Academic Policies

For your convenience, the following academic policies are provided in the Student Handbook. However, in academic matters, this handbook is considered subordinate to the applicable University Catalog, academic handbook, or most current communication from the college dean. To view most academic policies visit: http://www1.villanova.edu/villanova/provost/resources/student/policies.html

ACADEMIC INTEGRITY CODE

For the most current version of the policy, please visit the Villanova Policy Library at this link: https://villanova.policytech.com/docview/?docid=1270&public=true

Statement of Purpose

Academic integrity lies at the heart of the values expressed in the University’s Mission Statement and inspired by the spirit of Saint Augustine. When students come to Villanova, they join an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Institutional experience suggests that maintaining academic honesty can most easily be achieved by planning ahead and keeping lines of communication open. By consulting with their instructors, students can resolve any questions they have before submitting their work.

The development of knowledge relies upon the synthesis and analysis of existing sources and the work of scholars across nations, cultures, and time periods. Proper citation and attribution are fundamental elements of advanced learning; they acknowledge the intellectual work upon which new scholarship builds and they serve as guideposts for future projects.

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of the broader academic purposes of a Villanova education.

Code of Academic Integrity

A. Cheating:

While the university encourages and lauds collaborative learning (i.e. sharing notes and resources, forming study groups), when completing an individual class assessment (i.e. assignment, quiz, lab report, exam, etc.) students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students should not rely on others’ work (code, programming, spreadsheets, etc.) or use outside sources unless the assignment specifically allows it.

Please consult with your faculty member if you are uncertain whether outside sources/support are allowed.
Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam or trying to have someone else take one's own exam.

B. Fabrication:

Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.

This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.

C. Assisting in or contributing to academic dishonesty:

Students shall not help or attempt to help others to commit an act of academic dishonesty.

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. If the assisting student is not enrolled in the particular course, the student's Dean will formulate a suitable and equivalent penalty. Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together or when the student whose work is used by another did not know their work was being used.

D. Plagiarism:

Plagiarism is defined as the appropriation of another's work and the unacknowledged submission or incorporation of that work as one's own offered for credit. Plagiarism takes place whether it is accidental or intentional. The most common way to acknowledge reliance on another's work or indebtedness is to use footnotes or other documentation. Faculty members will introduce students to the tools used in their disciplines, providing guidance on how to show clearly when and where they are relying on others -- and students are expected to apply these tools in their writing.

Unacknowledged appropriation involves either using another’s work without any reference or acknowledgement.

Examples of unacknowledged appropriation include not referencing quoted text, paraphrasing another’s ideas without referencing the source(s), and acquiring a pre-written paper. Unacknowledged appropriation also includes borrowing sentences, phrases, and paragraphs from outside sources, and can also occur when students follow the expression of another’s ideas or structure of another’s argument too closely. When engaged in knowledge creation and academic research, students must be careful to provide proper attribution and develop their own original language, ideas and arguments in all assignments.

Another’s work includes someone else's published statements, ideas, data, or illustrations.

Sources of this work include written text (in any format including Powerpoint slides), podcasts, or video lectures.

The following are examples (not exhaustive) of sources that require citation or acknowledgement: blog posts or any commentary found on social media platforms, online articles found on journal sites or websites, comments by a lecturer in an online video lecture, information from another person's Power Point slide(s) or other presentation modality, hardcopy texts, any authored source whether it has multiple authors or is institutionally authored or is listed as anonymous. If a student is uncertain about
whether their submission violates academic integrity, whether by failing to adequately acknowledge sources or by adhering too closely to another’s argument, it is recommended they contact the faculty member to discuss prior to submission.

Ideas that occur to the student in conversation with roommates, other students, etc., should be considered the natural result of collaborative learning and do not require specific citation. At the same time, per academic standards, students may wish to acknowledge indebtedness to conversations with roommates, parents, friends, professors, and others in a footnote at the end of the writing assignment.

E. Multiple submissions of work:

Students shall not submit the same academic work, or substantially the same work, for more than one class course without prior approval of both faculty members. Faculty create assignments in order to foster a certain kind of learning in a course. Handing in work done for a previous course may preclude this learning.

