

College of Liberal Arts and Sciences

College of Liberal Arts and Sciences Directory

Adele Lindenmeyr, Ph.D., Dean

Emory Woodard, Ph.D., Dean, Graduate Studies

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Barry Selinsky, Ph.D., Associate Dean for Research and Faculty Development

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Edward Fierros, Ph.D., Associate Dean for Diversity and Inclusion

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Set love as the criterion of all that you say, and whatever you teach, teach in such a way that the person to whom you speak, by hearing, may believe, by believing hope, and by hoping love.

The Instruction of Beginners - St. Augustine

History

The College of Liberal Arts and Sciences of Villanova University was founded by the Augustinian Order in 1842. The College traces its origins to old St. Augustine's Church in Philadelphia, which the Augustinians founded in 1796, and to its parish school, St. Augustine's Academy, established in 1811.

In 1842 the Augustinians purchased "Belle Air," the country estate of John Rudolph, a Revolutionary War officer and Philadelphia merchant. There they established the "Augustinian College of Villanova," under the patronage of St. Thomas of Villanova, a 16th century Augustinian educator and Bishop of Valencia, Spain. Eventually the College came to be known as Villanova and gave its name to the town which grew up around it.

Classes for the new college began on September 18, 1843, when 13 students embarked on a traditional liberal arts curriculum. At the outset, however, difficulties plagued the new college. The anti-Catholic "Know Nothing" riots in Philadelphia in 1844 resulted in the burning of St. Augustine's Church. The need to rebuild the church and maintain the new college created a financial crisis for the Order. As a result, the College closed its doors on February 20, 1845. It was able to reopen in September, 1846, with a student population of 24; the first commencement took place on July 21, 1847. The following year, on March 10, 1848, the Governor of Pennsylvania, Francis R. Shunk, signed the Act of Legislature incorporating the College.

In 1857, Villanova College closed for a second time. Demands on the services of priests through the expansion of parishes in the area created staffing problems for the Augustinians, while the “Panic of 1857” brought on hard economic times. The onslaught of the Civil War in 1860 affected student enrollment, and the College was not reopened until September 1865.

In the years that followed, the College prospered, increasing its student population and adding significantly to its physical facilities. Although in the first 50 years of its existence the College concentrated exclusively on the liberal arts, it nevertheless remained open to the changes in curriculum which were required to meet the needs of the time and the demands for specialization.

Today, the College continues to offer a variety of educational programs that are aimed at the total growth of the individual and which prepare students for viable careers. Graduates of the College have taken their place in almost every field of endeavor, serving in education, business, government, law, medicine, and research, where they make vital contributions to the communities and the world in which they live.

Academic Mission

The College of Liberal Arts and Sciences exists to provide an atmosphere of responsible learning to a varied group of students who are called to intellectual, moral, and professional leadership. To fulfill these goals, the College seeks to promote intellectual curiosity and rigor within the university; to instill the fundamentals of critical insight, mature judgment, and independent thinking; and to awaken in its students a sense of the importance of values and the moral responsibility of caring for others and working for the betterment of society.

Villanova has always openly and proudly declared that it is a Catholic institution of higher learning. The University maintains a strong respect for the beliefs of its diverse community of faculty, students, and staff. In keeping with its central place in a Catholic university, the College of Liberal Arts and Sciences has a special commitment to the Christian belief that creation is an expression of the divine truth through the redemptive life, death, and resurrection of Jesus Christ, the incarnate Word of God. It also seeks to provide a Christian intellectual and moral environment, and believes that it is the common right of all to participate in creation, to seek truth, and to apply such truth attained to protect and enrich personal and communal life.

Villanova’s special Augustinian heritage enables the College to draw upon the dynamic legacy of St. Augustine, whose passionate pursuit of wisdom, understood through the metaphor of one heart and one mind, inspires its own quest for knowledge in open, intelligent, responsible, and mutually respectful interaction of points of view. This legacy is classically illustrated by the Augustinian Order’s impact on the medieval universities, its distinguished cultivation of Renaissance art, and its fostering of the scientific discoveries of Gregor Mendel. It is further expressed in the conviction that all authentic human wisdom is ultimately in harmony with Divine Wisdom, and it invites collaboration with other Christians and peoples of other traditions who might share at least the general features and dynamics of this Augustinian vision.

In light of this legacy, the College has developed a diversified academic program and a core curriculum that provide students with a scale of well-defined universal values that equips them to be wise critics of the society in which they live, and which sustains a moral base and social consciousness that transcends economic barriers and questions of race, gender, and creed.

The academic mission of the College is intimately connected with its Core Curriculum. The courses in the Core Curriculum treat a broad range of disciplines from a variety of approaches; at the same time, the Core strives to ensure depth of study and intellectual sophistication while recognizing that learning implies different modes of inquiry. The goals of the Core are to:

- Achieve a synthesis of knowledge that provides a basis for informed judgment, not simply “fact finding.” This includes learning to think and process information in a critical manner.
- Promote literacy as a foundation for intelligent discourse and the articulation of informed views. This goal acknowledges that literacy spans all disciplines, and undergraduates should demonstrate an ability to understand and utilize a wide variety of information (e.g., scientific, quantitative, cross-cultural, etc.) to articulate said views.
- Define culture in a broad sense, educating students to understand and to appreciate the interrelated patterns of customary beliefs and practices, social forms, aesthetics, and material traits that act to define a culture and its position within a larger historical and intellectual framework. Students should develop an understanding and appreciation of the diversity of cultures and experiences as well as the development of a multicultural and international perspective.
- Acknowledge that our world is vibrant and continuously redefined, not simply a static version of the past. Thus, we challenge students to understand that the present is recognizably formed from past influences. In order to assess the present and arrive at a view of its future, students must be educated to scrutinize and bring into perspective the relationship of the present day with that of the past.
- Prepare students to become active and responsible participants within society, developing an understanding of ethical responsibilities and valuing communal responsibilities.
- Encourage personal development in preparing students to regard themselves as citizens living in society, who have respect for the individual as well as the feeling of belonging to a world community.

The College of Liberal Arts and Sciences is committed to sustaining, improving, and monitoring the effectiveness of our academic programs, guided by a comprehensive assessment plan focused on student learning outcomes. Each academic department has developed their own assessment plan for evaluating your learning experience. Please see your department/program chair or contact Dr. Seth Matthew Fishman (Office of the Dean, SAC 105) for more information. For more information on learning outcomes assessment, please visit <https://www1.villanova.edu/university/liberal-arts-sciences/about/outcomes.html>.

Mission to Students, Faculty, and Staff

The College strongly adheres to the principles of the University Mission Statement that commits Villanova to “developing and sustaining an academic environment in which the potentialities of its members may be realized.” In so doing, the College is guided by the teachings of Vatican II, which emphasized that “the human spirit must be cultivated in such a way that there results a growth in its ability to wonder, to understand, to contemplate, to make personal judgments, and to develop a religious, moral, and social sense” (Pastoral Constitution on the Church in the Modern World, 59).

In order to fulfill its academic mission of transmitting, pursuing, and discovering knowledge, the College commits itself to the hiring and retaining of outstanding teacher-scholars and dedicated staff personnel whose academic and professional interests will develop and foster the goals of the University’s mission. In hiring faculty and staff personnel, the College further commits itself to the goal of maintaining a richness of diversity by actively recruiting women and minorities. In all hiring strategies and decisions, the College strives to utilize procedures that will reliably determine the best qualified applicants.

While the College is committed to maintaining its Catholic identity, it does not seek a particular religious affiliation within its personnel. Rather, as formulated in the University’s mission, it asks that all respect its “attempts to develop an environment in which students, faculty, and staff may experience a Christian intellectual and moral perspective,” and have a willingness to enter into the conversation that gives its mission life and character.

The College is strongly committed to academic freedom that makes open discussion and inquiry possible. It believes open discussion among scholars and students is a self-correcting process that is

intrinsic to academic freedom and that this process is in accord with responsible freedom, a central value of the Christian tradition, and of the thought of St. Augustine, the great theologian of Christian freedom.

