



UNDERGRADUATE CATALOGUE 2012 – 2014

ADDENDUM

Corrections and Updates as of: 6/2013

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.

COUNCIL OF TRUSTEES

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Mr. Ronald A. Steele

Student Representative (vacancy)

FEES AND EXPENSES

Tuition and fees are likely to increase annually.

Miller Analogies Test Fee

A fee of \$75.00 is charged to students desiring to take the Miller Analogies Test. Checks should be made payable to Edinboro University of Pennsylvania.

FINANCIAL AID PROGRAMS

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Edinboro University of Pennsylvania has developed standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. This policy measures quantity (number of credits completed), quality (cumulative grade point average), and maximum time frames for completion and measures progress incrementally. SAP will be reviewed after each payment period, (fall semester, spring semester, and the summer term).

Any student who fails to meet SAP requirements will be placed on **financial aid warning** for one semester. If at the end of the warning period the student does not meet the requirements for SAP, all aid will be cancelled and the student is placed on **financial aid suspension**. **Students on financial aid suspension and are no longer eligible for federal financial aid (which includes student loans).**

Students who are on warning are encouraged to seek academic and/or personal counseling. Counseling services can provide the student with additional support, which **may** alleviate obstacles that hinder satisfactory academic progress. **Students on warning are further encouraged to consult with a financial aid counselor prior to withdrawing from any classes or if midterm grades are failures.**

Reinstatement of Aid

Aid may be reinstated by meeting the requirements for SAP or by an approved appeal with an academic plan signed by the student's academic advisor. If aid is reinstated, a probationary status will remain in effect. A period of non-enrollment does not reinstate aid eligibility.

Appeals

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (e.g. severe illness, death of close family member, severe injury, other factors relevant to student success) may do so by submitting a letter of appeal and supporting documentation to the financial aid office within the first 2 weeks of the semester which is affected by the SAP status for which the appeal applies.

All appeals for reinstatement of aid must include:

A completed appeal form which identifies the reason for unsatisfactory progress and what has changed in order to better facilitate academic success.

Once this material is received and approved by the Financial Aid Office, an academic plan will be issued to the student. This academic plan will outline the number of credits and required term GPA in order to achieve SAP. This plan must be signed by the student as well as the academic advisor and must be received by the Financial Aid Office no later than the end of the 8th week of classes.

The Director of Financial Aid will notify the student of the decision to reinstate or deny aid. If the appeal is approved, the student must adhere to the signed academic plan and if the conditions are not satisfied, students are placed on **Financial Aid Suspension/Aid Denied** without an opportunity to appeal and aid will be denied in all subsequent terms until the student can regain aid eligibility by reaching the required 67% completion rate and a 2.0 cumulative GPA.

The committee will not review incomplete and/or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

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Federal Perkins Loan - The Perkins Loan Program is awarded to students with exceptional need based using Edinboro's criteria and on completion of the FAFSA. Awards range between \$200 and \$5,500.

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% of a payment period or term. The federal Title IV financial aid

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programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office 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 = 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.

UNIVERSITY POLICY MANUAL

<u>Policy #</u>	<u>Policy Name</u>
A001	Alcoholic Beverages
A002	Confidentiality and Privacy of Student Records
A003	University Related Advisorship
A004	Earning Course Credit by Examination or Evaluation
A005	University Procedures for Responding to Off-Campus Student Behavior Complaints
A007	Student Activity Fee Adjustment
A008	Reasonable Accommodations <u>for</u> Students with Disabilities
A009	Graduation Requirements
A011	SGA Restricted Accounts
A012	Disciplinary Procedures and Student Code of Conduct
A013	Residence Hall Use by Students During Vacation and Selected Periods of Non Attendance
A014	Change of Major
A015	Satisfactory/Unsatisfactory Grades
A016	Student Trustee Selection
A017	Transfer Student Prior Conduct Review
A018	Self Medication
A019	Transfer Standards
A020	Student Organization Activities
A021	Student Entry and Retention in Teacher Education
A022	Repeating Courses
A023	Academic Warning, Probation, and Suspension
A024	University Recognition of Student Organizations
A025	Student Organization Advisors
A026	Campus Residency Requirements
A027	Housing Deposit for Residence Hall Students
A028	Undergraduate Degree Completion
A029	Death of a Student
A030	Fresh Start
A031	Academic Reinstatement
A032	Admissions
A033	Insurance for Resident Students' Possessions
A034	Dean's List Requirements
A036	Disruptive Behavior in Supervised Situations
A039	Student Name Change
A041	Auditing of Courses
A042	Student Withdrawals from the University
A044	Student Activity Contracts
A045	Anti Hazing
A047	Time Limitations on Meeting Master's Degree Requirements
A048	Student Teacher Reassignment in the Event of a Work Stoppage
A050	Transfer of Graduate Credit
A051	Trial Admissions Program
A052	Awarding Continuing Education Units
A053	Student Fund Raising
A057	Student Appeal of Assigned Grade
A058	Housing and Food Service Request Release
A059	Student Victims of Sexual Assault
A061	Transcripts
A062	Class Attendance
A063	Inactive Courses
A064	Dual Numbering of Courses
A065	Student Vandalism of University Property
A067	Visiting Student Program
A072	Semester Credit Hour
D046	University Center

