUM

Corrections and Updates as of: 11/2015

This addendum contains requirements, regulations, facts, and descriptions which are subject to change at any time. The University specifically reserves the right and authority to alter and amend any and all statements contained herein.

The educational policies and procedures are continually reviewed and changed in keeping with the educational mission of the University. Consequently, this document cannot be considered binding and is intended to be used only as an informational guide. Students are responsible for keeping informed of official policies and regulations and for meeting all appropriate requirements. Current information is available at the Office of Records and Registration and in other appropriate offices.

1/Accreditation and Recognition

Edinboro University of Pennsylvania is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pa., 19104, 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Other University accreditations and program approvals include: the Master of Arts in Rehabilitation Counseling by the Council on Rehabilitation Education; the Master of Arts in Counseling: School Counseling-Elementary, School Counseling-Secondary, College Counseling, and Community Counseling, by the Council for Accreditation of Counseling and Related Educational Programs; the Master of Arts in Speech-Language Pathology by the Council on Academic Accreditation in Audiology and Speech-Language Pathology; the Bachelor of Science in Social Work and the Master of Social Work by the Council on Social Work Education; the Bachelor of Arts in Music, the BA in Music (Teacher Certification), and Community Music School by the National Association of Schools of Music; and the Associate Degree in Business Administration and Baccalaureate Degree in Business Administration with concentrations in Accounting, Comprehensive Business Administration, Financial Services, and Marketing by the Accreditation Council for Business Schools and Programs. The Bachelor of Arts in Art History, Bachelor of Science in Art Education, Bachelor of Fine Arts in Applied Media Arts, Bachelor of Fine Arts in Studio Art, Master of Arts in Studio Art, and Master of Fine Arts in Studio Art are accredited by the National Association of Schools of Art and Design. The baccalaureate programs in nursing are accredited by the Commission on Collegiate Nursing Education and approved by the Pennsylvania State Board of Nursing. The Master of Science in Nursing/Family Nurse Practitioner joint program with Clarion University of Pennsylvania is accredited by the Accreditation Commission of Education in Nursing, formerly National League for Nursing and approved by the Pennsylvania State Board of Nursing. Teacher education and school personnel preparation programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and approved by the Pennsylvania Department of Education. Chapter 49 Middle Level Certificate 4-8 is approved by Pennsylvania Department of Education. The Ed.S. in School Psychology is approved by the National Association of School Psychologists. The Bachelor of Science in Computer Science - Theoretical Track, by the Accreditation Board for Engineering and Technology, Inc.; the Bachelor of Science in Chemistry is approved by the American Chemistry Society.

FEES AND EXPENSES

Tuition and fees are likely to increase annually.

Basic Tuition Fees Per Academic Semester

	Pa. Resident	Non-Resident
Undergraduate		
Part-Time (1-11 sem. hrs.)	\$294.00	\$441.00
Full-Time (12-18 sem. hrs.)	\$3,530.00	\$5,295.00
Additional charge for each credit over 18 sem. hrs.	\$294.00	\$441.00
Graduate		
Per Credit Hour	\$470.00	\$705.00

Basic Tuition Fees Per Summer Session

	Pa Resident	Non-Resident
Undergraduate (per sem. hr.)	\$294.00	\$441.00
Graduate (per sem. hr.)	\$470.00	\$705.00

Instructional Technology Fee Per Academic Semester (Including Summer Sessions)

	Pa Resident	Non-Resident
Undergraduate		
1-11 credits	\$19.00 per credit	\$28.00
12 or more credits	\$218.00	\$332.00
Graduate-per credit	\$25.00	\$37.00

Housing Per Academic Semester

(There is no difference between undergraduate and graduate housing fees.)