The College seeks to encourage and equitably reward the valuable performance of its faculty and staff by offering competitive salaries and by making available opportunities that will enhance their professional development. It also seeks to promote a congenial work environment that is conducive to self-motivation. In recruiting students, the College seeks to ensure the best applicant pool possible. It strives to retain students by offering excellent academic programs and by providing them with quality campus activities.

The University's LEARNING GOALS may be found on the Provost's website under '[University Learning Goals](#)'.

Office for Undergraduate Students

Office for Undergraduate Students Directory

Susan Jacobs, M.A., Assistant Dean for Undergraduate Students
SaraBeth Baker, M.A., Graduation Certification Specialist
Linda Boettcher, M.A., Director for Academic Advising
Andy Bove, M.A., Associate Director for Academic Advising
Stephanie Stefanik, M.A., Retention and Student Success Specialist
Charles Francisco, Outreach Specialist
Charlotte Holmes, Coordinator for Professional Development
Kathleen Matkowski, Administrative Coordinator
Paige Matzerath, M.A., Assistant Director of Professional Development
Kate Melony, M.S.S., M.L.S.P., Director Villanova's Program at SCI Phoenix
Charisma Presley-Dougherty, M.A., Director of Retention and Student Success
Louise Russo, Ph.D., Director of Health Professions Advising
Jennifer Shendock Gannon, M.A., Health Professions Advisor
Drew Stackhouse, Assistant Director, Systems Management
Kate Szumanski, M.A., M.S., Director of Professional Development
Jordan Toy, M.S., Director of Student Services

Office: 107 St. Augustine Center for the Liberal Arts
Telephone: 610-519-3900
Website: <http://ous.villanova.edu>

Vision

The Office for Undergraduate Students aspires to be at the forefront in student support by continuously improving our services and advising in academics, professional development, and experiential education. We strive to create a welcoming and supportive environment for an increasingly diverse student population. We seek to foster collaborative relationships between University community members to promote student growth in mind, body, and spirit.

Mission

The Office for Undergraduate Students guides and supports students from orientation to graduation as they explore the many experiential possibilities that the College of Liberal Arts and Sciences provides. We empower students to begin a process of self-discovery, providing them with the resources to forge their own educational and professional direction.

The Office for Undergraduate Students collaborates with other University resources, enabling students to realize their full potential personally, educationally, and professionally.

Academic Advising

Linda Boettcher, M.A., Director
Andrew Bove, M.A., Associate Director
Kathleen Matkowski, Administrative Coordinator
107 St. Augustine Center for the Liberal Arts
610-519-3900

Academic Advising provides individual attention and guidance to students as they transition into the University and begin to explore their educational interests. Faculty Advisors encourage students to reflect on their course selections and experiential learning opportunities, enabling them to make informed choices about their educational and professional direction. By connecting students to a wide variety of support services, we seek to promote students' development and to facilitate their success.

Through our first-year *Academic Advising* course, we teach students how to obtain the most from their education. Topics include understanding the value of a liberal arts education and the core requirements, conveying professionalism, assessing and strengthening study skills, learning time management, making informed educational and professional choices, and maintaining student wellness.

Exploratory Science Advising

Christina Winterton, Ph.D., Faculty Advisor, Exploratory Sciences
107 St. Augustine Center for the Liberal Arts
610-519-3900

Exploratory-Science affords students who have a genuine interest in the natural sciences, but who are somewhat uncertain as to which discipline to pursue, an opportunity to explore a variety of options during their first year at Villanova University. During their freshman year, students enroll in one or two natural science courses with laboratory and mathematics. The Exploratory-Science option provides students with the opportunity to make a considered and data-based decision as to which discipline they wish to pursue for their four years.

Health Professions Advising

Louis Russo, Ph.D., Director Health Professions Advising
Jennifer Shendock Gannon, M.A., Advisor

143 Mendel Science Center
610-519-4822
hpa@villanova.edu

Those students planning to apply to any health professional degree program (Medical, Dental, Physician Assistant, Veterinary, Optometry, Physical Therapy, etc.) should contact the Health Professions Advising Office for information on prerequisite coursework, pre-admittance examinations, experiential opportunities, and application procedures. Information sessions related to career exploration, program specifications, and application preparation are held throughout the academic year to enhance applicant knowledge and application quality.

Internship Program

Kate Szumanski, M.A., M.S., Director of Professional Development
Paige Matzerath, M.A., Assistant Director of Professional Development
Charlotte Holmes, Coordinator of Professional Development
107 St. Augustine Center for the Liberal Arts
610-519-4232

The Internship Program provides resources to students, which include individual professional development one-on-one meetings and brainstorming sessions, professional development workshops, and other special events, to assist students as they explore experiential educational opportunities. Through internships, students refine their career interests, develop their professional skills, network with working professionals, and gain valuable experience in a variety of fields. The Internship Program allows students to earn academic credit toward their major or minor, or earn general elective liberal arts credits. Students are required to submit an internship-for-credit application to seek academic credit for their internship experiences. The application is available on the OUS Web site.

Leadership and Professional Development

Kate Szumanski, M.A., M.S., Director of Professional Development
Paige Matzerath, M.A., Assistant Director of Professional Development
117 St. Augustine Center for the Liberal Arts
610-519-3942

The Professional Development area within OUS offers programming, mentoring support, and courses that enable students to identify their strengths, explore professional and educational options, and develop the skills necessary to prepare them for professional life. Through this process, we empower students to pursue their aspirations. The Professional Development curricular component provides students with a foundation for learning how their academic knowledge and skills transfer into the professional world. Students learn how to create a professional résumé, research careers and industries, identify internships, answer job interview questions, and network with alumni. Additional courses offered to enhance professional growth include the Legal Profession, Professional Communication, Networking for Success, Social Networking, Creativity and Innovation, and Introduction to Professional Writing.

Retention and Student Success

Charisma Presley, M.A., Director of Retention and Student Success
Stephanie Stefanik, M.A., Retention and Success Specialist
107 St. Augustine Center for Liberal Arts
610-519-7429 or ousretention@villanova.edu

We promote undergraduate student persistence and retention, with an emphasis on factors that may affect a student's academic progress. When students experience a challenge related to mental health, unforeseen events, a lack of academic resources such as books, we respond to concerns and connect students to resources around campus. In order to promote academic performance, we also obtain data, give leadership, professional development, web resources, and assistance to students, faculty, staff, and parents. We oversee the Resource Pantry, which offers a variety of programs aimed at removing or reducing barriers to degree completion. The office's mission is furthered by strong collaborative partnerships.

We manage the College's Academic Early Alert Systems, Faculty Feedback Request, and Attendance Verification, all of which are designed to provide feedback on academic performance to advisors and students with the goal of assisting students in successfully completing their courses and connecting them with important campus resources. All Leave of Absences and CLAS Withdrawals are also handled by our team, under the guidance of the Assistant Dean.

The Bridge Society

Kate Szumanski, Advisor
107 St. Augustine Center for the Liberal Arts
610-519-4232

The BRIDGE Society in the College of Liberal Arts and Sciences is designed to: build relationships among students and alumni in the College of Liberal Arts and Sciences; inspire both student professional development and alumni institutional development; provide a forum for students to gain the experiences necessary to forge their future direction. The BRIDGE Society: provides an opportunity for students to identify with the College, in addition to their major; creates the opportunity for student leadership within the College of Liberal Arts and Sciences; gives Arts & Sciences students the opportunity to explore potential career paths and meet alumni & employers in their fields of interest.

The Core Curriculum

Core Curriculum Overview

Every degree program in the College of Liberal Arts and Sciences is made up of three components: the Core Curriculum, courses in the major, and free electives. **Free electives** are required for all students in the College of Liberal Arts and Sciences and are often used to explore academic interests and determine educational directions. They may also be used to fulfill minors, concentrations, or additional majors.