University Procedures

Seriously Disruptive Behavior
STD Prevention and Control

Definitions of a Credit and Course Information

Semester Credit Hour

INTENT

The intent of this policy is to establish standards for assigning semester hours of credit to courses offered by Edinboro University.

POLICY

The principle guiding the assignment of one semester hour of credit is that each semester hour reasonably approximates not less than forty-five hours of effort by the student over the duration of the semester. Not all of this effort is necessarily expended while in face-to-face contact with an instructor. Different types of courses require different amounts of contact time. The following standards are intended to specify minimum contact time for the award of one semester hour of credit. Some courses exceed these minimum standards. For purposes of these standards, one hour of contact time is defined as fifty minutes of actual contact. Actual contact time is listed after each standard in parentheses.

1. Lecture semester hour = 15 hours (750 minutes) of contact per semester or per equivalent session.
2. Studio semester hour = 22.5 hours (1,125 minutes) of contact per semester per equivalent session.
3. Laboratory semester hour = 30 hours (1,500 minutes) of contact per semester per equivalent session.
4. Internship semester hour = 45 hours (2,250 minutes or 37.5 hours) of contact per semester per equivalent session.
5. Clock-hour semester hour = 45 hours (2,250 minutes or 37.5 hours) of contact per semester per equivalent session.

Some courses may combine two or more of these categories. For example, a science course may combine two semester hours of lecture with one semester hour of laboratory for a total of three semester hours. In this case, the lecture component would include a minimum of 1,500 (2 times 750) minutes of contact and the laboratory component would include a minimum of 1,500 minutes of contact.

Online and individualized instruction courses are assigned the same number of semester hours of credit as an identical course delivered in a fact-to-face format, based on a determination that the student learning objectives and outcomes attained by the online or individualized instruction course are consistent with those of the face-to-face course. Similar standards apply to the assignment of credit based upon life experience or examination. Online courses for which there are no face-to-face equivalents and independent study courses will be designed and offered to achieve course learning objectives that will reasonably approximate not less than forty-five hours of effort by the student for each semester hour of credit assigned.

PROCEDURES

1. At the time that a course is approved for inclusion in the curriculum, the basis for the assignment of credit hours should be specified and placed on file with the Registrar.
2. At the time that a course is approved for online delivery, it should be reviewed to ensure that the student learning objectives and outcomes are consistent with those of an identical course delivered face-to-face.
3. The procedure for assigning undergraduate credits to reflect learning acquired in a non-traditional manner such as prior learning/life experience or examination may be found under Policy No. A004, Earning Credit by Examination or Evaluation.

Academic Level of Courses

Academic Level is used for State System reporting, faculty workload computations, fee calculations, course registration, transcripts and degree audit.

Academic levels are be assigned to courses instead of relying on a course number. Codes are independent of course numbers and operate “behind the scenes”.

Academic Level	Code	Description
UG Level 0	050	Developmental/Remedial courses
UG Level 1	110	Introduction/Foundation UG courses
UG Level 2	120	Intermediate/Foundation UG courses
UG Level 3	130	Intermediate/Advanced UG courses
UG Level 4	140	Advanced UG courses
GR Bi-level	150	Introductory GR courses
Masters Level 1	220	Intermediate GR, courses open to undergraduates on a limited basis
Masters Level 2	230	Advanced GR, open to graduate students only
Doctoral Level	250	Doctoral courses only
Clock Hour	400	Non-credit courses and activities
CEU Courses	500	Continuing education unit activities
Not Applicable	999	

Interactive TV Home site (ITVH)

A Synchronous learning situation, occurring on campus, where the instructor teaches students sitting in the classroom at the same time students at a remote site are receiving that same instruction in real-time. Students at both sites speak with each other and the instructor during the class via the technology in place.