- Double Room, per person (2 @ room) \$2920.00
- Double Room, per night \$28.00
- Private Room (1 @ room) \$4,259.00
- Private Room, per night \$40.00
- Guest Room, per night single occupancy \$28.00
- Guest Room, per night double occupancy \$40.00

Highlands at Edinboro – Room Rates per Academic Semester

- Semi-Suite – Double \$3,415.00
- Semi-Suite – Single \$3,960.00
- Suite – Double \$4,070.00
- Suite – Private \$4,280.00
- Single – Studio \$4,835.00
- Double – Studio \$3,740.00

Meals for Summer Housing (per week)

- Food, 14 meals \$76.00
- Food, 10 meals \$69.00

Meals – Plans per Academic Semester

	Meal Plan	Flex Dollars	Total
Food, 19 meals – residence hall	\$1318.00	\$350.00	\$1,668.00
Food, 19 meals – residence hall	\$1318.00	\$150.00	\$1,468.00
Food, 14 meals – residence hall	\$1,147.00	\$350.00	\$1,497.00
Food, 14 meals – residence hall	\$1,147.00	\$150.00	\$1,297.00
Food, 10 meals – residence hall	\$1,044.00	\$350.00	\$1,394.00
Food, 10 meals – residence hall	\$1,044.00	\$150.00	\$1,194.00
Block Plan: 210 meals	\$1,422.00	\$350.00	\$1,772.00
210 meals	\$1,422.00	\$150.00	\$1,572.00
175 meals	\$1,205.00	\$350.00	\$1,555.00
175 meals	\$1,205.00	\$150.00	\$1,355.00
105 meals	\$845.00	\$350.00	\$1,195.00
105 meals	\$845.00	\$150.00	\$995.00
60 meals	\$495.00	\$350.00	\$845.00
60 meals	\$495.00	\$150.00	\$645.00
Flex meals only (off-campus & commuters)		\$100.00	\$100.00

Senior Citizen Tuition Waiver

All persons age 62 or over who wish to enroll to audit an undergraduate or graduate credit-bearing course offered by Edinboro University of Pennsylvania will be given a full remission of tuition and fees for classes which have available seats. Sundry charges, as defined in the catalog, will apply as appropriate. Individuals interested in utilizing this waiver to audit classes must contact the Registrar and are scheduled one week prior to the start of the semester/term based upon seat availability. This tuition and fee waiver does not apply to courses taken for college credits.

Sundry Charges

In addition to the aforementioned fees for undergraduate and graduate students, other charges include:

Application Fee \$30.00
Applied Music Lesson Fee \$100.00 per credit hour
Competency Examination \$25.00 per credit hour
CLEP Fee \$25.00
Computer Lab Printing \$5.00
Duplicating (External/Internal) .10/.04
Computer Lab Printing excess \$5.00 per increment
Course Withdrawal Fee (after first week) \$25.00 per course
Distance Learning \$120.00
Late Graduation Application Fee \$100.00
Lost Key - single \$20.00
Lost Key - master \$50.00
Returned Checks \$30.00
Library Fines \$.25 per book per day /inter-library loan \$1.00 per day
Library (lost book fees) Replacement cost +accumulated fines+\$10.00 processing fee
Circulation Fees \$20.00
Orientation Fee \$125.00
Payment Plan Semester Fee \$40.00
Payment Plan Late Fee \$15.00
Vehicle Registration - per year \$60.00
Vehicle Registration - replacement \$ 25.00
Parking Violations \$30.00
Parking Violations Late Fee \$10.00
Parking Violation – Handicap Parking Zone \$100.00
Parking Violation – Blocking Emergency Device \$50.00
Boot Removal \$50.00
Moving Violation \$75.00
Traffic Incident Report Requests \$10.00
First Student Identification Card \$5.00
Replacement Student Identification Card \$10.00

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Applied Music Fee

Applied MUSC Fee -\$100.00 per course for any course that is listed as Applied Music in addition to regular tuition and fees

Art Fee

ART courses-5 percent per credit

Instructional Service Fee

This fee is charged to undergraduate and graduate students during each session or semester of enrollment. It replaces the special course fee (representing over 100 courses), diploma fee, diploma handling fee, thesis binding, and van fee.

Undergraduate 10 percent of tuition

Graduate 15 percent of tuition

Program- specific: BSN in Innovative Nursing 25 percent of tuition

Program- specific: BSN in Nursing 25 percent of tuition

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ACADEMIC WARNING, PROBATION AND SUSPENSION

A minimum cumulative grade point average (GPA) of 2.00 is required of undergraduate students to be in good academic standing, and is required of students to graduate from certificate, associate degree, and baccalaureate degree programs at the University. A GPA higher than 2.0 is required for some degree programs. Students on Academic Warning or Probation may continue at the university under conditions developed by the Academic Success Center.

Academic standing will be adjusted for any student according to performance in summer or winter sessions.