Courses in the Core Curriculum treat a broad range of disciplines from a variety of approaches; at the same time, the Core Curriculum strives to ensure depth of study and intellectual sophistication while recognizing that learning implies different modes of inquiry. An essential component of the Core

Curriculum is a focus on writing. In the pursuit of their degrees, students take a number of courses in which writing requirements play a central role, from the Foundation Courses, including the Augustine and Culture Seminars and the Core Ethics course, to the Core Literature and Writing Seminar. In addition, each major program includes a required research course, normally taken during junior or sophomore years, and a senior capstone course, which is a significant culminating experience that leads students to reflect on the various components of their major curriculum.

The Core aims to advance culture in a broad sense, training students to understand and to appreciate the interrelated patterns of customary beliefs and practices, social forms, aesthetics, and material traits that act to define a culture and its position within a larger historical and intellectual framework. This educational program does not simply look to the past, but acknowledges that culture is vibrant and continuously redefined. The Core Curriculum challenges students to understand how the present is recognizably formed from past influences, and that in order to assess our culture and arrive at a view of its future, students must be trained to scrutinize and bring into perspective the relationship of the present culture with that of the past.

In fostering active participation in learning, the Core prepares students to become active participants within society, to engage in the process of informed political debate, and to encourage an understanding and appreciation of the diversity of cultures and experiences, a respect for the individual, and the development of a multi-cultural and international perspective. The Core thus encourages personal development in preparing students to regard themselves as citizens living in a democratic society, as belonging to a world community, and as therefore having communal responsibilities.

Summary of Core Curriculum Course Requirements

1. Foundation Courses
 - a. Augustine and Culture Seminar (ACS 1000/1001) (2 courses)
 - b. Theology and Religious Studies (THL 1000) (1 course)
 - c. Philosophy (PHI 1000) (1 course)
 - d. Ethics (ETH 2050) (1 course)
2. Language Requirement (Proficiency)
3. Mathematics or Statistics (1 course)
4. Natural Sciences (2 courses w/ labs)
5. Literature and Writing Seminar (1 course)
6. History (1 course)
7. Social Sciences (2 courses)
8. Fine Arts (1 course)
9. Theology and Religious Studies – Upper Division (1 course)

Diversity Requirement

Two of the courses counting towards degree requirements must have a Diversity attribute. Select one course from two of the three possible areas of diversity as indicated by the Diversity 1, Diversity 2, or Diversity 3 attributes. (See detailed explanation below)

Fulfilling Core Curriculum Course Requirements

Foundation Courses

Augustine and Culture Seminar (ACS) Sequence (2 courses)

ACS is a humanistic exploration of St. Augustine and of his and our world that focuses on the question: Who am I? The heart of ACS 1000: Ancients is a reading of Augustine's *Confessions*, and contains readings from the Hebrew and Christian scriptures, Greek and Roman antiquity, and cross-cultural texts from Islamic, Buddhist, Confucian, or other traditions. In ACS 1001: Moderns we explore our diverse modern world and give special attention to the modern Catholic intellectual tradition and its ongoing mission to defend the dignity of the human person, to foster human solidarity, and to serve the common good.

ACS is reading- and writing- intensive, and consequently this two-semester course sequence must be taken by all students during the first year of study. Because it is important that students take ACS early in their college careers, students are permitted to drop or withdraw from the courses without academic penalty only under special circumstances. Requests to drop or withdraw must be made to the Assistant Dean for Undergraduate Students. If a student receives permission to drop or withdraw, he or she must take the course at the next possible opportunity.

Theology and Religious Studies (1 course)

THL 1000 involves students of every religion, culture, and worldview in examining the Augustinian vision of "understanding what we believe" (*On Free Choice of the Will* 1.4). Students investigate Christian and non-Christian religious practices, beliefs, and traditions that have developed over time in diverse cultural and religious contexts as they explore faith, reason, and culture in their many, textured relationships.

The course may examine Catholicism theologically, historically, and culturally (Catholic Studies track); explore Christian theological traditions in their cultural contexts (Faith, Reason, and Culture track); or survey religiosity in general and global religions, including Christianity, in particular as well as their commonalities, differences, and cultural expressions (Global Religious Experience track).

With these foci, the course introduces students to the sources and major thinkers that have shaped responses to the fundamental human questions that underlie all religions and shape the human search for meaning. Students engage religious truth claims, themes, values, and witness as resources for analyzing and critically evaluating contemporary cultural challenges.

Philosophy (1 course)

Knowledge, Reality, Self (PHL 1000) explores the philosophical responses to the questions of how we can know, what is real, and what is the nature of the human person.

Ethics (1 course)

The Good Life: Ethics and Contemporary Moral Problems (ETH 2050) provides critical reflection on distinctive and viable visions of the moral life, with particular focus on Christian, especially Roman Catholic, Augustinian accounts, and explores the significance of different visions through an examination of various contemporary moral questions. ETH 2050 is the capstone of the foundation courses. Normally students should take ETH 2050 by the end of their junior year, after taking the other four foundation courses.

Language Requirement (Proficiency)

Language proficiency is required either: 1) through the intermediate level in French, Italian, Spanish, or Latin; or 2) through the introductory level in Ancient Greek, Arabic, Chinese, Irish, Japanese, or Russian. Students who are already proficient in other languages may petition for an exemption from the Core Curriculum Language Requirement subject to the conditions under F below.

Students may satisfy the Core Curriculum Language requirement in one of the following ways:

Option A: Advanced Placement Examination

Students may satisfy the requirement by attaining a score of 4 or 5 on the applicable Advanced Placement exam. Exams that fulfill the requirement and the course equivalency are listed on the Advanced Placement table in Part III of this handbook.

For any language not offered at Villanova (such as German), students will not receive course credit for the AP exam in that language. As with other languages, however, students who attain a score of 4 or 5 will satisfy the language requirement. Students who satisfy the requirement without receiving course credit may need to take additional free elective courses to meet the required number of credits for degree completion. Any questions regarding Advanced Placement credit should be directed to the Office for Undergraduate Students in SAC 107.

Option B: Comprehensive Examination (Proficiency exam)

Students may satisfy the requirement through satisfactory performance on a proficiency exam administered by the appropriate department. Proficiency exams are administered on specific dates and students must register in advance. Students deemed proficient by achieving a grade of C or better on the proficiency examination may need to take additional free elective courses to meet the required number of credits for degree completion.

Option C: Credit by Exam

Students who would like to pursue credit for language fluency may do so through the Credit by Exam program for any language taught at Villanova other than their native language. Students must meet all conditions in place through the College of Liberal Arts and Sciences to be eligible for the Credit by Exam program. There is an associated fee per credit. Arrangements for Credit by Exam should be made in the Office for Undergraduate Students in SAC 107. Information about Credit by Exam is available under the policies section of this handbook.

Option D: Latin Alphabet Languages – Latin and Romance Languages (French, Italian, Spanish)

Students selecting this option must take courses through the intermediate II level in the language they have chosen. Students who studied French, Italian, Latin, or Spanish in high school must complete an online language placement exam (French, Italian, Spanish) or questionnaire (Latin) to be placed into the appropriate level. Because placement tests provide only a rough indicator of a student's level, students who are placed into the intermediate II level or higher must complete the course to fulfill the requirement. Students who are placed directly into an intermediate II course or higher may need to take an additional course to meet the required number of credits for degree completion.

Option E: Non-Latin Alphabet Languages – Irish And Critical Languages (Ancient Greek, Arabic, Chinese, Japanese, Russian)

Students selecting this option must take courses through the introductory II level for the language they have chosen. These courses are typically four to six credits and meet four to five days per week, depending on the language. Students should contact individual departments with any questions regarding placement in these languages. Because placement tests provide only a rough indicator of a student's level, students who are placed into the introductory II or higher must complete the course to fulfill the requirement. Students who are placed directly into an introductory II course or higher may need to take an additional course to meet the required number of credits for degree completion.

