

Dear Villanovan,

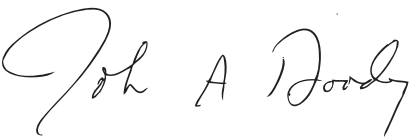
It is with great pleasure that I present the 21st edition of the *Enchiridion*, the handbook for students in the College of Liberal Arts and Sciences. The *Enchiridion* is meant to be a ready reference for information on the College, its academic programs, regulations, and policies. I am sure you will find it most useful. (For a definition of *Enchiridion*, please see page 169.)

As a student in the College of Liberal Arts and Sciences, you are part of a learning community that draws upon the legacy of St. Augustine, whose own pursuit of knowledge was characterized by open, intelligent, and respectful interaction of various points of view. The College offers its programs in the liberal arts and sciences in the hope that they will foster an awareness of moral, religious, and humanitarian values, all of which are necessary for the total growth of the individual. As St. Augustine reminds us:

*Let knowledge be used as a kind of scaffolding to help build the edifice of love and understanding, which shall endure forever even after knowledge itself shall be destroyed.*

(Epist. 55, 22, 39)

Please know that the faculty, staff, and administration of the College, with your cooperation, are eager to help you attain these goals.

A handwritten signature in black ink that reads "John A. Doody". The signature is written in a cursive, flowing style with a large initial "J" and "D".

John A. Doody, Ph.D.

DEAN OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

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## Introduction

### THE COLLEGE OF LIBERAL ARTS AND SCIENCES

John A. Doody, Ph.D. ....	Dean
Robert Blanchard, B.A. ....	Assistant Dean for External Affairs
Robert DeVos Ph.D. ....	Associate Dean, Enrollment Management and Transfer Students
Lowell Gustafson, Ph.D. ....	Associate Dean for Social Sciences
Helen K. Lafferty, Ph.D. ....	College Professor of Liberal Arts and Sciences, Associate Dean
Thomas W. Smith, Ph.D. ....	Associate Dean, Director of the Honors Program
Kate Szumanski, M.A., M.S. ....	Director of Communications
R. Kelman Wieder, Ph.D. ....	Associate Dean for Sciences

#### 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.

### **Academic Goals**

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:

- A.** 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.
- B.** 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.
- C.** 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.

- D. 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 trained to scrutinize and bring into perspective the relationship of the present day with that of the past.
- E. Prepare students to become active and responsible participants within society, developing an understanding of ethical responsibilities and valuing communal responsibilities.
- F. 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.

## Learning Objectives

**Goal A** 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.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their engagement in and commitment to the pursuit of knowledge in a manner conducive to life-long learning.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their knowledge of: (1) the fundamental facts, concepts, responsibilities, and modes of inquiry related to their academic majors and professions; and (2) topics of personal and intellectual interest to them, pursued through their choice of elective courses and other means.

**Skills Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate the following skills: (1) critical analysis; (2) creative problem

solving; and (3) well-developed analytical skills.

**Goal B** 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.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate an appreciation for literacy in all its forms, including the way in which such information is gathered and expressed for the purpose of furthering intellectual discourse.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will comprehend the role and importance of scientific and technological literacy.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their ability to engage in intellectual discourse with well-developed oral and written communication skills.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their understanding of how technical/professional writing is accomplished within their academic majors.

**Skills Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their knowledge of: (1) how to acquire information that promotes the learning experience and the exchange of ideas; (2) appraise the value of such information in the current context; and (3) how to apply proper citation information for these materials.

**Goal C** 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.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their appreciation of the works produced by intellectual and artistic endeavors, at a level consistent with the requirements of their academic majors and/or their participation in co-curricular cultural activities.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate an attitude of concern for or interest in international and multicultural issues.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their knowledge of the works produced by intellectual and artistic endeavors, at a level consistent with the requirements of their academic majors and/or their participation in co-curricular cultural activities.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their comprehension of cultural issues, including how multicultural and international perspectives can be incorporated into their own cognitive framework.

**Skills Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate an understanding of other languages, including the ability to communicate (in both oral and written forms) using appropriate grammar and vocabulary in a variety of culturally-authentic and meaningful contexts.

**Goal D** The educational program does not simply look to the past, but acknowledges that our world is vibrant and continuously redefined. Thus, we must 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 trained to scrutinize and bring into perspective the relationship of the present day with that of the past.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate an appreciation of how our historical perspectives are related to modern-day issues.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their knowledge of the intellectual, ethical, and spiritual traditions of Western civilization, including Judaeo-Christian, Catholic, and Augustinian traditions and the values and moral principles inherent in them.

**Goal E** Prepare students to become active and responsible participants within society by developing an understanding of ethical responsibilities and valuing communal responsibilities.

**Values Objective:** Consistent with their attainment of intellectual goals, Graduates of the College of Liberal Arts and Sciences will (1) treat others with compassion, civility, and respect; (2) demonstrate their acceptance of individual, cultural, social, and ideological differences; (3) accept the responsibilities of community membership; and (4) demonstrate respect for the natural environment.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their knowledge of how major Western ethical traditions (especially those influenced by Jewish and Christian perspectives) apply to selected contemporary ethical problems.

**Knowledge Objective:** Graduates of the College of Liberal Arts and Sciences will demonstrate their knowledge of ethical practices within their academic majors.

**Skills Objective:** Graduates of the College of Liberal Arts and Sciences will (1) manage conflicts productively; (2) work together to accomplish common goals and further the common good; and (3) motivate and coordinate the efforts of others to work toward common goals.

**Goal F** 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.

**Values Objective:** Graduates of the College of Liberal Arts and Sciences will accept responsibility for the consequences of their own decisions and behavior.

**Skills Objective:** Graduates of the College of Liberal Arts and Sciences will (1) define a set of personal goals reflective of their values, capabilities, and interests; (2) demonstrate independence and self-direction in personal problem solving and goal attainment, including the ability to find and employ appropriate resources; and (3) establish rewarding relationships within their peer groups.

## **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.

## Part I: Matriculation Requirements

### A. 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

### B. Advanced Placement and International Baccalaureate Credit

Students should request that the College Board send AP scores to Villanova University (our code is 2959). AP scores are received in the Registrar's Office and forwarded to our Dean's Office, where the determination on credit is made. Most AP scores for incoming freshmen reach Villanova by mid-July. If the scores are received before freshmen classes begin, a representative of the Dean's Office will communicate with the student, then authorize the Registrar's Office to post the appropriate credit to the academic record. For scores received after classes begin, this representative will simply direct the Registrar to add any credit they approve. AP credits appear in the "Transfer Credit" area of the student record.

Incoming students who have taken Advanced Placement (AP) or International Baccalaureate Higher Level (IB) exams should inform their Academic Advisor and should report to the Dean's Office during the first week of classes to verify Villanova's receipt of the official scores and to ensure that proper adjustments have been made to their academic record. In some instances scores are sent to the Villanova Registrar after courses have been assigned based on the student's response to the Incoming Students Questionnaire.

The guidelines for granting credit for courses that are equivalent are shown on the following page. Please consult the Dean's Office for guidelines regarding equivalency for International Baccalaureate courses. The following is the list of tests and scores and their application to the baccalaureate degree.



# PART I: MATRICULATION REQUIREMENTS

The first table is a list of AP tests; the second is a list of Higher Level IB tests and scores.