F. Unsanctioned collaboration:

When doing out-of-class projects, homework, or assignments, students must follow their faculty member’s instructions regarding any collaboration with other students to complete the work. When a faculty member requires students to complete the work individually, then students may not collaborate to complete the work.

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. While study groups are permitted and even encouraged, students must follow the faculty member’s instructions regarding any collaboration.

G. Other forms of dishonesty:

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

• Misrepresenting oneself or one’s circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).
• Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors’ notes).
• Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
• Stealing or damaging library books.
• Unlawfully copying computer software.

These serious offenses will be handled by the University’s disciplinary procedures.

Appeal of Allegation

Students who receive an academic integrity violation may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity.
Penalties

**Individual Course Penalty.** The academic penalty will be determined by the student’s instructor. The instructor may impose a grade penalty up to and including failure in the course. In the School of Business, all faculty members assign a grade of zero to any work in violation of the Code. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

If the penalty for the violation is an F for the course, the student will not be permitted to withdraw from the course. If, after the penalty grade has been taken into account, the student is still passing the course, the student may withdraw from the course prior to the final deadline for withdrawing from a course.

**University Penalty.** Students who violate the code of Academic Integrity are also referred to their Dean for a University penalty. Two kinds of penalty are available – Class I and Class II. A full academic integrity violation is a Class I violation and Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. Typically, a student with two Class I violations will be dismissed from the university. In some cases, the Dean (or designee) may choose to treat a violation of the Academic Integrity Code as a Class II violation. Typically, a student may receive only one Class II violation during his or her four-year career as an undergraduate. All subsequent violations are treated as Class I violations.

Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student’s college Dean (or designee), to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the Dean (or designee), and within the timelines specified by the Dean (or designee), will have a hold placed on their transcript until the program has been completed.

**ACADEMIC FREEDOM**

As a necessary condition for fulfilling their duties and functions as teacher-scholars, all faculty members (tenured, tenure-track, non-tenure-track full-time, or part-time adjunct) are entitled to full academic freedom in teaching, in research, and in disseminating the products of their scholarship. One’s academic freedom is intrinsically linked to one’s responsibilities as a scholar and member of the Villanova community, as detailed in this Faculty Handbook.

Because academic freedom is predicated on a degree of scholarly support for one’s positions on issues, it does not extend to espousal of propositions that lack any scholarly support. Scholarly discourse on religious matters is protected.

In extramural academic settings such as professional lectures and conferences, when speaking as a member of a learned profession, faculty members enjoy this same freedom of research and dissemination of results as described above.¹

In the classroom, academic freedom is task-specific, deriving from and governing one’s role as an instructor in a given discipline or disciplines. Faculty members are free to present and discuss their subject matter and related issues in accord with relevant academic standards and students’ legitimate academic rights and responsibilities. Except when the University explicitly asks them to discuss specific issues of University concern, faculty “should be careful not to introduce into their teaching controversial matter which has no relation to their subject.”² Faculty members are responsible for upholding the integrity of reasoned inquiry, open discussion, and free expression. Especially when dealing with controversial topics, faculty members are expected to lead students in a scholarly evaluation of the subject matter.
Student performance should be evaluated solely on an academic basis, not on opinions or conduct unrelated to academic standards. Students should be free to take reasoned exception to the information or views offered in any course of study and to reserve judgment about matters of opinion, but students are responsible for learning the content of the course of study in which they are enrolled, including matters with which they disagree. The validity of their ideas, theories, arguments and views should be measured against the relevant academic standards.

Academic freedom per se does not extend to public statements that are unrelated to one’s faculty status and academic expertise. Faculty members are free to exercise their constitutionally-protected freedom of expression, but in exercising that freedom, they will take care not to claim or suggest that the views so expressed are sanctioned by, or necessarily related to their faculty status at, Villanova. This is especially important in view of the fact that the public may judge their profession and Villanova University by their utterances.