Option F: Petition for Exemption Due to Documented Language Proficiency

Students who are fluent in languages for which no proficiency exam is offered through the College of Liberal Arts and Sciences may petition for an exemption from the Core Curriculum Language requirement by submitting the Petition for Core Language Requirement Exemption in MyNOVA along with documentation of proficiency from an accredited institution. International students may submit Test of English as a Foreign Language (TOEFL) scores as documentation of proficiency for the purposes of the petition process. Students deemed proficient through the petition process may need to take additional courses to meet the required number of credits for degree completion.

NOTES:

- Placement tests are used to place students only and are not to be confused with a proficiency exam.
- Students seeking accommodations for documented learning disabilities should contact the Office of Learning Support Services in Falvey 212.
- Additional questions regarding the Core Curriculum Language requirement should be addressed to a student's faculty advisor or to the Office for Undergraduate Students in SAC 107.

Mathematics or Statistics (1 course)

Students must take one course in either Mathematics or Statistics. Any course offered by the Department of Mathematics and Statistics fulfills the Core Curriculum requirement. Certain courses offered by other departments (e.g., Computer Science and Philosophy) also fulfill the requirement. These courses are designated by the Mathematics A & S Core attribute.

Natural Science (2 courses with laboratory)

Non-science majors meet the Core Curriculum Natural Science requirement by taking two semesters of Mendel Science Experience (MSE), thematically-based lecture/laboratory courses designed for non-science majors; or two semesters of lecture/laboratory courses designed for science majors.

Science (AST, BIO, BIOC, CHM, CBN, CSC, ENV, MAT, PHY - B.S. only, PSY - B.S. only) majors meet the science requirement through the regular program of study in their major.

Literature and Writing Seminar (1 course)

All students take a thematic literature and writing seminar course. Courses designated with the Core Lit & Writing Sem attribute fulfill the requirement.

History (1 course)

This requirement is met by taking a specifically designed course designated by the Core History attribute.

Social Sciences (2 courses)

Students satisfy the requirement by taking two courses designated by the Core Social Sciences attribute.

Students majoring in Cognitive and Behavioral Neuroscience, Criminology, Economics, Geography, Political Science, Psychology, or Sociology fulfill the Core Social Science requirement through the regular program of study in their major.

Fine Arts (1 course)

The requirement is met by taking a course that focuses either on the creative processes that go into making a work of art, or on analysis and interpretation of the products of that artistic creativity. All courses designated with the Fine Arts Requirement attribute fulfill the Core Curriculum requirement.

Theology and Religious Studies - Upper Division (1 course)

The upper division Theology and Religious Studies Core Curriculum requirement develops the theme of faith seeking understanding, engaging culture from a specific disciplinary perspective. Students must take THL 1000 before taking an upper division course designated by the Core Theology attribute.

Diversity Requirement (2 courses)

Consistent with the University's Mission Statement and its implementation of the new Core Curriculum in the College of Arts and Sciences, students will take at least two courses designated as "diversity." Learning to see through the eyes of other peoples and cultures is essential to becoming a citizen of the world. Beyond introducing students to the contextual study of diverse groups, diversity education must foster understanding of how individuals are affected within systems of power, oppression, deprivation, marginalization, and privilege.

Students are required to select two courses, covering two out of the three areas below:

Diversity 1: Courses that focus on populations (often named as non-dominant, minority, or impoverished groups) in the U.S. or Western Europe, and the systems or mechanisms that give rise to the experiences of power, privilege, and marginalization.

Diversity 2: Courses that focus on women's experiences and/or highlight the relationship between gender, culture, and power.

Diversity 3: Courses that focus on the culture, economics, politics or ecology of societies and nations other than those of Western Europe and the United States and that emphasize power, privilege, and marginalization or a critical analysis of how these cultures define and express themselves.

NOTES:

- Service-learning courses, internships, and other experiential or community-based learning courses may be applied toward the Diversity requirement, provided they include a significant reflective component and have been pre-approved for diversity course credit.
- Study abroad courses may be applied toward this requirement; such courses will be assessed the same way as Villanova courses.
- Although some courses have more than one Diversity attribute, all students must take two different courses; a single course with multiple attributes may not be used to fulfill both Diversity course requirements.
- The Diversity Requirement cannot be fulfilled by independent study or a senior thesis.
- Language courses cannot fulfill the requirement, although literature courses in another language may fulfill the requirement if they are designated with a Diversity attribute.
- A student may fulfill one Diversity course requirement (DIV 1) by taking three 1-credit IGR workshops.

Learning Outcomes and Assessment

The College of Liberal Arts and Sciences is committed to sustaining, improving and monitoring the effectiveness of our academic programs, guided by a comprehensive assessment plan focused on student learning outcomes. Approximately 45 faculty assessment liaisons assist their respective departments in improving the academic experience for our students. Several of our liaisons and Seth Fishman, PhD, have presented at academic conferences based on our student outcomes work.

Each department has implemented an assessment plan with an emphasis on incorporating the findings to make evidence-based curricular decisions. Every year, departments and academic programs complete an annual report highlighting their use of assessment findings to enhance and improve their curricula.

In addition, the Core Curriculum Committee is responsible for evaluating the [Core Curriculum](#). A highlight of its work is an interdisciplinary e-portfolio for the Foundation courses, a five-course shared intellectual experience that all undergraduates in the College of Liberal Arts and Sciences complete early in their Villanova career.

Our College Assessment Committee, composed of faculty, academic staff and student representatives, advises and assists Seth Matthew Fishman, PhD, assistant dean, Curriculum and Assessment. For the example, the committee supports the College's overall assessment initiatives, communicates the value of these activities to the faculty of the College, and reviews initial drafts of College assessment reports for our Middle States Accreditation and other outlets as needed.

CLAS Policies

Unless otherwise noted, the College of Liberal Arts and Sciences follows the general University academic policies and regulations listed in the University Catalog. It is the responsibility of the student to know and comply with all academic policies and regulations of the University and the College of Liberal Arts and Sciences. Such policies may change without prior notice. The policies in this handbook are a sample of University and College policies that are frequently referenced by students and are intended for summary purposes only.

Academic Bankruptcy

The Academic Standing Committee may allow a freshman student to declare academic bankruptcy and repeat the semester or academic year with a new start on the cumulative average (though a record of the year's work will remain on the transcript).

Internal transfer students and students who have switched degree programs within the CLAS may be permitted to bankrupt individual courses from their previous program that do not apply to their new curriculum. Students must successfully complete two consecutive semesters in the CLAS and attain a minimum GPA of 2.50 each semester before they are eligible to request bankruptcy for specific courses. Bankrupted courses will remain on the student's transcript but will be excluded from the calculation of the GPA and earned credit hours. Students must petition the Assistant Dean for Undergraduate Students for the exclusion.

All requests for Academic Bankruptcy are granted at the discretion of the Assistant Dean for Undergraduate Students. Once a course has been bankrupted the action is permanent and cannot be reversed. In no case will tuition be refunded.

Academic Probation

Any student with a cumulative or technical GPA below 2.0 or who fails to make satisfactory academic progress (i.e., successful completion of at least 12 credits per semester) will be placed on academic probation by the CLAS Academic Standing Committee. Students who have been placed on academic probation are required to contact their faculty advisor immediately to discuss their probationary status and develop an academic success plan.

While on academic probation, students are required to earn a grade of C or higher in all courses and may be restricted to taking 13 credits. Any F, U, W, or Y grades may lead to academic dismissal. Students on probation are not eligible for N (incomplete) grades. Students on academic probation will normally be allowed only one semester to raise their GPA to the required minimum of 2.0.