Advanced Placement 2010 – 2011	Score of 3		Score 4 or 5	
	Courses	Cr.	Courses	Cr.
American History (07)			HIS 2000 HIS 2001	3 3
Studio Art (14)	Placement Only		Placement Only	
Studio Art (15)	Placement Only		Placement Only	
Biology (20)			BIO 2105 BIO 2106	4 4
Calculus AB (66)			MAT 1500 MAT 1505	4 4
Calculus BC (68)			MAT 1500 MAT 1505	4 4
Calculus SubGrade (69)			MAT 1500 MAT 1505	4 4
Chemistry (25)			CHM 1103 CHM 1104 CHM 1151 CHM 1152	1 1 4 4
Chinese Language & Culture (28)			CHI-1111 CHI-1112	6 6
Classics: Virgil (60)			LAT 1121	3
Classics: Horace Catullus (61)			LAT 1122	3
Computer Science A (31)			CSC 1051	4
Computer Science AB (33)			CSC 1051	4
Economics: Micro (34)			ECO 1001	3
Economics: Macro (35)			ECO 1002	3
English Language and Composition (36)	Placement Only		ENG 1050	3
English Literature & Composition (37)	Placement Only		ENG 1050	3
European History (43)			HIS-3095 HIS-3995	3 3
Environmental Science (40)			BIO 1555	4
History of Art (13)			AAH 1101 AAH 1102	3 3
Modern Language French (48) or (51)	Placement Only		FRE 1121 FRE 1122	3 3
Human Geography (53)			GEV 1001	3
Modern Language German (55)	Placement Only		GER 1121 GER 1122	3 3
Modern Language Italian (62)	Placement Only		ITA 1121 ITA 1122	3 3
Japanese Language & Culture (64)			JPN-1111 JPN-1112	6 6
Modern Language Spanish (87) or (89)	Placement Only		SPA-1121 SPA-1122	3 3
Physics C: Mechanics (80)			PHY 1100 PHY 1101	3 1
Physics C: Electromag (82)			PHY 1102 PHY 1103	3 1
Political Science (57)			PSC 1100	3
Political Science (58)			PSC-1875	3
Psychology (85)			PSY 1000	3
Statistics (90)			MAT 1230	3
World History (93)	Placement Only		HIS 1040 HIS 1050	3 3

PART I: MATRICULATION REQUIREMENTS

<b>INTERNATIONAL BACCALAUREATE CREDIT AND COURSE EQUIVALENCE</b>				
<b>NOTE: CREDIT IS ONLY GIVEN FOR HIGHER LEVEL EXAMS</b>				
<b>SUBJECT</b>	<b>SCORE OF 5</b>	<b>CR</b>	<b>SCORE OF 6 OR 7</b>	<b>CR</b>
ANTHROPOLOGY			SOC 2100, SOC 4000	6
BIOLOGY			BIO 2105, BIO 2106	8
CHEMISTRY			CHM 1151, CHM 1152	8 OR 10*
COMPUTER SCIENCE HL	CSC 1051	4	CSC 1051	4
INFORMATION TECHNOLOGY	CSC 1030	3	CSC 1030	3
ECONOMICS	ECO 1001, ECO 1002	6	ECO 1001, ECO 1002	6
ENGLISH	ENG 1050	3	ENG 1050	3
FRENCH A2 OR B	PLACEMENT	0	FRE 1121, FRE 1122	6
GEOGRAPHY	GEV 1001	3	GEV 1001	3
GERMAN A2 OR B	PLACEMENT	0	GER 1121, GER 1122	6
HISTORY AMERICAS		0	HIS 2000, HIS 2001	6
HISTORY EUROPE		0	HIS 3095, HIS 3995	6
LATIN	PLACEMENT	0	LAT 2031, LAT 2032	6
MATHEMATICS			MAT 1500	4
MATH FURTHER	MAT 1500	4	MAT 1500, MAT 1505	8
MUSIC			SAR 3000	3
PHILOSOPHY	PLACEMENT	0	PHI 1050, PHI 2950	6
PHYSICS			PHY 2410/11, PHY 2412/13	8
PSYCHOLOGY			PSY 1000	3
SPANISH A2 OR B	PLACEMENT		SPA 1121, SPA 1122	6

\* Sample of lab work needed for approval of lab courses CHM 1103 and CHM 1104

### C. College Courses Taken Prior to High School Graduation

College-level work done prior to high school graduation may be awarded transfer credits upon receipt in the Dean's Office of the following three documents:

- 1) An official letter from the college/university stating that the courses were taught on its campus by a member of the regular faculty, open to enrollment by and graded in competition with regularly matriculated undergraduates at the college, and a regular part of the normal curriculum published in the college catalog. **Courses taught at the high school will not be accepted;**
- 2) An official, seal-bearing transcript from the college/university;
- 3) An official letter from the high school principal or guidance counselor describing the college-level program of study. Transfer credit will not be awarded for college level courses that are used to meet high school graduation requirements.

### D. Foreign Language Placement

All students who decide to **continue their study of French, German, Italian, or Spanish** from high school in order to fulfill the Core Curriculum requirement of two courses at or above the intermediate-level are required to complete the online language placement examination for the language in which they will enroll *by June 15*.

The online language placement examination consists of questions on vocabulary, grammar, and reading comprehension and generally takes about 25 minutes to complete. Based on the results of the test and a number of other factors (such as the number of years of study of the language in high school, study or time abroad, etc.), the student will be placed at the appropriate level by professors of the language of choice and automatically registered for the appropriate course. For important additional information on the online placement exam and to take the online examination, please visit: <http://www.villanova.edu/artsci/romancelanglit/about/langrequirements/placementtest>

All students who decide to **continue their study of Latin** from high school in order to fulfill the Core Curriculum requirement of two courses at or above the intermediate-level should visit the following web page for placement information: [http://www.villanova.edu/artsci/classical/undergrad/language\\_requirement.htm](http://www.villanova.edu/artsci/classical/undergrad/language_requirement.htm)

Please note that if you **have never studied French, Italian, Latin, or Spanish** and wish to do so to meet the Core Curriculum language requirement, you must register for the first semester introductory course of the language, Introductory

I, numbered IIII. You do not have to take the online placement examination, but remember that in this case, you must *successfully complete four semesters of that language*. Please note that the German Program has been discontinued. German will only be offered at the Intermediate level.

As an **alternative** to meet the language requirement, students may choose the two-semester **introductory sequence in either Arabic, Chinese, Classical Greek, Japanese, or Russian**.

## E. Mathematics Placement

The Core Curriculum requirement for all students in the College of Liberal Arts and Sciences is two courses. For Science students, it is two Math courses. For Arts students, one course has to be Math and the second course can be either Math or Computer Science. All incoming students to the College of Liberal Arts and Sciences take a Math or Computer Science course in the first semester. A student's potential choice of major and career plan affects his or her choice of Mathematics.

1. Health Professions, one of the following sequences:
  - Preferred: MAT 1310 and 1315, Calculus for Life Science Applications
  - MAT 1320 and 1325, Calculus for Liberal Arts
  - MAT 1500 and 1505, Calculus
2. The Sciences
  - Biology- MAT 1310 and 1315
  - Chemistry, Computer Science, Comprehensive Science, Mathematics, Physics - MAT 1500 and 1505
3. Naval Science, one of the following sequences:
  - MAT 1500 and 1505, Calculus
  - MAT 1320 and 1325, Calculus for Liberal Arts
  - MAT 1310 and 1315, Calculus for Life Science Applications
4. Business Minor
  - MAT 1230 and 1235, Introductory Statistics I and II
5. Arts Students
  - Two Math courses. They do not have to be in the same sequence. A student could choose an introductory calculus course and an introductory statistics course; or
  - A Math course and a computer science course.

## **F. Transfer Credit Hours**

Students who have taken college courses at another institution prior to attending Villanova, must present the necessary course descriptions and other documentation as needed to the Dean's Office before or during their first semester at Villanova. Credit for courses taken at two year institutions (community colleges) will be considered for transfer only if the courses were taken prior to matriculation at Villanova. However, once a student has been matriculated at Villanova, no credits may be transferred from two-year institutions. Transfer credit will not be awarded for college level courses that are used to meet high school graduation requirements.

Courses will be given consideration for transfer credit only upon receipt of a seal-bearing, official transcript sent by mail to the College, and, upon request, an official course description (e.g., from a course catalog). If such courses are not presented for evaluation during the first year, no future possibility for evaluation or credit will exist. Transfer credit will be awarded only for approved courses in which a student earns a grade of "C" or better. The actual grade received at the other institution (earned either before attending Villanova or earned during a summer) is not calculated into the student's cumulative grade point average.

Transfer credits (along with AP credit) may be used for no more than half the courses required for the degree, no more than half the courses for the major, minor or concentration and no more than half the courses required for the core curriculum. No more than four Web or distance learning courses may be applied to a student's degree. With the official transcript the transferring student must identify such courses that appear on their transcript.

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. Intersession courses usually do not meet this criteria. 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 student to assess course outcomes.

Transfer credit will be accepted only from institutions that are accredited by higher education regional accrediting agencies. For current A&S students, all courses for transfer must be approved before the course is taken.

## **G. Transferring Into the College of Liberal Arts and Sciences**

Admission to the College of Liberal Arts and Sciences is competitive. The number of external transfer students accepted for any given semester is determined by the quota agreed to by the College as part of the Enrollment Management Planning Process. The quota includes not only External Transfer students but also Part-time Division transfers, re-admits of students previously dropped, and previously withdrawn students who wish to return to the College. The number varies from year to year.