1 Provisions of the University’s patent policy apply.

2 AAUP 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments

CLASSROOM EXPECTATIONS

1. A professor will normally provide at the beginning of each semester, an outline of the lectures, activities, assignments, and grading system appropriate to the course.
2. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts may be directed by the faculty member to leave the class. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class or conduct that is disruptive, disrespectful or threatening will not be tolerated. In addition to academic measures that may be taken, behavioral infractions may be resolved through the Code of Student Conduct.

FINAL EXAMINATIONS AND THE FINAL WEEK OF CLASSES

Faculty members recognize their obligation to provide timely interim and final assessments of student performance in their classes. This may be done in a variety of ways, to be determined by each instructor. The assessment methodology should be spelled out clearly in the syllabus, with an explanation of the relative weight each item will contribute to the final grade.

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar’s website early in the semester, so students should have adequate time to make travel plans. It is permissible to omit the final examination, provided that other equivalently comprehensive assessment techniques are employed. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and dean.

In order to balance student workload during the final week of classes the following describes prohibited times for administering examinations or other assessment instruments in undergraduate courses only.

- Reading days: No exams or assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on designated reading days.
- Final day of class: With the exception of oral presentations or laboratory assessments, no exams or other student performance assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on the final day of class. Faculty may administer the Course and Teacher Survey.
• Other days of the final week of classes: No final examinations may be administered, and no take-home exams may be due, during the final week of classes. Other major examinations and tests may be administered only with the explicit written consent of the dean of the college (quizzes and minor assignments are permitted). No paper or other assignment may be due on other days of the final week of classes unless clearly scheduled for that week in the course syllabus that is distributed at the outset of the course.

The below section refers to both graduate and undergraduate courses.

• Tests or student learning assessment mechanisms are to be employed periodically. In the interest of fairness, faculty members should take steps to avoid situations where some students have access to previous examinations while others do not. This can be done in several ways: faculty members may collect examination papers from students so that these cannot be circulated in later semesters, or faculty members may make previous examinations available to students either electronically or by other means. Copies of semester examinations are to be filed with the chair of the department and/or the dean of the college.

• Occasionally students will encounter conflicts in the examination schedule such that two of a student’s examinations are scheduled at the same time or three examinations are scheduled on the same day. In the event of such a conflict, the student must notify the instructor at least seven days in advance of the scheduled exam. The instructor will make alternative arrangements for the student to complete the examination. In resolving conflicts, multiple section exams should take precedence over exams for a single section, and courses in the major should take precedence over non-major courses. Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the dean of the student’s college.

• If a student is absent from a final examination for any reason other than a conflict, he or she must contact the instructor within 24 hours of the scheduled beginning of the examination to request permission from the instructor to take a make-up examination. The instructor may, if he or she wishes, arrange a make-up examination at a mutually convenient time. If the faculty member has reservations about the legitimacy of the student’s reasons for missing the examination, the faculty member may refer the student to the office of the college dean, who will evaluate the student’s request for a make-up. If the office of the dean approves the request, the faculty member will arrange a make-up examination for the student or assign other work in place of the final examination. If the student does not contact the faculty member within 24 hours, the student must receive permission from both the office of the dean and the faculty member before being allowed to take a make-up examination.

• Faculty members should attend the administration of the final examination in order to answer any questions and ensure high standards of academic integrity. When they are unable to do so, department chairs are to see that sufficient proctors are provided for each examination room. Where there is a shortage in any department, assistance should be requested from other departments.

• Faculty members must retain in their possession all final exams and other unclaimed exams, papers, and student course projects and materials for a period of twelve months following the end of the semester in which they were used to establish grades.

CLASS ATTENDANCE

Class and laboratory attendance for first-year students is mandatory. 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.

For students beyond the first year, attendance policies are determined by the instructors of the various courses. The instructor’s class attendance policy must appear in the syllabus and at a minimum must allow for the University's excused absences listed below. Enforcement of such attendance policies lies with those instructors. If the instructor thinks a student has too many absences (total of excused and
unexcused), then the instructor should discuss the student’s attendance with the appropriate Assistant or Associate Dean of the instructor’s college in order to determine if the student should withdraw or receive an incomplete.