Academic Progress

To qualify for a bachelor's degree, a student must earn a cumulative grade point average of at least 2.00 (in addition to completing the studies prescribed for the degree sought). Students must also advance in their studies by successfully completing a minimum of 12 credits per semester. Students who fail to make satisfactory academic process are subject to review by the Academic Standing Committee. Those students may be placed on Academic Probation. In circumstances involving those students who have entered Villanova University through the Academic Advancement Program, satisfactory progress of the student will be determined by the Academic Standing Committee and/or Assistant Dean for Undergraduate Students. In the event that, due to poor high school preparation, additional time is necessary for the student to complete the requirements towards graduation, the student will be viewed as being in a five year program. Satisfactory progress will be viewed accordingly.

Advanced Placement and International Baccalaureate Credit

Students who wish to receive Advanced Placement (AP) credit should request that the College Board send their AP scores to Villanova University (code #2959). AP scores are received by the Registrar's Office and forwarded to the Office for Undergraduate Students (OUS), which determines course credit according to the criteria in the tables below. AP scores for incoming freshmen usually reach Villanova by mid-July. If scores are received before Fall Semester classes begin, the OUS will communicate with the student and authorize the Registrar's Office to add the appropriate course credit to the student's academic record. If scores are received after classes begin, the OUS will direct the Registrar to add any further course credit for which students are eligible. AP credits appear in the Transfer Credit area of the student's academic transcript. All AP/IB scores must be accepted and approved before a student completes two semesters at Villanova.

New students who have taken AP or International Baccalaureate Higher Level (IB) exams should check with their academic advisor during the first week of classes to verify Villanova's receipt of official scores and ensure that proper adjustments have been made to their academic record and course schedule.

Except for Language, AP and IB credit may not be used to fulfill Core Curriculum requirements. AP and IB credit may be used to fulfill requirements for majors, minors, concentrations, and certificates. AP/IB

credit will be treated as transfer credit and all transfer credit policies will apply. Students who wish to remove any AP/IB credit from their record should complete the "Request to Remove AP Credit" form available on MyNova. Once this request has been completed, it cannot be reversed.

[Core Math Options may be viewed here.](#)

Academic Placement Equivalency Chart

Advanced Placement Subject-Test Number	Score of 3 Courses	Score of 4 or 5 Credits	Courses	Credits
Art History- (13)			AAH 1101	3
			or AAH 1102	
Biology- (20)			BIO 2105	4
			BIO 2106	4
Calculus AB- (66) or Calculus Subgrade- (69)			MAT 1500	4
Calculus BC- (68)			MAT 1500	4
			MAT 1505	4
Chemistry- (25)			CHM 1103	1
			CHM 1104	1
			CHM 1151	4
			CHM 1152	4
			CHI 1111	6
Chinese Language & Culture- (28)			CHI 1112	6
			CSC 1051	4
Computer Science A- (31)			CSC 1020	3
Computer Science Principles- (32)			ECO 1002	3
Economics: Macro- (35)			ECO 1001	3
Economics: Micro- (34)				
English Language & Composition- (36) or			ENG 1050	3
English Literature & Composition- (37)				
Environmental Science (40)			GEV 1052	3
French Language & Culture- (48)			FFS 1121	3
			FFS 1122	3
Government and Politics: Comp- (58)			PSC 1300	3
Government and Politics: US- (57)			PSC 1100	3
History, European- (43)			HIS 1021	3
			HIS 1002	
History, U.S.- (07)			or HIS 1003	3
			HIS 1040	
History, World- (93)			or HIS 1050	3
			GEV 1002	3
Human Geography- (53)			ITA 1121	3
Italian Language & Culture- (62)			ITA 1122	3
			JPN 1111	6
Japanese Language & Culture- (64)			JPN 1112	6
			LAT 1121	3
Latin- (60)	Placement Only		LAT 1122	3
			PHY 1100	3
Physics C: Mechanics- (80)			PHY 1101	1
			PHY 1102	3
Physics C: Electricity and Magnetism- (82)			PHY 1103	1
			PSY 1000	3
Psychology- (85)			SPA 1121	3
Spanish Language- (87) or Spanish Literature & Culture- (89)			SPA 1122	3
Statistics- (90)			MAT 1230 or CSC 2300	3

International Baccalaureate Credit and Course Equivalence

Subject	Score of 5	Credit	Score of 6 or 7	Credit
Biology			BIO 2105	4
			BIO 2106	4
			CHM 1103	1
Chemistry			CHM 1104	1
			CHM 1151	4
			CHM 1152	4
Computer Science HL	CSC 1051	4	CSC 1051	4
Information Technology	CSC 1930	3	CSC 1930	3
	ECO 1001	3	ECO 1001	3
Economics	ECO 1002	3	ECO 1002	3
English	ENG 1050	3	ENG 1050	3
French A2 or B	0		FFS 1121	3
			FFS 1122	3
Geography	GEV 1002	3	GEV 1002	3
History Americas			HIS 4495	3
History Europe			HIS 1021	3
Italian A2 or B	0		ITA 1121	3
			ITA 1122	3
Latin	Placement	0	LAT 1121	3
			LAT 1122	3
Mathematics: Applications and Interpretation	MAT 1500	4	MAT 1500	4
			MAT 1505	4
Mathematics: Analysis and Approaches	MAT 1500	4	MAT 1500	4
			MAT 1505	4
Music			SAR 3030	3
Philosophy			PHI 2990	3
Physics			PHY 1100/01	4
			PHY 1102/03	4
Psychology			PSY 1000	3
Spanish A2 or B	0		SPA 1121	3
			SPA 1122	3

* Sample of lab work needed.

Note: Credit is Only Given for Higher Level Exams

Apply for Re-Admission

Students applying for re-admission to the full-time undergraduate day program should complete the "Application for Re-Admission to the College of Liberal Arts & Sciences" form. Generally, a degree program should be completed within six years of original start date. However, students may return to full-time day student status within approximately ten years of their original date of enrollment. Once more than twelve years have passed from original start date, former students **must** apply to complete their degree through the College of Professional Studies.

If fewer than ten to twelve years have passed, and you wish to take classes in person on a full-time basis, please forward this form and the accompanying items to the Office for Undergraduate Students (SAC 107) via email at as-ous@villanova.edu, fax at (610) 519-6322 or the address below:

Office for Undergraduate Students
Attn: Susan Jacobs

800 E. Lancaster Avenue
SAC 107
Villanova, PA 19085

Applications take several weeks to be reviewed since we may need to access old records. Please submit the application no later than November 15 for a possible spring start, April 15 for a summer start and July 15 for a possible fall start. Applications received less than one month prior to the start of a new semester will be considered for the following semester.

Auditing a Course

A student may elect to audit a course to reinforce and strengthen his/her current knowledge or to explore new areas without the pressure of tests and grades. No academic credit is earned for auditing a course; however, the audited course is noted on the student's official record. Permission to audit a course must be obtained from the course instructor. Forms to request to audit the course are available online. Visit MyNova and search for OUS Forms.

CLAS Students Taking College of Professional Studies Courses

Students in the College of Liberal Arts & Sciences are not permitted to enroll in courses restricted to the College of Professional Studies. Course restriction information is available through searching the master schedule in MyNova.

Closed Section

Students will not be permitted to enroll in closed sections. Exceptions to this rule will be made only by the chairperson of the academic department offering the course. If other sections or other courses are available to satisfy the degree requirements, then the exception will not be granted. Student employment conflict is not a legitimate reason for admittance to a closed section.

Credit by Exam

To encourage independent study and recognize personal knowledge and mastery of subject matter, Villanova University provides qualified matriculated students with the opportunity to "test out" of certain courses. The student who successfully passes such an examination satisfies the requirements of and earns the credit for the respective course. For more information, [see the webpage located here](#).