Academic Warning

Any degree seeking student earning a cumulative GPA of 2.00 or higher AND a semester GPA below a 2.00 in their most recent term (fall semester, winter session, spring semester, summer session) will be placed on Academic Warning. Students on Academic Warning may attend summer or winter sessions.

Academic Probation

Any degree seeking student earning a cumulative GPA of less than a 2.00 will be placed on Academic Probation. If the student on Academic Probation earns a semester GPA of at least a 2.00 without their cumulative GPA reaching a 2.00 or better, they will continue on Academic Probation. This status will continue for each term, including summer or winter sessions, until their cumulative GPA reaches or surpasses 2.00. Students on Academic Probation may attend summer or winter sessions.

Students Admitted on Academic Probation

Students admitted to the University on Academic Probation are subject to the same guidelines as stated above.

Academic Suspension

Any student on Academic Probation who fails to meet both the 2.00 semester and 2.00 cumulative GPA standards will be placed on Academic Suspension.

Students may apply for reinstatement during their first semester (fall or spring) of suspension, but the period of suspension must be fully served before the student may resume coursework. Immediate appeals of academic suspension (for health emergencies, an error in records, or other extraordinary extenuating circumstances) must be filed with the Office of Records & Registration by the deadline date specified by that Office.

Repeating Failed Coursework

Undergraduate students may repeat failed coursework at another institution. Students should utilize a transfer articulator, such as the PA TRAC, to assist in selecting transferrable courses from another institution. It is strongly suggested that students consult with their academic advisor or Dean prior to registering for classes. Following completion of the coursework, the student must have an official transcript sent to the Edinboro University Admissions Office. If the student earns a grade of "C-" or better, the credits are added to the academic record. If the student is repeating failed coursework, the failed course at Edinboro will be excluded from the student's GPA calculation.

ACADEMIC WARNING, PROBATION AND SUSPENSION cont.

Reinstatement

Students who are reinstated to the University following Academic Suspension are subject to the Academic Reinstatement Policy. The academic standing of reinstated students will be determined using the guidelines outlined in this policy. If satisfactory academic progress is not made following reinstatement from suspension, the student will be suspended again. Students are ineligible for reinstatement after a second suspension. Students in this circumstance should consult University Policy A030: Fresh Start for possible future options.

Academic Probation/Suspension for Transfer Students

Transfer student progress is determined the same as for non-transfer students. The cumulative GPA for transfer students is computed only using hours attempted at Edinboro University.

When, in the judgment of the Provost and Vice President for Academic Affairs, extenuating circumstances prevail, exceptions to this policy may be made.

RELATED POLICIES

PASSHE, Board of Governors Policies, System Academic and Financial Procedures: SA043, Academic Standing; EUP Policies: A031, Academic Reinstatement; A022, Repeating Courses; A019, Transfer Standards; EUP Procedure: 22.

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ACADEMIC REINSTATEMENT

Undergraduate students whose enrollment at Edinboro University has lapsed for at least one academic semester and who have previously withdrawn from the University must make application for reinstatement to the Office of Records and Registration. Reinstatement into any academic major is subject to the approval of the dean of the appropriate school.

Financial obligations and any account holds that prevent registration will preclude reinstatement to the University.

Students under disciplinary suspension will not be considered for reinstatement until the terms of the suspension sanction have been met.

Students under academic suspension for the first time will be considered for reinstatement provided at least one academic semester has elapsed since suspension. Students suspended a second time will not be reinstated (see Academic Warning, Probation and Suspension Policy, A023). Students requesting reinstatement from suspension or who were on probation at the time of withdrawal may be subject to conditions for reinstatement.

Undergraduate students may repeat failed coursework at another institution. Students should utilize a transfer articulator, such as the PA TRAC, to assist in selecting transferrable courses from another institution. It is strongly suggested that students consult with their academic advisor or Dean prior to registering for classes. Following completion of the coursework the student must have an official transcript sent to the Edinboro University Admissions Office. If the student earns a grade of "C-" or better, the credits are added to the academic record. If the student is repeating failed coursework, the failed course at Edinboro will be excluded from the student's GPA calculation.