Where possible, students should inform their instructors if they plan to be late or absent from class. In all cases, students should be prepared to provide documentation to petition for excused absences to the appropriate Assistant or Associate Dean of their college. Excused absences do not count toward a failure in the course for first year students. Absence from class does not release the student from work assigned. Students who miss an in-class obligation (exam, presentation, etc.) due to an excused absence will not be penalized - the instructor may offer a make-up test, arrange an alternative time for a presentation, exempt a student from the assignment, or provide another arrangement.

The University’s list of excused absences for all students includes the following:

- participation in NCAA athletic competitions
- participation in special academic events (e.g., conferences, field trips, project competitions)
- participation in official university business (e.g., student representatives attending meetings related to university governance)
- attendance at significant events involving the immediate family (e.g., funerals, weddings)
- religious holidays - see the University’s policy on Religious Holidays
- college-approved participation in placement activities (e.g., job interviews, graduate school interviews, attending job fairs)
- legally required absence (jury duty, court appearance, short-term military service)
- documented serious illness or disability (see below how to document)

If instructors want to verify that the absence qualifies as an excused absence under the university list, or verify that the student is permitted to participate in the activity, they should contact the designated Assistant or Associate Dean of the student’s College.

The College of Professional Studies has separate attendance policies for FastFoward courses and the online degree programs. The College of Nursing has a separate attendance policy for the online RN to BSN program. Graduate Studies in the College of Liberal Arts and Sciences has separate attendance policies for online degree programs.

Documenting a Serious Illness or Disability

The Student Health Center does not provide notes to excuse absences for students missing class due to their visit to the Student Health Center, or to excuse class absences due to most common illnesses. The Student Health Center will also not provide notes to excuse absences for medical conditions that were not treated at the Student Health Center. The purpose of this policy is to eliminate unnecessary visits from students whose sole purpose is obtaining class absence notes for their professors.

Some illnesses may legitimately prevent a student from attending classes, but are not serious enough to require evaluation and treatment from the Student Health Center. Students often provide self-care, which is very appropriate for many common illnesses such as cold, viral infection, or uncomplicated flu. Students should inform their instructors if they are missing class for a common illness. Instructors have the discretion to decide if the absence due to a common illness is excused. If a student wishes to appeal the instructor’s decision, the student may do so by contacting the instructor’s Department Chair or Program Director, who will consult with the appropriate Assistant or Associate Dean of the instructor’s college, before deciding the outcome of the appeal.

If in the judgment of the Student Health Center staff, the student will be out of class due to a serious illness or medical condition, as opposed to a common illness, the Student Health Center staff will contact the appropriate Assistant or Associate Dean, who will then contact the instructor. The Student Health Center communication to the Assistant or Associate Dean will serve as the documentation
needed by the Dean (see below). If the student is seeing an off-campus health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

Examples of serious illnesses may include (but are not limited to):

- Mononucleosis, which may require bed rest and/or removal from campus
- Hospitalization and/or surgery
- Highly contagious diseases (e.g., chicken pox, measles)

**Mental Health Concerns.** The University Counseling Center will use clinical judgment as to whether there is a legitimate need for the student to miss class for reasons related to mental health. If in the judgment of the University Counseling Center staff, the student should be out of class due to a mental health condition, the Counseling Center staff will request a written release of information from the student. With a signed release, the Counseling Center staff may then contact the faculty member or the appropriate Assistant or Associate Dean, who may contact faculty accordingly. The University Counseling Center will not typically validate the legitimacy of a student having missed classes for mental health reasons retroactively, before the student has been to the Counseling Center. The fact that a student is in treatment at the Counseling Center or with an off campus mental health provider will not, in itself, justify the student missing classes. The recommendation for missing classes will occur only when the mental condition necessitates it. If the student is seeing an off-campus mental health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

If the duration of the absence due to serious medical illness or mental health concern undermines the student’s ability to complete the academic work required, the appropriate Assistant or Associate Dean will encourage the student to pursue a Medical Leave of Absence—see policy on Medical Leaves of Absence, found at: https://villanova.policytech.com/docview/?docid=1343&public=true

**Documenting Disabilities.** Students who are registered with Learning Support Services (LSS) or the Office of Disability Services (ODS) must provide accommodation letters from those offices to their instructors (in advance of absences) in order for subsequent disability-related absences to be considered excused.