Limitations

Participation in the program is not automatically given, and is contingent upon the following limitations:

1. The student must be matriculated, and offer evidence of sufficient background to the department offering the exam to have a reasonable command of the subject matter;

2. If the student has previously taken the exam to waive course requirements, the student may not take an exam for credit in the same course;
3. A student cannot use this program to pass a course for which the student has failed, either at Villanova or any institution;
4. A student on probation, or who is suspended, may not take an exam for credit;

Conditions

The granting of credit is contingent upon the following conditions:

1. A student may not challenge a language requirement in their primary language. Once a sequence of language has begun, a student may not revert to a lower-level course.
2. A fee of \$130 per credit hour will be levied
3. Credit granted will not exceed that assigned to the course as listed in the University Catalog
4. The maximum credit allowed the student through this program is 30 hours
5. Credit for no more than three courses may be applied to a student's major
6. A passing grade of "CE" will appear on the student's transcript; a failing grade will not be recorded
7. The test dates, determined by the Director of Student Services, will take place shortly after the mid-semester break and before the pre-registration period in the Fall and Spring. The exam is also given in July.

Procedure

1. The application process is the responsibility of the student and must be completed one month before the date of the exam. The student begins the application process with the director who will provide them with the appropriate forms and directions for completion.
2. The form is then taken to the Bursar's Office for validation once the appropriate fee is paid. A "no show" student forfeits all fees.
3. During the week prior to the exam, the department will provide the director with a copy of the exam for each candidate. This will be in a sealed envelope properly identified with the student's name, Banner ID, department, and exam title on its front.
4. Notification of students of time and place of the exam, and other arrangements, are the responsibility of the Director.
5. Students who fail the exam have the right to review it with the faculty in question. Exams are destroyed in the semester in which they are administered.
6. The Director will notify the students and the Registrar's Office of the exam results.

Credit Increases

Students should complete the "Request for a Credit Increase" form if trying to register for five courses of three or more credits (and additional 1 to 2 credit courses) and need more than 17 credits, if an Arts student, or 19 credits, if a Sciences student. The form should be completed prior to the assigned registration time and submitted it to the Office for Undergraduate Students.

Note: If a student's cumulative GPA is at least 3.0 and she/he/they would like to take a sixth course with credits totaling to 19 credits, the credit limit is raised after the final registration period for students with a cumulative GPA of 3.0 or higher for arts students. Students that fall under this category do not need to fill out a form.

Cross College Majors

Students in the College of Engineering, M. Louise Fitzpatrick College of Nursing, and the Villanova School of Business may pursue a second major in the College of Liberal Arts and Sciences. The CLAS major will be considered a second major added to the student's primary degree program; the student will not be required to complete CLAS Core or Free Elective requirements and will not be awarded a second degree. The second major will be noted on the student's official transcript. Students who wish to pursue this option must complete the appropriate form (available in the Office for Undergraduate Students, SAC 107) and obtain all required signatures.

Dean's List

At the end of the fall and spring semesters, the College of Liberal Arts and Sciences officially recognizes its high-achieving students by including their names on the Dean's List. Inclusion on this list recognizes a student's commitment to an intellectually rigorous education in the liberal arts and sciences, one that fosters critical insight, mature judgment, and independent thinking. Students must complete at least 12 credits of letter grade courses each semester with a minimum GPA of 3.50. No S, WX, or N grades are permitted in these 12 credits.

Declaring or Changing a Major for CLAS Students

Students wishing to declare or change their major/program should complete the "Application to Change or Declare Major" available on MyNova. The department will review and if approved will assign an advisor to the student and forward the form to the Office for Undergraduate Students. Once received, the Office for Undergraduate Students will notify the student of the status of their request.

Declaring a CLAS Minor or Concentration

To declare a concentration or minor within the College of Liberal Arts and Sciences, complete the "Application to Add or Remove a CLAS Minor or Concentration" available on MyNova. Some CLAS departments have additional requirements to apply to the minor. Consult with the department for additional information.

Degree Requirements

Every degree program in the College of Liberal Arts and Sciences is made up of three components: the Core Curriculum, Courses in the Major, and (in most cases) Free Electives. The Baccalaureate degree is awarded when the curriculum prescribed by the College for one or more of the various degree programs has been satisfied. Candidates for graduation must meet all of the following seven requirements:

1. A minimum of 122 credit hours;

2. The successful completion of the Core Curriculum, academic major requirements, and free electives*;
3. A cumulative GPA of at least 2.00. (Science students must also have a minimum technical grade point average of at least 2.00);
4. A minimum of half of the Core Curriculum requirements must be fulfilled at Villanova University;
5. A minimum of half of the requirements for the major must be fulfilled at Villanova University;
6. The final 30 credits of the degree program must be earned at Villanova University or a Villanova University approved program;
7. At least 61 credits must be earned at Villanova University.

**Please note that a maximum of 10 credits in courses fewer than 3-credits may be applied to a student's free-elective area. Neither SBI nor Lab courses count toward the 10-credit limit. Further restrictions regarding the subject of these courses apply.*

See the College of Professional Studies Catalog for information on the Bachelor of Interdisciplinary Studies Degree (BIS), the Bachelor of Arts in General Arts, etc.

Double Majors/Primary & Secondary Majors

By default, the first major that a student declares is treated as their primary major. A student may not declare a secondary major without first declaring their primary major.

Students may declare a secondary major by completing the "Application to Declare/Change/Drop Major" form available on MyNova. Students may not double major in both Comprehensive Science and another science OR Liberal Arts and another major.

Drop/Add

During the first five (5) class days of a semester, students are given the option of dropping or adding courses by using their pin number and going online through MyNOVA, or by completion of a paper form available in the Office for Undergraduate Students without incurring academic penalty or affecting the student's official transcript. After this period, students may withdrawal (WX) from courses but may not add a course.

Dual Degree Policy

Normally, a student may receive only one degree, regardless of how many majors the student earns. Students who have completed all the requirements for two or more degrees – e.g., B.B.A. and B.S.A, or B.B.A. and B.A, or B.A. and B.S.. – must choose which degree to take – unless they have completed 43 or more additional credits beyond the greater of the two program credit requirements, in which case they may receive two degrees and two diplomas. Multiple majors, regardless of college, will appear on a student's transcript.

Fast Forward Courses

Transfer Credit will not be awarded for Accelerated or Fast Forward courses. In order for a non-professional three-credit course to be considered for transfer credit, the course must have met on at least 15 different days and with a minimum total meeting time of at least 37 hours. For courses in question, the student must provide documentation stating the manner in which the course was taught along with the official transcript. Courses in professional studies will be evaluated on a case-by-case basis. The College reserves the right to test students to assess course outcomes.

Grade Definitions and Values

A (4.00), A- (3.67)

The highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade indicated that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

B+ (3.33), B (3.00), B- (2.67)

A grade that denotes achievement considerably above acceptable standards. Good mastery of course materials evident and student performance demonstrates a high degree of originality, creativity, or both. The grade indicates that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.

C+ (2.33), C (2.00), C- (1.67)

Indicates a satisfactory degree of attainment and is the acceptable standard for graduation from college. It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, and works independently at an acceptable level and completes all requirements.

D+, (1.33), D (1.00), D- (0.67)

Denotes a limited understanding of the subject matter, meeting only the minimum requirement for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for passing the course. Performance is deficient in analysis, synthesis, and critical expression; there is little evidence of originality, creativity, or both. Note: D- is the lowest passing grade awarded.

F (0.00)

Indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.

N Incomplete: Course work not completed.

S Satisfactory: Assigned in Satisfactory/Unsatisfactory courses.

SP Satisfactory: Progress (for use at Mid-Term Only)

U Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses.

WX: Approved withdrawal without penalty.

W: Approved withdrawal with penalty.

AU: Audit.

Y: Unofficial withdrawal from course (or for freshmen, failure for excessive absences)

NG (Or Blank): no grade reported. All grades are permanent except for N and NG, which are temporary grades and must be replaced with grades submitted by the instructor. If a change is not submitted, the N or NG automatically becomes an NF. Students must submit all work to instructors by the last Friday in January (Fall semester) or June (Spring semester). Instructors must submit replacement grades by the second Friday in February (Fall semester) or July (Spring semester).

View the full policy and grading information on [the Office of the Registrar's website here](#).