Students who for any reason have interrupted their enrollment at Edinboro University for a period exceeding one calendar year are subject to the curriculum and graduation requirements in effect at the time of their reinstatement. Reinstated students who return to the University within one calendar year of their last enrollment have the option of continuing under the curriculum and graduation requirements for which they were responsible when they left the institution.

PROCEDURE

Application for reinstatement must be made to the Office of Records and Registration.

Policy No. A031

AUDITING OF COURSES

1. Edinboro University undergraduate students may audit undergraduate courses, and Edinboro University graduate students may audit undergraduate or graduate courses. Auditing involves participation in a course without accountability for credit purposes.
2. Students must have the approval of their academic advisor and the instructors of the courses to be audited.
3. An audited course will not be counted as part of the student's academic load and no credit will be received. Audited courses will be recorded on student transcripts as "AU".
4. Students scheduling for audits will be given lowest priority for seat availability.
5. After the expiration of the "add" period, students may not change audit status to credit or credit to audit.
6. Students must pay the Bursar's Office the established course credit tuition and fees for auditing courses.
7. Students age 62 or older will receive full tuition and fee waiver for courses taken for audit only. The tuition and fee waiver does not apply to courses taken for college credit. Sundry charges, as defined in the catalog, will apply as appropriate. Students must work directly with the Registrar and are scheduled for classes one week prior to the start of the semester/term based upon seat availability.
8. Petitions for credit by competency examinations will not be honored for courses audited by students.

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APPEAL OF ACADEMIC SUSPENSION

A student placed on academic suspension may appeal the suspension immediately due to an error in records or an extraordinary extenuating circumstance (e.g., health emergency, death in family). The appeal must be filed in writing and received at the office of Records and Registration by the date specified in the student's letter of suspension. The Residence Life Office is notified of appeals made by students who live in University residence halls so that their rooms will not be reassigned prior to the conclusion of the appeal process. Other students who have been suspended may appeal their suspension during their first regular semester of suspension.

The Registrar's staff will review each appeal and check for holds that may prevent reinstatement (i.e., financial or judicial). If holds exist, the student will be informed and required to clear these holds before his/her appeal is considered. **Appeals from suspension will be reviewed 4 times per year: January 1, March 15, June 1, and October 15th. Should a student miss a deadline, the appeal will be held until the next scheduled suspension review date.**

The Registrar will forward the list of appellants to the Vice President of Student Affairs for review and recommendations. The Vice President of Student Affairs will respond to the Registrar's request within one week.

The Registrar will then forward the list of appellants, including input from Student Affairs, to the Academic Success Center for review and recommendation. The Academic Success Center will respond to the Registrar's request within one week.

The Registrar will then forward a recommendation to the appropriate Dean, including the reviews and recommendations by Student Affairs and the Academic Success Center. The Dean will decide for or against reinstatement of the student, including any conditions associated with the reinstatement. The Dean will notify the Registrar of the decision within one week.

The Registrar will receive the Dean's decision and update the student's record, prepare a class schedule (to include any mandatory repeating of courses) per the Dean, and communicate with the student. The advisor and chairperson will be informed of the conditions for reinstatement or the denial thereof.

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PRIORITY REGISTRATION

Priority class registration is defined in the following three tiers.

The following students (Tier 1) will receive priority registration above all other students, beginning at 6:00AM on the first day of registration:

- 1) Students registered with the Office for Students with Disabilities.
- 2) University Honors Students
- 3) Graduate Level Students
- 4) Paid deposit new freshmen and transfer students (for the upcoming semester)

The following students (Tier 2) will receive priority registration 24 hours in advance of their cohort:

- 5) Adult students registered with the Office of Adult Student Services for priority registration.
- 6) Student Athletes
- 7) Veterans

The following students (Tier 3) 12 hours in advance of their cohort:

- 8) Music students
- 9) SGA Members
- 10) Student Trustee to the Edinboro University Council of Trustees
- 11) University Senate Members

The following student groups are granted priority:

Students registered with the Office for Students with Disabilities. Students with documented disabilities are provided an opportunity to establish a class schedule that will accommodate their physical and academic needs. Some students require time between classes due to mobility limitations or testing accommodations. Others may need a balance in the types of classes or additional time to secure specific academic accommodations (sign language interpreters, textbooks in alternative format, note-taking services.) Priority registration provides an opportunity for students with disabilities to secure a class schedule that minimizes the limitations of their disability.