Students who are newly struggling should be encouraged to register with the appropriate office for any future concerns. Accommodations are not typically retroactive.

Students with learning disabilities, other neurologically-based disorders, and those disabled by chronic illnesses are encouraged to contact Learning Support Services (LSS) at https://www1.villanova.edu/villanova/learningsupport.html. Students with physical disabilities, including but not limited to visual impairments, hearing loss, and mobility limitations, are encouraged to contact the Office of Disability Services (ODS) at http://www1.villanova.edu/villanova/studentlife/disabilityservices.html. Depending on the type of disability, there are different processes for disclosing and documenting the disability with the University.

- For students with learning disabilities, neurologically-based disorders, and disability due to chronic illness, these guidelines, as well as certification forms for certain specific disabilities, can be found at https://www1.villanova.edu/villanova/learningsupport/guidelines.html.
- For students with physical disabilities, these guidelines can be found at http://www1.villanova.edu/villanova/studentlife/disabilityservices/guidelines.htm.

**DROP AND ADD PROCEDURES**

1. Drop/Add - A student may drop and/or add courses during the first five (5) class days of a semester without incurring academic penalty or affecting the student’s official transcript.
2. Until the final day for authorized withdrawal from courses, approximately three and one-half weeks after mid-term break (for an exact date, see the academic calendar at http://www1.villanova.edu/villanova/provost/calendar.html) student may withdraw from a course without penalty and will receive a grade of “WX”. After this period of time, the dean of the college is the final authority for granting or refusing the exception based on the documentation presented. If a student stops attending a course without an Authorized Withdrawal, a grade of Y will be assigned. This computes into the quality point grade as an F.

3. Change of major must be approved by the dean of the college having jurisdiction over the program the student wishes to enter.

4. Withdrawal from the University is granted by the dean of the appropriate college.

GRADING

1. The grade report at the end of the semester is part of the student’s permanent record. Any inaccuracy on this record must be reported to the Registrar; otherwise, the record will stand as it is.

   • Spring Semester grade errors: last Friday in June
   • Summer Semester grade errors: last Friday in August
   • Fall Semester grade errors: last Friday in January

Faculty members are responsible for maintaining the integrity of the evaluation and grading system. Presented below is the Undergraduate Grading System; the Graduate Grading System may be found in each college’s Graduate Catalog:

**A** is 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 indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

**A-**

**B+**

**B** is a grade that denotes achievement considerably above acceptable standards. Good mastery of course material is 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.

**B-**

**C+**

**C** 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, works independently at an acceptable level and completes all requirements in the course.

**C-**

**D+**

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

**D-**

**F** 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 (work must be equivalent to C or better)
SP Satisfactory Progress.
T Transfer grade
WX Approved withdrawal without penalty.
W Approved withdrawal with penalty.
U Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses.
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 N and NG, which are temporary grades used to indicate that the student’s work in a course has not been completed. An N or NG grade must be removed and a grade substituted by the instructor according to the following schedule:

For the Fall Semester: Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar’s Office by the second Friday in February.

For the Spring Semester: Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar’s Office by the second Friday in July.

Students should check the academic calendar for actual dates. NOTE: if a change is not reported, the N or NG grade automatically becomes an NF.

Without the approval of the instructor, the department chair, and the dean, no grade higher than C may replace the N.

The grade WX indicates an authorized withdrawal with the grade not considered in the calculation of the quality point average. The grade W also indicates an authorized withdrawal, but the grade is calculated as an F in determining the quality point average. Authorization for WX and W may be given only by the student’s dean. The grade Y is given when a student unofficially withdraws from a course. It is reflected in the average as an F.