Grade Point Average (GPA)

In addition to passing all required courses, a cumulative grade point average (GPA) of at least 2.0 is necessary for graduation. For science students, a Technical GPA of at least 2.0 is also required. For Arts students, some majors may also require a minimum GPA for all courses that are used to meet the major requirements. Grades for all courses taken at Villanova University (except S/U grades and WXs) are calculated in the GPA. If a course is repeated, then both grades are included in the computation. If a transfer course is accepted to fulfill a requirement for a failed Villanova University course, then the failed Villanova course is still included in the GPA computation. The grade point average is determined by taking the number of credits for each course times the quality points earned and dividing the total quality points by the total credit hours attempted. For more information on grade point average, [view the Office of the Registrar's policy here](#).

Example of GPA Calculation

GPA = Total Quality Points / Total Attempted Credits

	Course Grade	Credits	Quality Points
Course #1	B	3	9.00
Course #2	C	3	6.00
Course #3	C	3	6.00
Course #4	C	3	6.00
Course #5	F	3	0.00

Total Attempted Credits: 15 Total Earned Credits: 12 Total Quality Points: 27

GPA = $27/15 = 1.80$

Grade Reports

Grade reports are computed at the middle and end of each semester. However, only the grade report at the end of the semester is part of the student's permanent record. These reports are available to students online through their MyNOVA account. Students are directed to [the University Catalog](#) for a complete description of the University Grading System. Any inaccuracy in this record must be reported to the Office of the Registrar within two weeks of its receipt; otherwise, the grade will stand as it is.

Graduation Honors

Graduation honors will be noted on the degrees of graduating students meeting the following requirements:

1. Summa cum laude.....minimum cumulative GPA of 3.90
2. Magna cum laude.....minimum cumulative GPA of 3.75
3. Cum laude.....minimum cumulative GPA of 3.50

Grade Extensions on Incomplete Grades

Students who have taken an incomplete (i.e., “N”) grade and need additional time to complete the work due to further extenuating circumstances must first gain the professor’s approval. If the professor grants the request, the student and professor must agree upon a completion date for the work, complete a “Request for Grade Extension on an Incomplete Grade” form, and submit it to the Office for Undergraduate Students for the Assistant Dean’s approval prior to the initial deadline for the submission of incomplete work, which is posted on the online academic calendar. Students may only extend the deadline for courses in which an incomplete was taken once with the Assistant Dean’s approval. Students may be required to submit supporting documentation.

The remaining coursework must be completed and submitted by the established deadline or the grade will convert to an “NF” grade, which is calculated as an F in the student’s GPA. No further grade extensions are possible. Any discrepancies for an Incomplete N grade must be resolved before the completion of the following semester.

Students requesting an extension can complete the “Request for a Grade Extension on an Incomplete Grade” form available on MyNova.

Incomplete Grades for Undergraduate Students

Requests for incompletes are considered for extenuating circumstances only (illness, family emergencies, etc.). Students who request an “N” grade must have completed the majority of their work and must establish with the instructor a plan and a timeline for completing outstanding requirements. Incomplete grades might have an impact on a student’s financial aid, so students should consult with their financial aid counselor regarding incomplete grades. Undergraduate students who have two or more incomplete grades at the end of a semester will be reviewed by the Academic Standing Committee. Students who have multiple incomplete grades over the course of an academic year may be placed on academic probation for failure to make satisfactory academic progress.

Laboratory Science Accommodation for Student with Disabilities

Villanova University recognizes its responsibility to provide alternatives to the laboratory experience for those students who have documented physical disabilities and are unable to perform laboratory work.

Mendel Science Experience courses are a part of the Core Curriculum in the College of Liberal Arts and Sciences, and each of these courses is coordinated lecture/laboratory. In the event that a student has a proven disability, verified by a physician, the student should meet with the course professor at the start of the semester to discuss alternative to the co-requisite laboratory. In lieu of a laboratory, an appropriate alternative experience may be obtained by performing library research on a specific topic agreed upon by the student and the professor – one relevant to the course material and equivalent in rigor to a three hour laboratory.

The student and faculty member should fill out a form designating, the topic to be researched, the expectations of the faculty member in terms of coverage, rigor, and due date. Both the faculty member and student should sign and date the form prior to sending it to Dr. Crystal Lucky, Associate Dean for Baccalaureate Studies, SAC 105.

Mathematics Placement

The Core Curriculum requirement for all students in the College of Liberal Arts and Sciences is one course. Science majors and some others are required to take a two-semester sequence or more. Incoming students in the College of Liberal Arts and Sciences will normally take a Math or Statistics course in either the fall or spring semester of their first year. A student's potential choice of major and career plan affects his or her choice of Mathematics courses.

Medallion of Excellence

Each department in the College of Liberal Arts and Sciences may nominate one graduating senior each year to receive a Medallion of Excellence. Generally, to be eligible for nomination, students must have earned a minimum of three fourths of their degree at Villanova in the College of Liberal Arts and Sciences and must have a minimum cumulative GPA of 3.50.

Each department has named its medallion either for a luminary from the past who has deeply affected the discipline or an outstanding person who helped to shape the course of study at Villanova University.

Medical Leave of Absence

A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. Students interested in pursuing a Medical Leave of Absence should contact the Office for Undergraduate Students to review the process and make an appointment with Ms. Charisma Presley, Director of Retention and Student Success.

Overload Policy

The normal course load each semester for full-time students is five courses of three credits or more (excluding labs and other 1-credit courses). The credit limit set by the Registrar during the pre-registration period is 17-credit hours for Arts students and 19-credit hours for Science students. In order

to be granted permission for an overload, a student must have a cumulative grade point average of at least 3.0 (2.75 for the summer), or have achieved senior status and need a sixth course to fulfill graduation requirements.

After all students have had the opportunity to register for five courses, credit limits will be raised by the Registrar for students with a GPA of 3.0 or higher and for seniors in order to allow them to register for a sixth course through MyNOVA using their semester PIN. In no case will permission be granted for a student to take 7 courses or more than 21 credits.

Students with a GPA lower than 3.0 that need to enroll in more than 17 credits a semester to achieve the normal course load for full time students of five courses will need to have their credit limit raised prior to the registration period. Students with this circumstance should complete a "Request for Credit Increase" form available on MyNova.

Phi Beta Kappa (**ΦBK**)

Phi Beta Kappa (FBK) is a National Honors Fraternity for Colleges of Liberal Arts and Sciences. It was founded at the College of William and Mary in 1776. Since that time, its rigorous and comprehensive standards have made election to it a premier sign of excellence. The Sigma of Pennsylvania Chapter of Phi Beta Kappa was founded at Villanova University in April 1986.

Phi Beta Kappa standards reflect the highest ideals of liberal arts education at Villanova: education that is concerned with values and facts, as well as wisdom and knowledge; education that seeks freedom from ignorance, alienation, and inhumanity; education that values intellectual integrity and tolerance over expediency, and breadth of scholarly achievement over specialized expertise.

Juniors and seniors who are candidates for a degree in the College of Liberal Arts and Sciences, whose academic achievements reflect the goals of Phi Beta Kappa, and who meet the following specific criteria shall be eligible for consideration for election to Phi Beta Kappa.

1. Candidates must have a GPA of at least 3.50 (3.80 to be elected as a junior).
2. At least three-fourths of a candidate's academic work must have been taken in the liberal arts and sciences, as distinct from applied or professional work.

The Chapter chooses candidates with evidence of academic achievement that is of exceptional distinction and gives weight to the breadth and the quality of the overall program of courses taken by each candidate.

Election to membership in Phi Beta Kappa is wholly within the discretion of the members of the Chapter, subject only to the limitations imposed by its Constitution and By-Laws. Fulfillment of the minimum qualifications does not assure election to membership.