University Honors Students. This includes all students who are members of the University Honors Program in good standing. Honors classes are scheduled each semester and Honors students are required to participate in these special sections and need priority so as to enable their schedule to accommodate them. This priority is also recognized as a benefit for participation in this program.

Veterans. Veterans and members of the military who are eligible for special priority registration need to meet the following requirements as defined in PA Act 46:

- a) The student has served in the United States Armed Forces, including a reserve component and National Guard.
- b) The student was discharged or released from such service under conditions other than dishonorable.
- c) The student has been admitted to Edinboro University.
- d) The student resides in Pennsylvania while enrolled at Edinboro University.

PRIORITY REGISTRATION cont.

Documentation verifying the above eligibility must be submitted to the Veterans Success Center for review at least one month before the start of the pre-registration date before the student's starting semester. This will ensure processing for priority registration. Required documentation is defined as follows.

Military Members currently serving on Active Duty Service (including Active Guard or Active Reserves):

- A copy of the military orders which verify:
 - Active duty military status or activation of reservist/guard member; and
 - Work location/duty station, and
- Copy of military identification card issued by the U.S. military.

Military Members Discharged from Active Duty Service:

- DD 214 Member 4 "Certificate of Release or Discharge from Active Duty"

Military Members currently serving in the National Guard or Reserve Component:

- DD-214 Service 7 "Certificate of Release or Discharge from Active Duty"; or
- Copy of military identification card issued by the US. military.

Military Members who formerly served in the National Guard or Reserve Component:

- DD-214 Member 4 "Certificate of Release or Discharge from Active Duty"; or
- DD-214 Service 7 "Certificate of Release or Discharge from Active Duty"; or
- NGB-22 "National Guard Report of Separation and Record of Service"

Military members and veterans face unique obstacles that can often delay their pursuit of higher education. These obstacles may include involuntary mobilizations for overseas tours of duty, required military training, and disaster relief. In addition these students often fund their university education through the use of earned federal and state benefits which expire after a limited amount of time. Further, long delays in processing these benefits often cause hardships for these students. The aim of granting priority registration to military members and veterans is to allow greater ability to make progress toward their degree requirements during their often intermittent periods of university study and to lessen the delay in receiving the benefits they have earned.

The Pennsylvania Department of Education states that Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

Adult Students registered with the Office of Adult Student Services for priority registration. Many adult students must schedule their classes around other major life responsibilities such as children and employment.

In order to take advantage of the early registration process, adult students must be registered and approved for priority registration through the Office of Adult Student Services.

Other officially recognized University groups and programs. Other student groups recognized for priority registration include student athletes, SGA members and University Senate representatives, music students enrolled in ensembles or applied lessons, and the student member of the University Council of Trustees. Many students are asked to represent the University at, or regularly participate in, officially-recognized activities. These students often find that there is a conflict between these activities and their class schedules; priority registration allows these students some ability to reduce these conflicts.

PRIORITY REGISTRATION cont.

ELIGIBILITY AND PROCESS FOR APPROVAL OF ADDITIONAL STUDENT GROUPS

Other student groups or cohorts seeking priority registration status must have the program advisor or administrator submit a request to the Provost and Vice President of Academic Affairs containing the following information:

- 1) Group or cohort designation
- 2) Reason for request
- 3) Evidence of need for priority registration

Eligibility for priority registration will require that:

- 1) Participation or membership in the student group is clearly defined; and
- 2) The student group exhibits evidence that priority registration will have a positive impact on academic progress and help alleviate scheduling difficulties inherent in membership in the student group.

The Provost reviews requests from groups seeking priority registration and must be received by the Office of the Provost/VPAA by September 15 to be considered for priority registration for the next academic year. The Provost/VPAA will notify the Registrar of newly approved student groups for priority registration. The Registrar will then notify the appropriate department or program administrator to provide a list of students eligible for priority registration a minimum of one month prior to the start of the next term's registration period. Documented student members will be eligible to register during the designated priority registration period.

Policy No. A073

RELATED

Higher Education Course Scheduling Preference for Veteran Students Act (Act 46 of 2014)

MINOR PROGRAMS

Communication Studies

Prerequisites:

None

Curriculum:

Choose any six (6) Communication courses (COMM) for a total of 18 semester hours.

TOTAL 18 sem. hrs.