### **1. 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 Villanova University Office of Admissions. External Transfer applicants will be considered for admission if, at the time of matriculation at Villanova, they will have completed a minimum of eight courses of three credits or more with a grade of “C” or better, and have a grade point average (GPA) of at least 3.0., or have previously applied to the College of Liberal Arts and Sciences and were wait-listed. In addition, the applicant must indicate if he/she is also applying to another VU college. Applications who do not meet these minimum qualifications will not have their transfer application accepted for review. Applications must be received by June 1.

Applicants must also submit an academic plan that indicates a direction for future studies with reference to specific academic programs offered by the College of Liberal Arts and Sciences and identifies a major to be pursued. Students intending to transfer more than fifteen courses must apply to and be accepted into a major before matriculating.

For the college courses taken at another institution prior to attending Villanova applicants must present the necessary course descriptions and other documentation needed for review and credit acceptance. An official, seal-baring transcript must be sent directly by mail to the Dean’s office. In addition, upon request, the applicant must provide official course descriptions, e.g., from a course catalog. If such courses and other requested documentation are not presented for evaluation during the application process or by the end of the first year of matriculation, no future possibility for evaluation or credit transfer will exist. Once a student has been matriculated at Villanova, no credits may be transferred from two-year institutions.

External Transfer students must complete three academic semesters at Villanova before being eligible to study abroad during the academic year.

## **2. Regular Program Internal Transfer Students**

Admission to the College is competitive and is based on seats available. The number of internal transfer students to be accepted for any given semester is determined by the projection of places available in introductory sections of Humanities courses for the upcoming semester.

Students seeking to transfer from other VU colleges and schools must do so by completing the form, Application to Enter the College of Liberal Arts and Sciences. Along with the form the student must submit an academic plan that indicates a direction for future studies with reference to specific academic programs offered by the College of Liberal Arts and Sciences, and the foreign language to be taken. The applicant also must read and sign the A&S Internal Transfer Policy sheet. In addition, the student must address why he/she is transferring from their current college and program, and indicate if he/she is also applying to another VU college. The application form and Transfer Policy Sheet are available on-line and in the Dean's Office, 105 St. Augustine Center for the Liberal Arts.

The deadline for application for internal transfer to the College of Liberal Arts and Science is the second Friday in May for the subsequent fall semester; and the second Friday in December for the upcoming spring semester. Applicants will be notified of the decision either prior to or within one week after the application deadline. Primary notification will be by the student's Villanova email account.

The primary criteria for evaluation are academic performance while at Villanova. The minimum criteria for application to the College of Liberal Arts and Sciences for students who have completed only one or two semesters at Villanova is a high school profile that includes a minimum SAT score of 1235 and class standing in the top 15 percent; or a grade point average of 2.33 for all Arts courses taken at Villanova.

For all students who have completed three semesters or more at Villanova, the minimum required for application is a grade point average of 2.33 for all Arts courses taken and an academic plan that includes a direction for future studies with reference to specific academic programs offered by the College of Liberal Arts and Sciences.

Once a student has successfully completed two consecutive semesters in the College of Liberal Arts and Sciences and has attained a GPA greater than or equal to 2.50 in each semester, grades for the courses that do not ordinarily apply to the student's new Arts and Sciences curriculum may be excluded from the calculation of the student's GPA. The exclusion is not automatic. Students must petition the Dean's Office for the exclusion.

### **3. Part-time Division Transfer Students**

The number of transfer students from the Part-time and Continuing Studies Division to be accepted for any given semester is part of the quota for External Transfers agreed to by the College as part of the Enrollment Management Planning Process. The number varies from year to year.

Students seeking to transfer from the Part-Time Studies Division must do so by completing the form, Application to Enter the College of Liberal Arts and Sciences from the Part-time Studies Division. Along with the form, the student must submit an academic plan that indicates a direction for future studies with reference to specific academic programs offered by the College of Liberal Arts and Sciences, and must read and sign the A&S Internal Transfer Policy sheet. In addition, the student must indicate if he/she is also applying to another VU college. The application form and Transfer Policy Sheet are available online and in the Dean's Office, 105 St. Augustine.

The primary criteria for evaluation are academic performance while at Villanova. Students seeking to transfer from the Part-time Studies Division will be required at the time of application to have completed a minimum of eight VU courses of three credits or more with a grade of C or better in each and every course, and have a minimum grade point average of 3.0. Included in the eight courses must be a Math course and at least one semester of a foreign language.

Students who have completed more than fifteen courses of three credits or more must apply to and be accepted into a major before matriculating. Only a maximum of four Distance Learning courses and a maximum of four Fast Forward courses will be accepted toward the degree.

The deadline for application for a student seeking to transfer from the Part-time Studies Division is the last Friday in July for the subsequent fall semester; and the last Friday in December for the upcoming spring semester. Applicants will be notified of the decision either prior to or within one week of the application deadline. Primary notification will be by the student's Villanova e-mail account.



## Part II: The Baccalaureate Degree

### A. General 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 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 40 courses of three or more credits and two labs (science degrees vary according to major), which include the successful completion of the Core Curriculum, academic major requirements, and free electives;
- 2) A cumulative GPA of at least 2.000. (Science students must also have a minimum technical grade point average of at least 2.000);
- 3) At least half of the Core Curriculum requirements must be fulfilled at Villanova University;
- 4) At least half of the requirements for the major must be fulfilled at Villanova University;
- 5) The final 30 credits of the degree program must be earned at Villanova University;
- 6) A minimum of 122 credit hours; and
- 7) At least 61 credits must be earned at Villanova University.

### B. Degree Programs

#### Bachelor of Arts with majors in:

Arab and Islamic Studies	Global Interdisciplinary Studies
Art History	History
Classical Studies**	Humanities
Communication**	Human Services
Criminal Justice	Italian
Cultural Studies	Latin American Studies
Economics	Philosophy
Education (Secondary)	Political Science**
English	Physics**
Environmental Studies	Psychology**
French and Francophone Studies	Sociology
Gender and Women's Studies	Spanish Studies**
Geography	Theology and Religious Studies**

**Bachelor of Arts, Honors**

\*\* Indicates the opportunity for integrated Bachelor's/Master's program

**Bachelor of Science with majors in:**

Astronomy and Astrophysics

Biology\*\*

Biochemistry

Chemistry\*\*

Comprehensive Science

Computer Science\*\*

Environmental Science

Mathematics\*\*

Physics

**Bachelor of Science, Honors**

\*\* Indicates the opportunity for integrated Bachelor's/Master's program

**C. Interdisciplinary Concentrations**

In addition, interdisciplinary concentrations are available in:

Africana Studies

Augustine in Dialogue with Faith & Culture

Cognitive Science

East Asia Studies

Elementary Education

*(in conjunction with Rosemont College)*

Ethics

Honors (Arts)

Irish Studies

Peace and Justice

Russian Area Studies

Writing and Rhetoric

**D. Minors**

In addition to most of the above majors and concentrations, minors are also available in:

Aerospace Studies (Air Force ROTC)

Arabic

Business

Chinese

Japanese

Military Science (Army ROTC)

Naval Science (Navy and  
Marine ROTC)

Russian

Theater

See Part VIII for detailed information on requirements for each of these degrees, interdisciplinary concentrations and minors. See the Part-time Studies Catalog for information on the Bachelor of Interdisciplinary Studies Degree (BIS), the Bachelor of Arts in General Arts, and the Associate Degrees.

### **E. Dean's List**

At the end of the fall semester and at the end of the spring semester the College of Liberal Arts and Sciences officially recognizes its best students by including their names on the Dean's List. Inclusion on the list is a tribute to a student's hard work and superior academic performance. In an effort to retain the honor which is integral to membership on the list, the requirements for inclusion are justifiably rigorous.

In order to be named to the Dean's List, a full-time student in the College of Liberal Arts and Sciences must maintain a minimum semester GPA of 3.50. All students included on the list receive a congratulatory letter from the Dean following the conclusion of the fall and spring semesters. For the fall semester, letters are posted by the second Friday in February. For the spring semester, letters are posted the second Friday in July. These dates allow for grades of Incomplete to be changed upon the submission of outstanding work.

### **F. 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

### **G. 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.

## **H. Phi Beta Kappa**

Phi Beta Kappa is the 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.