President

Lauren Shohet, Ph.D. (English), Professor

Vice President

Valentina DeNardis, Ph.D. (Classical Studies), Teaching Professor and Director

Secretary/Treasurer

Douglas Norton, Ph.D. (Mathematics and statistics), Associate Professor and Chair

Refunds/Tuition Reversal

Refunds as a result of official withdrawal will be made according to the schedule [posted here by the Bursar's office](#). Excluded from the refund calculation will be the costs related to on-campus housing and university meal plans. Activity, library, and medical fees are not refundable. There will be no refund for unauthorized withdrawals. Students who do not register or who notify the Registrar's Office prior to the first day of class that they will not enroll are entitled to a full refund. Students should consult the [full policy on the Bursar's website here](#).

Removal of AP Course Credit

Students requesting to remove credit for AP courses should complete the "Request to Remove AP Credit" form available on MyNova to remove credit previously earned through an advanced placement test and submitted to Villanova University. Submitting this request finalizes the removal of the credits from your transcript which cannot be reversed.

Repeat Course Request

Students may request to repeat a course that they have previously taken while at Villanova. The following conditions are in place:

1. The previous course will still be listed on the official transcript; repeating a course does not eliminate the previous attempt taken.
2. A combination of the two course grades will factor into the GPA; getting a different grade on the second attempt of a course does not replace the first attempt's grade with the second attempt's grade.
3. The course repeated will only count for credit once on the transcript; taking a course a second time does not mean a student receives credit for both attempts.
4. No course can be taken a third time; a student may only repeat a course once.

To request to repeat a course, students should complete the "Request to Repeat a Course" form available on MyNova.

Required Units for Admission

Although individual consideration is given to each applicant, it is expected that all applicants, except in the most unusual circumstances, will minimally satisfy the unit requirements listed below. A unit represents a year's work.

For Arts Curricula:

English	4 Mathematics	3
Foreign Language	2 Science	1
History or Social Science	2 Electives	3

For Science and Mathematics Curricula:

English	4 Foreign Language	2
Chemistry	1 Physics	1
Mathematics	4 Electives	4

Satisfactory/Unsatisfactory Grades

Grades of Satisfactory (equivalent to a "C" or better) and Unsatisfactory (equivalent to a "C-" or worse) are shown on the transcript but not included in the quality point average. Sophomores, juniors, and seniors may take one elective course a semester on a satisfactory/unsatisfactory basis. The Satisfactory/Unsatisfactory (S/U) option may not be used for courses that fulfill core, major, or minor requirements, but individual departments may offer the major seminar on a S/U basis.

Credits for courses with Satisfactory grades are included in credits earned. Students must opt for Satisfactory/Unsatisfactory by the end of the Drop/Add period.

Unsatisfactory grades need not be repeated. Each college may have additional regulations governing the satisfactory/unsatisfactory option, available from the college dean.

Transfer Credit Hours

Transferring Courses from Full-Time Enrollment

Students who wish to receive credit for college courses taken at another institution prior to attending Villanova must present an official transcript, course descriptions, and other documentation as needed to the Office for Undergraduate Students. Transfer credit may be awarded for college-level courses used to meet high school graduation requirements (subject to the criteria listed below). Courses will be considered for transfer credit only upon receipt of an official transcript and copies of official course descriptions. In some cases, it may be necessary to review the course syllabus to determine whether credit may be granted. It is the responsibility of the student to supply all necessary documentation.

Please note the following policies concerning transfer courses:

- In order to receive credit for a course taken at another institution, a student must have earned a grade of C or higher, and there must be an equivalent Villanova course.
- Grades earned in courses taken at other institutions are not factored into a student's Villanova grade point average.
- Transfer credits may be used to fulfill no more than half of the required courses for each of the following: CLAS degree, major, minor or concentration, and CLAS Core Curriculum.
- Courses taken at two-year institutions, including community colleges, are eligible for transfer credit.
- Students may transfer a maximum of five non-CLAS courses that have equivalents in the other Villanova academic colleges (Business, Engineering, and Nursing). Students who wish to have such courses evaluated for transfer credit must submit course descriptions and/or syllabi to the appropriate college for review.
- Courses should be presented for evaluation prior to a student's first semester at Villanova. Courses presented after the student's first year at Villanova will no longer be eligible for credit.

College Courses Taken Prior to High School Graduation

College-level work completed prior to high school graduation, including college courses that fulfill high school graduation requirements, must meet the following criteria to be considered for transfer credit:

1. The course **must** be taught by a member of a college or university faculty and published in the university course catalog. The course must be open to and graded in competition with other

college students. **Note** that college courses taught on a high school campus, by high school faculty members, and when the enrolled students are only high school students are **not eligible** for transfer credit.

Only if above criteria is met, then please submit:

1. a course syllabus; and
2. an official, seal-bearing transcript from the college/university showing a grade of C or better.

Credit or advanced standing for courses taught at the high school will not be accepted. If the courses taken by high school students do not meet the above criteria, the student may decide to pursue a [Challenge Exam](#) after enrollment. With respect to courses taught in a distance learning format, and for other requirements, each academic program will review on a case-by-case basis. Each supporting document is to be sent to the Dean of the College in which the student is enrolling.

All pre-matriculated credit must be accepted and approved before the completion of two semesters at Villanova.

Enrolling in Courses at Another Institution as a Villanova Student

Once a student has matriculated in a degree program at Villanova University, credit for courses from other universities may only be transferred to Villanova under certain circumstances. Students may request to enroll in courses at another institution through filling out the “Request to Enroll in Courses at Another Institution” online form. The Office for Undergraduate Students must receive official transcripts for approved courses taken elsewhere before the completion of two subsequent semesters at Villanova. Credits will not be accepted for courses that take place during terms that do not align with Villanova’s academic calendar.

Transfer Students

External Transfer Students

Students wishing to transfer to the College of Liberal Arts and Sciences after having attended a college or university other than Villanova must submit a formal application to the Office of University Admission. Candidates for transfer admission ordinarily will have completed a minimum of five college courses of three credits or more with a grade of C or better in each course and earned a grade point average (GPA) of at least 3.0. Students who previously applied to the College of Liberal Arts and Sciences and were placed on the waiting list will be considered for transfer admission. External transfer applicants must indicate if they are applying to another Villanova academic college in addition to the CLAS. Students who have transferred from another institution to the CLAS are not eligible to transfer internally to any of the other Villanova academic colleges. If you intend to earn a degree from the School of Business, College of Nursing, or College of Engineering, you must apply directly to that college. Transfer applications must be received by June 1 for Fall Semester applicants and November 1 for Spring Semester applicants. Offers of admission are contingent upon successful completion of the current semester’s courses and may be rescinded. Applicants must present appropriate documentation in order to receive credit for courses taken at their previous institution (see above criteria). Students intending to transfer more than fifteen courses must apply to and be accepted into a major prior to enrollment.

Internal Transfer Students

Students who wish to transfer to the CLAS from other Villanova academic colleges CLAS must complete the Application to Enter the College of Liberal Arts and Sciences and must read and sign the CLAS Internal Transfer Policy form. (These forms are available on-line and in the Office for Undergraduate Students.) Applicants will be notified of an admissions decision at the end of the semester during which the application was submitted. The minimum criterion for admission to the CLAS is a GPA of 2.33 for all Arts courses taken at Villanova. Students are not permitted to transfer from the College of Liberal Arts and Sciences to the College of Professional Studies.

W Grade

Withdrawal after the official deadline is indicated by a W grade, withdrawal with academic penalty. The grade is calculated as an F in determining the GPA.

WX Grade

The grade WX indicates an authorized withdrawal; the grade is not considered in the calculation of the GPA and tuition will not be refunded. The last day for Authorized Withdrawal Without Academic Penalty (WX grade) is published on the official University calendar and usually occurs after mid-term grades have been submitted and during the academic advising and course selection period for the upcoming semester. Authorization for such withdrawal may be given only by the Assistant Dean for Undergraduate Students.

Y Grade

The grade Y is given when a student unofficially withdraws from a course (usually stops attending class). It is reflected in the grade point average (GPA) as an F. If a course is repeated, then the grades in both courses will be included in the GPA calculation. A first-year student will receive a grade of Y (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

Academic Programs

College of Liberal Arts and Sciences