Required courses carrying a final grade of F must be repeated unless the student transfers to another college of the University where the course for which an F grade was received is not a requirement for the degree. The reasons for student deficiencies are reported by the faculty member at mid semester and at the end of the semester to the dean of the student’s college.

When a student who has failed in a course presents evidence of subsequent-passing a like course in another institution, the University reserves the right to withhold credit for the course until the student shall have passed a qualifying examination given by the Faculty from which a degree is sought.

Students should recognize that failure in one course or more will usually make it impossible for them to graduate with the class in which they matriculated.

Grade Appeals and Complaints Against Faculty

The purpose of these Guidelines is to provide a mechanism for the review of student grade appeals and complaints regarding faculty performance within the framework of existing University, college and department policies and rules. For this reason those policies and rules may not themselves be the proper subject matter of a complaint under these Guidelines.

Normally, the resolution of grade appeals or complaints will proceed by the following route: (1) to the chair of the department (program director of the program in the College of Nursing) involved, then if necessary, (2) to the committee constituted to handle complaints, and finally if necessary, (3) to the dean of the college or where appropriate the Graduate Dean of Liberal Arts and Sciences. The
University, however, believes that each student and faculty member deserves to be treated as an individual with courtesy and respect. Consequently, it is impossible to develop a policy that will govern or control every situation. For the additional details, go to:

https://www1.villanova.edu/villanova/provost/resources/student/policies/appeals.html

ACADEMIC PROBATION

The records of students whose cumulative or semester quality-point average falls below 2.00 will be reviewed by the Academic Standing Committee of their college for appropriate action. Students in business, science or engineering whose technical course quality-point average falls below 2.00 will also come before the committee. Typically the student will either be placed on academic probation or dismissed. While on academic probation, students are limited to a schedule of courses determined by the Academic Standing Committee of their College. A student on academic probation will normally be allowed only one semester to achieve the required quality-point average.

DEAN’S LIST (full-time students only)

Every year, students with established outstanding academic records are honored by the dean of each college. To qualify for the Dean’s List, one must be a matriculated full-time student and earn a semester average of:

- 3.5 in the College of Engineering
- 3.5 (for both semesters) in the College of Nursing
- 3.5 in the College of Liberal Arts & Sciences
- 3.5 in the Villanova School of Business, no missing or non-passing grades

GRADUATION

Residence requirement for graduation: Final 30 credits of (senior year) degree program at Villanova. With the permission of the College Dean, study as part of an approved International Studies Program may count towards the residency requirement. See Residence Requirement for Graduation policy, found at: https://villanova.policytech.com/docview/?docid=202&public=true

Graduation honors: Summa cum laude (3.90), magna cum laude (3.75), cum laude (3.50), and at least 60 credits of course work (not including satisfactory/unsatisfactory course) must have been taken at Villanova University.

TRANSCRIPTS

Undergraduate transcripts are delivered electronically, by postal delivery, campus mail, or by student pick-up. All financial and registrar obligations must be cleared before any transcript request will be honored. Visit the Office of the Registrar’s home page for instructions as to ordering a transcript.
FACULTY OFFICE HOURS

Faculty members should announce to their classes and have on file in the department office a list of office hours set aside for student advisement and consultation. Students are encouraged to meet with faculty members at these times, or by arrangement, to discuss their progress in courses and to develop more effective strategies for mastering their discipline.

RELIGIOUS HOLIDAY POLICY

Villanova University’s Mission Statement calls on the University to create an environment “that supports individual differences and insists that mutual love and respect should animate every aspect of University life.” As a Catholic and Christian University, Villanova seeks to respect and support the diverse religious traditions of the members of the University community. As part of this commitment, the University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University’s obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors as soon as possible, normally at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. Faculty, if possible, should try to accommodate students with make-up tests or exams if the absence falls on a day when these tests are being administered and/or provide students with reasonable alternative opportunities to complete their academic assignments.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the chair of the department or the program director having jurisdiction over the class in question. If no resolution is reached at that level, the issue will be resolved by the Dean of the College having jurisdiction over the class, and their decision shall be final.