Villanova's College of Liberal Arts and Science became one of the colleges and to shelter a chapter when the Sigma Chapter of Phi Beta Kappa was installed at Villanova in April 1986. The Phi Beta Kappa standards reflect the highest ideals of liberal education at the College.

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.

In choosing candidates for election, the Chapter seeks 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 the membership.

## **I. Graduation Ceremony**

At the close of the academic year in May, the College of Liberal Arts and Sciences participates in the annual University Graduation Ceremony and hosts a special recognition ceremony and reception for all of its graduates and their families. Following the University Graduation, diplomas are distributed at a location listed in the annual Graduation Program.

## **J. Walk Through Graduation**

Students who have no more than three courses remaining in order to complete their degree may apply at the Office of the Dean, 105 St Augustine, for permission to “walk” in graduation. Their name will not appear in the Graduation Program, but they are invited to participate in the College’s recognition ceremony. Once the final courses have been completed and a grade entered, the Office of the Registrar will mail the diploma to the student at the address of record.

## **Part III: Academic Advising**

### **A. Academic Advising Office**

451 St. Augustine Center for the Liberal Arts

Trudi Tedjeske, Director 610-519-8040

Lynda Capuzzi, Associate Director 610-519-5849

Kathleen M. Moore, Advising Coordinator 610-519-8900

Joyce Harden, Administrative Assistant 610-519-4661

Michele Grimes, Administrative Assistant 610-519-7724

[www.villanova.edu/artsci/college/advising/](http://www.villanova.edu/artsci/college/advising/)

[as.advising@villanova.edu](mailto:as.advising@villanova.edu)

Course selection is the most basic element of the advising process. Optimally, academic advising is an ongoing dialog between you and your faculty advisor. Through these conversations you will have the opportunity to explore academia in its entirety, beyond individual course content. Students grow and learn through all aspects of the college experience, not solely in the classroom. Your faculty advisor is the nexus between your entire college experience and your ever-changing, ever growing academic interests. As you progress you will develop intellectually through the classroom experience, but also through service learning, internships and study abroad experiences. As you develop and learn your academic interests will expand in ways you never imagined. Your faculty advisor helps to nurture your academic growth and develop your new-found interests. Your academic advisor will assist you to frame and shape developing ideas in ways that will guide you as you commit to a course of study. Ultimately, the process empowers you to make the best decisions possible as you navigate through selection of a major, future coursework, as well as career opportunities.

### **Your responsibilities:**

- Attend scheduled meetings with your faculty advisor
- Come prepared with questions and ready to have an active discussion

- Share your academic experiences as well as your extracurricular activities
- When academic issues arise contact your faculty advisor immediately

**Your faculty advisors responsibilities:**

- Share expectations
- Help you to understand the value of a Liberal Arts degree
- Provide information or referrals for you to enhance your educational experience

**B. National Fellowship Advisement**

Center for Undergraduate Research and Fellowships

Ms. Jane Morris, Director

Garey Hall

610-519-5928

<http://www.villanova.edu/artsci/college/academics/curf/>

Villanova University provides comprehensive advisement for students who pursue prestigious national scholarship and fellowship opportunities, including the Truman, Goldwater, Udall, Fulbright, Marshall, Rhodes scholarships, and fellowships awarded by the National Science Foundation, Hughes, Mellon, and Ford foundations. A mentoring program is administered by the Center for Undergraduate Research and Fellowships and begins as early as an undergraduate student's first year. In recent years, more than 182 students have received formal recognition from these various national scholarship programs.

**C. Health Professions Advisor**

John Friede, Ph.D., Advisor

143 Mendel Science Center

610-519-4833

<http://www.villanova.edu/artsci/healthprofessions/>

Those students planning to apply to any health sciences or allied health science graduate or professional school programs (Medical, Dental, Veterinary, Optometry, Physical Therapy, etc.), should contact Dr. Friede for information on entrance requirements, entrance examinations, and application procedures. Informational meetings are held throughout the academic year ([www.villanova.edu/artsci/healthprofessions/events.htm](http://www.villanova.edu/artsci/healthprofessions/events.htm)).

## **D. Law School Advisor**

Karen M. Graziano, J.D.

402C St. Augustine Center for the Liberal Arts

610-519-7427

[www.villanova.edu/artsci/college/advising/development/law](http://www.villanova.edu/artsci/college/advising/development/law)

There are no suggested majors or a pre-defined list of courses recommended by law schools, the Pre-Law Advisors Council, or by the Association of American Law Schools for students interested in a legal career. The Law School Admissions Council (LSAC) states, “Law schools want students who can think critically and write well, and who have some understanding of the forces that have shaped the human experience. These attributes can be acquired in any number of college courses, whether in the arts and humanities, the social sciences, or the natural sciences.”

Students considering a legal career should choose a major that is of interest to them – one that is interesting, exciting, and challenging. This way, students will do their best work, learn, develop their critical-thinking and writing abilities, and achieve good grades. Ms. Graziano is available to consult with students concerning the law school admission process.

## **Part IV: Student’s Responsibilities**

### **A. University Policy on Academic Integrity**

Each student in the College of Liberal Arts and Sciences is responsible for the completion and presentation of work that is the result of an individual effort. Academic integrity is at the heart of the values expressed in the University’s mission statement. A Villanova student agrees to accept this responsibility as a member of an academic community that was founded in the spirit of St. Augustine’s search for knowledge in an atmosphere of cooperation and trust.

Students who use someone else’s work or ideas without saying so, or who otherwise perform dishonestly in a course, violate a trust. Such dishonesty, manifested in cheating, fabrication, plagiarism, multiple submission of work, or assisting in or contributing to dishonesty, threatens the integrity not only of the individual student, but also of the University community as a whole.

Ordinarily, matters involving academic integrity in the classroom are handled by the faculty member in charge of the course. Whenever a faculty member believes a student has violated the Code of Academic Integrity, and when sufficient evidence warrants, that faculty member may assign a penalty which may range from a failure for the work in question to a failure for the course. The faculty member will notify the student, the faculty member's chairperson and Dean, and the Dean of the student's college concerning the action taken. A record will be maintained in the student's file in the office of his or her Dean until the student graduates or otherwise severs all relationship with the University.

If the faculty member judges that a particularly egregious violation has occurred, then the faculty member may file a written complaint according to the provisions of the University Academic Integrity Policy. The Academic Integrity Code Policy and Procedures are posted on the Villanova Web site for Academic Integrity.

A complete statement on the University Code of Academic Integrity is presented in Appendix I of the Enchiridion. The College takes particular note of item G. *Other Forms of Dishonesty*. Misrepresenting one's self or one's circumstances to an instructor, a chairperson, an academic administrator, or a dean in order to seek consideration for a waiver of policy or procedure will be a basis for implementing the procedures outlined in the University's Code of Academic Integrity.

## **B. Degree Progress and Curriculum Requirements**

Although faculty, staff, and the Office of Advising and Professional Development are available to assist students with course selection and registration, *it is the student's responsibility to understand and to meet all curriculum requirements for his or her degree program*. Undeclared Arts students may declare their major at any time prior to the end of their sophomore year, but must declare a major by the end of the sophomore year. Failure to declare a major by the end of the sophomore year without the permission of the Dean may subject the student to dismissal from the College.

## **C. Attendance Policy**

**Regular class attendance is expected.** All professors will inform students at the beginning of the semester of their attendance policy. It is always a courtesy for students to inform professors about any absence.



**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. Class and laboratory attendance for first-year students is thus compulsory, with the following exceptions: approved placement activities, approved athletic participation, and approved field trips.

If an emergency arises and a first-year student must leave campus, the Dean's Office can assist students by providing official notices to their professors. Excused absences allow the student to make up tests. Absence from class does not release the student from work assigned. Upon the student's return, an excused absence card, available in the Dean's Office, must be completed no later than 4:30 p.m. on the day the student returns to classes. Documentation must be provided, e.g. for a serious illness, a doctor's letter that includes a description of the illness and specific diagnosis with the date of onset and prognosis and ability to return to class, or for death in the immediate family, documentation naming the deceased and the date of death.

**Students beyond the first year** are subject to the attendance policy set forth in the syllabus of each individual course in which they are enrolled. The **professor is the sole judge** if a missed class is to be excused except for approved placement activities, approved athletic participation, and field trips when the professor has been notified in advance. The Dean's Office will not issue excused absences forms to upper-class students, but professors may require of students such documentation as described above in making their decision.