Interactive TV Remote site (ITVR)

A Synchronous learning situation, where the instructor teaches students via Interactive TV in real- time from the home site. Students at a remote site are receiving that same instruction as the students at the home site. Students at both sites speak with each other and the instructor during the class via the technology in place.

Adding, Dropping and Withdrawal from Courses

Students may add a course to their schedule during the “Add” period, which is no later than the 7th day of the semester, or an equivalent period in a session.

Students may drop courses from their schedule via S.C.O.T.S. no later than the 6th day of the semester. Courses dropped during this period will not be entered on a student’s academic record.

After the 6th day of a semester, or equivalent period in a session, students are permitted to withdraw from a course via S.C.O.T.S., and the course will appear on the student’s academic record with the grade of W (withdrawal).

A request for an official withdrawal from any or all classes after ten weeks of the semester or equivalent period in a session will be reviewed by the Dean, and, if extenuating circumstances exist, the request may be approved. If approved, a student will receive a W (withdrawal) on their academic record.

Students are advised that a withdrawal fee of \$25.00 per course will be charged after the add/drop period has ended.

Withdrawal From All Courses

1. Students wishing to drop or withdraw from all courses and leave the University are able to do so via S.C.O.T.S. system or by using the on-line total withdrawal form.
2. Students who withdraw from scheduled courses during the first 6 days of a semester, or an equivalent period during a session, will be permitted to drop their classes without academic penalty; no academic record will be kept for those courses. From the second through the tenth week, or an equivalent period in a session, students who withdraw from their classes will receive a W (withdrawal) on their academic record for the courses from which they withdrew. A request for an official withdrawal from any or all classes after ten week of the semester or equivalent period in a session will be reviewed by the Dean, and, if extenuating circumstances exist, the request may be approved. If approved, a student will receive a W (withdrawal) on their academic record.
3. No withdrawals are permitted once the final exam period has begun.
4. Student planning to withdraw from the University under the provision of this policy are subject to the current refund policy stipulated in the University catalogue and website.
5. Undergraduate students who file a total withdrawal or whose enrollment has lapsed must apply for reinstatement to return to the university after one semester's absence. See Policy A031 for information about Academic Reinstatement.

PROCEDURE

Students seeking to withdraw from all courses are encouraged to carefully consider such an important decision and its impact on their academic career and financial aid status.

Students should seek the advice of their academic advisor, course instructors and other appropriate university staff prior to completing the withdrawal form or submitting the total withdrawal via S.C.O.T.S.

- The student should meet with the Financial Aid Office concerning any aid currently being received, and the impact of withdrawing from all courses. Course withdrawals may affect a student's eligibility for current or future financial aid.
- Contact the Bursar's Office to ascertain any account balance. Any balance should be cleared or recorded in the presence of the student. If a credit shows, assistance should be provided in filing for any appropriate refund.
- If applicable, the student should arrange to meet with Residence Life and Housing staff to sign out of the residence hall room and turn in the key within 24 hours after signing the withdrawal form/or submitting the withdrawal via S.C.O.T.S.
- The Office of Records and Registration will update student records as appropriate. All pertinent university offices will receive a weekly report of students who have processed a total withdrawal.

Page 54/Curricula and Organization

Associate in Engineering Technology Degree

1. ENGL101 College Writing Skills 3 sem. hrs.
2. One approved course from six of the seven Core categories 12 sem. hrs.
(Artistic Expression, World Civilizations, American Civilizations, Human Behavior, Cultural Diversity and Social Pluralism, Ethics, Natural Science)

TOTAL 15 sem. hrs.

Page 236/Course Descriptions

SOWK310 SOCIAL WORK PRACTICE I

3 sem. hrs.

This course presents the common core of knowledge, skills, and values essential to generalist social work practice. This course has a three hour per week required field component. Prerequisites: **SOWK100, SOWK115, SOWK205, SOWK250.**