## **D. Promptness and Preparation**

In the interest of respecting classmates and faculty, each student should arrive on time to all classes. Students are also advised to discuss tardiness policies with individual professors. Each student is expected to be prepared for all classes and examinations. Failure to be prepared or to submit assignments may be a cause for faculty to assign a lower or failing grade.

## **E. Course and Teacher Survey (CATS)**

Near the completion of each semester, students are provided with the opportunity to evaluate their professors and courses. The process is as follows:

- Faculty provides each student with a Course and Teacher Survey (CATS) form during a normally scheduled class.
- The CATS forms are then completed and collected by a designated student

who signs or initials the transmittal form. The faculty member should not be in the room.

- The designated student must return the evaluations in the envelope provided to the office indicated by the professor, usually the department office or the Dean's Office.
- Once the CATS forms are processed by the Office of Planning, Training, and Institutional Research (OPTIR), final results are given to the faculty member and may be available for students to view on NOVASIS.

## **F. Discipline**

Villanova University regards student life on campus as an integral part of the student's educational experience. Hence it is understood that students accept the regulations stated in the *Villanova University Student Handbook* upon joining the University community. Students should become acquainted with and understand the responsibilities set forth in the Student Handbook, especially those in the sections on Policy and Regulations. Adherence to University regulations is expected and required for successful completion of the program of studies.

## **G. E-mail Correspondence**

The official information system for students is E-mail sent to a student's Villanova e-mail account, along with hard copy letters sent to a student's address of record. Students are responsible for frequently checking their Villanova E-mail accounts. Important updates, information and notifications will be sent from faculty members, staff, and other students. If a student chooses to use an address other than his/her Villanova E-mail address, then he/she is responsible for forwarding messages from his/her Villanova E-mail to his/her chosen E-mail address.

## **H. Final Examinations**

Final exams are scheduled in every course and must be taken at times published by the Office of the Registrar in the Master Schedule available at the time of pre-registration. If a student has two or more exams at the same time, or three in one day, then the student must see the instructor for a time change to be made according to the following priorities:

- 1) Group departmental examinations take precedence
- 2) Major or required courses should take precedence over electives
- 3) Regular courses should take precedence over repeat courses

Absence from a semester examination, except for a conflict resolved in advance, requires written permission from the instructor. Unexcused absence from a final exam is sufficient grounds for failure in the course. Students must contact the professor within 48 hours of a missed exam. Please consult the exam schedule before making travel plans to leave campus at the end of the semester.

## **I. NOVASIS**

NOVASIS is the University's student information system available on the World Wide Web. It works in conjunction with the student record system and allows access to grades, registration, and address information. To access NOVASIS:

- Go to <http://novasis.villanova.edu>.
- Select "Log In To Secure Area"
- Enter your Social Security Number or Villanova ID and your NOVASIS PIN (not your semester registration PIN) to access records.

Each student's PIN is a unique number assigned to them by the Office of the Registrar. The PIN is emailed to each student by the Registrar's Office and is not the password assigned to you by UNIT.

Note: A link to NOVASIS is also available on the Villanova homepage ([www.villanova.edu](http://www.villanova.edu)).

## **J. Degree Audit-CAPP**

Curriculum, Advising, and Program Planning (CAPP) is a degree auditing tool available to all students in the College of Liberal Arts and Sciences via their NOVASIS accounts. It offers the ability to track a student's academic progress toward completion of his/her degree. When the CAPP compliance process is performed, it automatically takes a student's current academic information and compares it to the requirements for the chosen degree and outlines the remaining required courses. There is also a "What-If" function that can check the student's academic record against the requirements for a new major and highlight the remaining courses.

Students should consult CAPP prior to meeting with their mentor or advisor during the pre-registration process and immediately after registering in order to insure appropriate continual progress toward completion of their degree.

## **K. Graduation Preparation**

Students must meet all academic requirements for graduation. The Dean determines the student's eligibility for graduation. However, it is ultimately *the student's responsibility to understand the requirements of the chosen degree program* and to have planned for the orderly fulfillment of degree and graduation requirements. The following must also be completed:

- All graduating seniors must complete a Diploma Card that is to be returned to the Registrar's Office Room 202 Tolentine Hall, 610-519-4030, ([www.registrar.villanova.edu](http://www.registrar.villanova.edu)). Names will appear on the diploma exactly in the manner in which they appear on the Diploma Card.
- All financial obligations to Villanova University must be met.

At the close of the academic year in May, the College of Liberal Arts and Sciences participates in the annual University Graduation Ceremony. It does not hold its own graduation ceremony; however, the College honors all of its graduates at a Recognition Ceremony held at some time before University Commencement on Sunday. Immediately after the University ceremony on Sunday, diplomas are distributed at a location listed in the annual Graduation Program.

Students who have no more than three courses left in order to complete their degree may apply at the Office of the Dean, 105 St Augustine Center, for the Liberal Arts, for permission to "walk" in the College's recognition ceremony and graduation. Their name will not appear in the Graduation program. Once the final courses have been completed and a grade entered, the Office of the Registrar will mail the diploma to the student at his/her address of record.

## **L. Ongoing Responsibilities**

It is the responsibility of all students in the College of Liberal Arts and Sciences to review and to acquaint themselves with the Academic Policies and Procedures contained in the University Catalogue and in sections V, VI, and VII of the *Enchiridion*. Unless otherwise noted, the College incorporates all University Policy and Procedures outlined in the University Catalog.

## Part V: The Grading System

### A. Grade Definitions and Values

GRADE	VALUE PER CREDIT	QUALITY POINTS (3 CREDIT CLASS)
A EXCELLENT	4.00	12.00
A-	3.67	11.01
B +	3.33	9.99
B GOOD	3.00	9.00
B-	2.67	8.01
C+	2.33	6.99
C FAIR	2.00	6.00
C-	1.67	5.01
D+	1.33	3.99
D PASSING	1.00	3.00
D-	0.67	2.01
F FAILURE	0.00	0.00

AP	Advanced Placement
AU	Audit
CE	Credit by Examination
IB	International Baccalaureate
N	Incomplete
NG	No Grade Reported
NF	Unchanged Incomplete (counted as an F for the GPA)
S	Satisfactory: Assigned in Satisfactory/Unsatisfactory Courses
SP	Satisfactory Progress (Mid-Semester Grade Only)
T	Transfer Credits
U	Unsatisfactory: Assigned in Satisfactory/Unsatisfactory Courses
W	Approved Withdrawal with Academic Penalty (counted as an F for the GPA)
WX	Approved Withdrawal without Academic Penalty
Y	Unofficial Withdrawal from Course (or for freshman, failure for excessive absences counted as an F for the GPA)

## B. 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 Novasis account. Students are directed to <http://villanova.edu/vpaa/office/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.

## C. 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 grade point average 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.

## D. Example of GPA Calculation

GPA = Total Attempted Credits x Total Quality Points

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 =  $27/15 = 1.80$

### **E. S/U Grades: Satisfactory/Unsatisfactory Option**

Sophomores, juniors, and seniors may take one elective course a semester on a satisfactory/unsatisfactory basis. The “S” grade is the equivalent of a grade “C” or better. The satisfactory/unsatisfactory grade will be shown on the transcript but will not be reflected in the quality-point average. Failures in the satisfactory/unsatisfactory option need not be repeated.

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 satisfactory/unsatisfactory basis. A student must declare election of the S/U option by the end of the drop/add period by using the paper form available in the Dean’s Office, in the Advising Office, and in the Office of the Registrar. Only one course a semester may be taken S/U.

### **F. Auditing a Course (AU)**

Courses may be audited only with the instructor’s consent by obtaining his or her signature on the proper form available in the Dean’s Office, in the Advising Office, and in the Registrar’s Office, Tolentine Hall Room 202, before the end of the drop/add period (the first week of class). The student must attend all classes and labs and participate in class in the manner expected of all students. *Failure to comply may result in an authorized withdrawal (WX) from the course at the instructor’s discretion.* A student auditing a course will not be responsible for assignments or examinations, and no academic credit is earned for auditing a course. However, audited courses are noted on the student’s official record by AU. A course taken for audit is counted as a course for course overload purposes.

### **G. Incomplete Grades, N and NG**

All grades are permanent, except N and NG, which are temporary grades used to indicate that a student’s work in a course has not been completed. An N or NG grade must be removed and a grade substituted according to the following schedule, or it automatically becomes an NF and is computed into the GPA as an F.

**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.

A student may also receive an N for missing a final examination if the student reports a serious medical reason (or other reason certified by the Dean as acceptable) within 48 hours of the time of the examination. Otherwise, an F grade must be reported. The student may report the reason for absence to the instructor, the department chair, or the Dean. The University policy may be found at <http://www.villanova.edu/vpaa/office/catalog>

## H. WX Grade

The grade WX indicates an authorized withdrawal; the grade is not considered in the calculation of the grade-point average. 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 Dean of the College.

## I. F Grade

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 the 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.

## J. 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 grade-point average.

## K. 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.



## Part VI: Academic Policies and Procedures

It is the responsibility of students to know and to comply with the academic regulations of the University and their respective colleges. University Academic policies can be found in the Villanova University Catalog, Undergraduate Studies, located at <http://catalog.villanova.edu/>

The Registrar's Office (Tolentine Hall 202, 610-519-4030) is responsible for registration processes; course and student records, transcripts, and enrollment reports; and other similar documents. Any changes in a student's personal data such as permanent or local address, phone numbers, etc., should be reported to this office.

### A. Access to Academic Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, prohibits access to student records by any *third party without written authorization from the student*. The University Policy is located at <http://www.villanova.edu/vpaa/office/catalog/>.

From time to time, parents call the Dean's Office inquiring about a grade report or the academic progress of their son or daughter. While an academic advisor can engage in general conversation about a student's progress, no specific grades or other information can be provided by the advisor without the student's permission or proof of the dependent status of the student as required by FERPA.

Since determining dependent status of each individual student is a difficult undertaking, the University provides a consent form which, when completed, permits parental access. The form, if completed, will be included in the student's academic folder in the Dean's Office, and the information will also appear on BANNER on the form "SPACMNT." If a consent form is not signed, then the parents will not be allowed access to the student's academic record unless the parent can show that the student is a dependent of the parent for tax purposes or the student gives written permission for the disclosure.

Students are under no obligation to sign a consent form. If a form is completed, then a student may revoke the consent in writing to the Office of the Registrar at any time. Upon revocation, the parent would again be required to establish the student's dependent status or obtain the student's permission in order to have access to academic records.

## **B. Transcripts**

If a student requires a copy of their transcript, then they must apply in person or in writing to the Office of the Registrar. Phone calls or third-party requests will not be honored.

Students may fax their request to: 610-519-4033.

In the request, the student must include:

- Name
- Dates of attendance at Villanova
- Social Security Number
- Major, College, or Degrees (if any)
- The address to which the student would like the transcript sent

Currently, there is no charge for transcripts. Please allow two weeks for delivery of the transcript.

## **C. Academic Standing, Probation, and Dismissal From the College**

The College Academic Standing Committees meet at the end of each regular semester to review the academic records of any student in the College who is on academic probation or experiencing academic difficulties. The Committees recommend corrective actions to the Dean that range from Letters of Concern, to Probation, to a Dismissal from the College. Each student deserving corrective action will receive a letter from the Dean's Office stating the action taken.

The record of any student whose cumulative or semester quality-point average falls below 2.00 is automatically placed on academic probation and his or her status will be reviewed by the Academic Standing Committee for appropriate action. Students in the Arts whose major requires a minimum GPA for all courses used to meet the requirements of the major and whose major GPA fails to meet the requirement, and students in Science whose technical course GPA (technical courses include all science, mathematics, and engineering courses) falls below 2.00 will also come before the committee. Typically, the student will either be placed on academic probation or be dismissed.

A student on academic probation will normally be allowed only one semester to achieve the required grade-point average. While on academic probation, a student may not participate in any extra-curricular activities.

The Academic Standing Committee may dismiss a student whose GPA falls below 2.00; who is not making sufficient progress toward a degree due to excessive course drops or withdrawals even if the grade-point average is above 2.00; who has not declared a major by the end of the sophomore year without permission of the Dean; and whose course selection does not indicate progress toward an A&S degree even if the grade-point average is above 2.00.

There is no requirement that a student must receive a Letter of Concern or have been placed on Probation prior to being dismissed. A Dismissal from the College may be appealed in writing. University policy does not permit students who have been dismissed by the University to attend summer sessions at Villanova.

Matriculated students who fail to register for or attend classes in any given semester will be considered to have unofficially withdrawn from the College. To be considered for readmission, the student must submit the request in writing to the Dean.

Students who have been dismissed or who have withdrawn frequently continue their academic work and take courses at another institution. Villanova does not pre-approve such courses. If these students apply for readmission, courses taken at other institutions will be evaluated for transfer credit by the Dean. Such students seeking readmission to the College of Liberal Arts and Sciences will not be able to seek transfer credit for courses taken at two year (community college) institutions.

#### **D. Course Pre-registration**

Each semester, the Registrar's Office offers students an opportunity to register for courses for the following semester online using the student's Novasis account. Pre-registration for courses requires a pin number obtained from the student's faculty advisor following an advisement meeting.

The registration day and time assigned is based on a priority of the total number of earned credit hours within the achieved class status of the student. Seniors register first; freshmen register last. There is no guarantee that students will have available to them a particular professor or a course section offered at a particular time. To ensure appropriate degree progress, students are encouraged to register for courses and sections within a reasonable amount of time from the pre-registration date and time assigned to them by the Registrar's Office.

**To check your registration time:**

1. Access NOVASIS online at: <http://novasis.villanova.edu>
2. Log on to secure area
3. Enter your login (your Social Security Number or Villanova ID) and your NOVASIS Pin
4. Choose 'Student and Financial Aid Services'
5. Then choose 'Registration'
6. Click on 'Check your Registration Status' for the upcoming semester

**Note:** You will need your NOVASIS PIN but not your Registration PIN to check your appointment time.

**To register for courses online:**

1. Access NOVASIS online at: <http://novasis.villanova.edu>
2. Log on to secure area
3. Enter your login (your Social Security Number or Villanova ID) and your NOVASIS PIN
4. Choose 'Student and Financial Aid Services'
5. Then choose 'Registration'
6. Click on 'Log in to Registration' for the upcoming semester
7. Enter your Registration PIN issued by your academic advisor
8. Follow the instructions to register
9. Remember to check your schedule carefully

**NOTE:** A student may not sit in a closed section of a course with the intention of being added to the class at a later date. A student cannot be signed into a closed section by a faculty member, only by the department chair.

**E. Course Overloads and Underloads**

All students in the College of Liberal Arts and Sciences pursuing the Bachelor of Science Degree or the Bachelor of Arts Degree are required to be a full-time student by taking a minimum of 12 credit hours (four courses of three credits or more) each semester. Students who wish to take less than 12 credits a semester must seek approval from their academic advisor and the Dean.

*The normal course load each semester for full-time students is five courses of three credits or more excluding labs. The credit limit set by the Registrar during the pre-registration period is 17-credit hours for Arts students and a higher*

number 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 NOVASIS using their semester PIN. No paperwork is required.**

Students with a *GPA lower than 3.0* taking Japanese, Chinese, Arabic, or Russian to fulfill their language requirement or in Military Science, Naval Science, Aerospace Studies or Education may have to enroll for more than 17 credits in a given semester and therefore need to have their credit limit raised prior to registering online. In these cases, students must *complete and submit the Overload Request Form* available in the Dean's Office prior to their assigned registration day and time. Students who enroll in an extra course without proper permission will be dropped from the course

**In no case will permission be given for a seventh course, or for six courses and associated labs totaling more than 21 credit hours.**

## **F. Academic Progress and Class Status**

Officially, class status is determined by the number of credits earned as follows:

### **Arts**

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90+ credits

### **Science**

Freshman	0-32 credits
Sophomore	33-65 credits
Junior	66-95 credits
Senior	96+ credits

## **G. Closed Sections**

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.

## **H. Graduate-level Courses**

A fourth-year student with a minimum cumulative grade point average of 3.0 may enroll in a graduate course with the written approval of his/her academic advisor; the chairperson of the department offering the course; and the Dean **before** submitting the request to the Dean of the Graduate School. Courses numbered 7000-7999 are graduate courses ordinarily available to qualified undergraduates for undergraduate credit.

## **I. Double Majors**

Applications to request a double major are available in the Dean's Office and in the Office of Advising and Professional Development. The completed form must be approved by the Department Chair of the second major and submitted to the Dean's Office. Students may not double major in both Comprehensive Science and in another science.

## **J. Dropping/Adding Courses (Course Adjustment)**

During the *first week* of each semester, students are given the option of dropping or adding courses by using their pin number and going online through Novasis, or by completion of a paper form available in the Dean's Office and in the Advising Office. The drops do not appear on a student's transcript.

After this period, students may withdraw from courses (WX with approval during WX period, W after WX period) but may not add a course. These courses will appear on the student's transcript. See K for note on Course Withdrawal.

## **K. Course Withdrawal (WX) After Close of Drop/Add Period**

Students are allowed to withdraw from a course after the close of the first week drop/add period without academic penalty, until a date published each year by the Registrar that is usually two days after the close of pre registration for the forthcoming semester and receive the grade of "WX." The grade of WX does not affect a student's grade point average but does appear on the transcript. Forms to request an Authorized Course Withdrawal are available in the Dean's Office, 105 St. Augustine Center for the Liberal Arts, and in the Advising Office, 451 St. Augustine Center for the Liberal Arts.

After this period, students may request an authorized withdrawal from any course, up to the commencement of final examinations, by providing to the Dean a written statement of justifiable cause for withdrawal, as well as the written recommendation of the instructor and the student's chairperson. Withdrawal from the course will be contingent upon the Dean's approval. Justifiable cause is a reason outside of a student's control such as illness, which is extrinsic to the nature or difficulty of a course and which would prevent a student from completing the substantial requirements of the course.

Students who do not have a justifiable cause to withdraw from a course without academic penalty may still withdraw from the course and receive a grade of "W." The grade of "W" is equivalent of an "F" grade and is included in computing the student's quality point average and will appear on the student's transcript.

## **L. Refunds**

There will be no refund whatsoever for a student who leaves the University without completing the semester or a student who is dismissed from the University for disciplinary reasons or scholastic deficiency.

Refunds as the result of official withdrawal will be made according to the schedule listed below. *Non-attendance of class does not constitute an official withdrawal.* The percentage of tuition charged is based on total tuition charges, exclusive of fees. If withdrawal is authorized by the University, however, then the student may request, in writing, a refund in accordance with the following schedule (activities, library, and medical fees are not refundable):

### **Fall/Spring**

Up to first week: 80%

Up to second week: 60%

Up to third week: 40%

Up to fourth week: 20%

Beyond fourth week: No refund

### **Summer**

Withdrawal within 24 hours of first scheduled class day: 100% refund

Withdrawal within the first week of classes: 75% refund.

Withdrawal past the first week of classes: No refund.

Dates are subject to change. Check Summer Session Catalog for deadlines.

## **M. Repeat Freshman Year**

The Academic Standing Committee may allow a freshman student to declare academic bankruptcy and repeat the year with a new start on the cumulative average (though a record of the year's work will remain on the transcript). There is no refund of tuition.

## **N. Credit by Examination**

To encourage independent study and recognize personal knowledge and mastery of a 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 Web site at <http://www.villanova.edu/artsci/college/academics/undergrad/challengeexam/>. Also, you may contact the Dean's Office, 105 St. Augustine Center for the Liberal Arts.

## **O. Internships and Internship Credit**

Jennifer Mullen, Director  
415 St. Augustine Center for the Liberal Arts  
610-519-4232  
<http://www.villanova.edu/artsci/internships/>

The College of Liberal Arts and Sciences encourages and supports students to seek a variety of work and experiential learning experiences that will help with their career choices and position them as superior candidates as they enter the interview process for post-graduation employment.

To support and encourage students to seek such experiences, the College provides its students with the opportunity to earn course credit in departmentally related and academically creditable internships. While all work and experiential learning experiences are valuable, students must meet academic requirements and go through the application process for approval.

Students must apply through the Internship Office for consideration to enter the program and meet certain requirements. Among these requirements are the completion of the sophomore year (or have sufficient credits for junior status) and an overall GPA of 3.0 (2.7 for the summer). Internships for academic credit must be directly related to a student's major, minor, or concentration and meet the criteria set by the faculty of the department or program that will award the



academic credit. Students interested in completing an internship for academic credit outside their area of study may apply for the Liberal Arts Internship after consultation with the Internship Office.

Complete details, including other requirements of the program, are available through the Internship Office. Students are encouraged to contact the Office early in their exploration of an internship opportunity. **No academic credit will be awarded for an internship that has not received prior approval from the Internship Office.**

## **P. Online and Distance Learning Courses**

The availability to enroll in DL courses for current Liberal Arts and Science undergraduate students is limited to sophomores, juniors, and seniors with a GPA of 2.75 and above. Students studying abroad may not take Distance Learning courses in addition to their approved curriculum.

The College will *accept up to a maximum of four courses*, commonly referred to as distance learning or online courses, taken at Villanova or at another accredited college or university toward a degree program within the college. Students may not take an online course at another institution if the same course is offered on line by Villanova. The College reserves the right to test the student in order to assess the outcome of that course. The prior approval form to allow students to take DL courses is available in the Dean's Office, 105 St. Augustine Center for the Liberal Arts.

## **Q. Accelerated or 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.

## **R. Evening, One Night A Week Courses**

No students may enroll in introductory survey courses (i.e. IO40, IO50, IO51) that meet one night a week.

Students whom have *completed* 45 credit hours may request permission to register for advanced courses that meet one night a week in the evening by completing the “Permission To Enroll in Restricted Evening Courses Form” before their enrollment day and time assigned by the Registrar each semester. The form is available in the Dean’s Office, 105 St Augustine.

### **S. Summer School at Villanova**

In order to accommodate students wishing to accelerate or enrich their studies, Villanova offers three summer sessions. Courses taken in Villanova Summer School are treated the same as those taken during the regular year. Prior to enrollment in Villanova Summer School, students in the College of Liberal Arts and Sciences must secure a pin number from their advisor. A student may take at most the equivalence of three courses of three credits or more in the summer.

### **T. Summer School at Other Institutions**

Students in the College of Liberal Arts and Sciences may be permitted to take summer school courses at institutions other than Villanova University only with prior approval *if the course is not offered as a Distance Learning (DL) course by Villanova*. A student may take at most the equivalence of three courses of three credits or more in the summer. Transfer credit will be awarded on the Villanova transcript only for pre approved courses in which a student earns a grade of “C” or better. The actual grade received at the other institution does not transfer and is not calculated into the student’s cumulative grade point average. No credit will be awarded for courses at other institutions that have not received prior approval.

Students seeking prior approval must complete the form, “Request To Enroll in Summer Courses At Another Institution,” available in the Dean’s Office and attach a copy of the course description(s) usually available on the institution’s Web site. The form and descriptions must be submitted to the Dean’s Office for approval *no later than May 15th*.

In all cases, permission to enroll in summer courses at other institutions must be obtained from the student’s adviser and from the Deans’ Office before enrolling in the course(s). If the summer courses are to be taken abroad, then permission before enrolling in the course(s) must be obtained exclusively from the Office of International Studies.

Courses will generally be approved if they are taken at four-year regionally accredited colleges or universities and if they are equivalent to course offerings at Villanova. Credits for courses taken at two-year institutions, (community colleges) are considered for transfer only if the courses were taken prior to matriculation at Villanova. Transfer students to Villanova are required to have completed three semesters on campus before leaving for overseas studies.

Upon completion of the course, it is the student's responsibility to see that an official, sealed transcript is sent to the College of Liberal Arts and Sciences at Villanova. Transfer credits may be used for no more than half the courses required for the degree, no more than half the courses for the major and no more than half the courses required for the core curriculum.

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 a course description.

## **U. Study Abroad, International Studies Office**

Mr. Lance Kenney, Director  
Middleton Hall, Second Floor  
<http://www.villanova.edu/vpaa/intlstudies>  
610-519-6412

Students attending Villanova University are encouraged to incorporate international aspects of education into their academic plans. The Office of International Studies (OIS) assists students in identifying opportunities and facilitating the process of enrollment in overseas programs. The services offered to all full-time Villanova students include:

- Advising and administrative support services for summer, semester, and year-long overseas study programs, including (but not limited to) direct enrollment in overseas institutions, service-learning opportunities, internships, and/or exchanges with international programs worldwide.
- Administrative support for applications to the Villanova-specific International Summer Programs.

- Advising for the fulfillment of the overseas requirements for specific programs in the College of Liberal Arts and Sciences (e.g., Global Interdisciplinary Studies, Area Studies, etc.).

Sophomores – with permission of their college deans – juniors, and first-semester seniors are eligible for overseas study. A minimum 2.75 GPA and full-time status are required by Villanova, though some programs and overseas institutions may require a higher GPA. All undergraduate majors are eligible. Students may not apply for study abroad while on academic or disciplinary probation.

Students on Leave of Absence or Suspension may not participate in overseas programs while on leave. Transfer students must have completed three semesters at Villanova prior to participating in an overseas program. Villanova University has special affiliations and/or exchange agreements with many institutions and organizations overseas, and students are encouraged to explore the options available that meet the University's criteria for overseas study.

Internship credit for International Programs (study abroad) is *significantly restricted*. Working with a representative from the Office of International Studies, all students who study overseas are required to submit a Prior Approval Form designating courses approved by appropriate faculty in order for overseas credit to apply toward a degree.

Credit for work completed overseas will appear on the Villanova transcript. Students must earn a minimum grade equivalent to a "C" or higher in order for credit to appear on the transcript. In place of a letter grade, the designation "T" will be assigned. A maximum of 60 credits are transferable (including Advanced Placement, Overseas Study, and summer credits earned at other institutions).

Students studying abroad may not take Distance Learning courses in addition to their approved curriculum.

The Office of International Studies also sponsors pre-departure orientations for outbound students, welcome back events for returning students, a fall study abroad fair, and regular overseas study information sessions. The Office also monitors safety issues affecting Villanova students worldwide and works with faculty and organizations both on- and off-campus to develop and improve overseas opportunities. The Office of International Studies also is an active member of NAFSA: Association of International Educators, The Forum for

Education Abroad, the Pennsylvania Council for International Education (PaCIE), and numerous other professional organizations.

Students wishing further information may contact the Office of International Studies and Overseas Programs in Middleton Hall, 2nd floor (610-519-6412).

## **V. Field Study Opportunities**

There are many opportunities for Villanova students to participate in summer field study in the areas of anthropology, archaeology, astronomy, biology, ecology, environmental science, physical geography, and marine science. Academic departments should be contacted for information on these programs.

## **W. Leave of Absence**

Students who desire to take an authorized Leave of Absence from the College must submit such a request in a formal letter to the Dean: or, if authorized by the student, the parent or legal guardian may submit the request on the student's behalf.

The request should indicate the reason for the leave and the anticipated length. Students on leave are not allowed to transfer credit from other institutions for course work taken while on leave except by written permission from the Dean's Office. In consultation with the student, the parents and other University offices where applicable, the Dean will determine what issues should be addressed during the leave. A leave should normally be no more than a year.

When the student feels that he or she is ready to return, the student should contact the Dean and request an interview (which may be by telephone). In preparation for the interview the Dean may request to have put in writing how the issues that occasioned the request for the leave have been addressed. Upon approval of the Dean the student will be returned to active status. If the student does not return to the University within the time originally agreed to without the approval of the Dean, the student will be considered withdrawn from the University.

## **X. Suspension**

Students placed on suspension are not allowed to transfer credit from other institutions for course work taken while on suspension. Students should not contact their advisor or academic dean without having first contacted the Dean of Students and receiving certification that all conditions of the suspension have been met and the student can be returned to active status.

## **Y. Withdrawal From the University**

Students who wish to leave or who do not plan to return to the University should request a Withdrawal. A student seeking an official withdrawal from the University must submit the request in writing to the Dean and to be followed by an interview with the Dean.

The letter requesting Withdrawal may be countersigned by the student's parents or legal guardian; or, with the student's approval, may be submitted by the parent or legal guardian. The Dean may authorize partial refund for tuition according to established University policy. Students who have officially withdrawn and who subsequently wish to return must submit the request in writing to the Dean. Credit for courses taken at two year institutions, (community colleges) will not be considered for transfer back to Villanova.

Matriculated students who fail to register for or attend classes in any given semester will be considered to have unofficially withdrawn from the College. To be considered for readmission, the student must submit the request in writing to the Dean.

## Part VII: The Core Curriculum

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.

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. Fact learning alone is not enough to justify the existence of a Core Curriculum; rather the purpose of the core is to achieve a synthesis of knowledge that provides a basis for informed judgment. The Core also seeks to promote literacy as a foundation for intelligent discourse and the articulation of informed views.

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 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.

### A. Summary of Core Curriculum Course Requirements

1) Augustine and Culture Seminar (ACS)	2 courses
2) College Ethics	1 course

3) Fine Arts	1 course
4) Foreign Language	2 courses
5) History	2 courses
6) Literature	2 courses
7) Mathematics	1 course
Mathematics/Computing Science	1 course
8) Philosophy	2 courses
9) Theology and Religious Studies	2 courses
10) Social Sciences	3 courses
11) Natural Sciences	2 courses w/labs

### **Distribution Requirements**

The core courses listed above, courses required by the Major, and available electives must have attributes that include the following: four writing intensive courses, four writing enriched courses, and two diversity courses.

### **B. Explanation of Course Requirements**

In general, once a sequence of courses is begun in a particular discipline, a student may not revert to a lower level course in that same discipline to fulfill a core requirement without prior approval from the Dean's Office. Courses or sections of courses that are approved to fulfill Core requirements are designated as such in the Pre-registration Master Schedule issued at pre-registration each semester and available on-line. Retroactive approval of a course taken previously for fulfillment of a core requirement is not possible.

Courses that are counted towards the Core requirements cannot also be count towards the major requirements. For example, an English course taken to fulfill the Advanced Literature requirement cannot be counted towards the major requirements for English. However, courses counted for the Core and major may also be counted for Interdisciplinary Concentrations and Minors.

The Department of Humanities and Augustinian Traditions and the Honors program offer integrated, interdisciplinary curriculums. In some cases courses are designed to fulfill many of the general education requirements of the College of Liberal Arts and Sciences. Some offerings also offer alternative approaches to established courses in the Core Curriculum for the College of Liberal Arts and Sciences. Consequently relevant Humanities and Honors courses will fulfill certain requirements for the Core Curriculum of the College of Liberal Arts and Sciences



## C. Listing of Core Course Requirements

### 1) Augustine and Culture Seminar (ACS)

ACS focuses on the question: Who am I? The first seminar (ACS 1000 Traditions in Conversation) contains readings from Hebrew and Christian scriptures, Greek and Roman antiquity, Augustine, and the High Middle Ages, and is dedicated to understanding the foundations of our shared intellectual tradition. ACS 1001 (Modernity and Its Discontents) continues to address the question of identity with texts from the Renaissance to the modern era.

The following two courses must be taken by all students during the first year of study:

ACS 1000	Traditions in Conversation
ACS 1001	Modernity and Its Discontents

For more information about ACS, please check the Web site:  
<http://www.villanova.edu/artsci/vcle/courses.htm>

**NOTE:** *Students are not permitted to drop or withdraw from the Augustine and Culture Seminar (ACS) without academic penalty.*

### 2) College Ethics (1 course)

This course is normally taken during the sophomore year.  
 ETH 2050 Ethical Traditions and Contemporary Life

### 3) Fine Arts (1 course)

Each student is required to take one course in Fine Arts. The purpose of the Fine Arts Requirement is to develop an understanding and appreciation of artistic creativity encompassing both the creative processes that go into making a work of art as well as analysis and interpretation of the products of that artistic creativity. Special designated courses in Theater, Studio Art, Art History, English and Communication (Rhetoric/Performance and Media/Film Studies) fulfill this requirement. Consult Novasis under the Attribute screen each semester at pre-registration time for a list of courses that will fulfill this requirement. Scroll down to the fine arts requirement under the Attributes window. Please note that not all Studio Art courses meet the fine arts requirement.

#### **4) Foreign Language (2 courses in most cases)**

There are three options that a student may choose to fulfill the foreign language requirement. Note: the credit value of language courses varies from three to six credits. Regardless of the number of credits, a language course only counts as one course.

#### **Language Option A:**

Students who choose languages listed below under Language Option A to fulfill the two course language requirement are required to complete at least two courses in the same foreign language, in sequence, at or above the intermediate level. All students who decide to continue their study of French, German, Italian, or Spanish from high school are required to complete the online language placement examination for the language in which they will enroll. For important additional information on the online placement exam and to take the online examination, please refer to the Web site

<http://www.villanova.edu/artsci/modernlanglit/about/langrequirements/>

#### **French**

FRE 1121 Intermediate French I

FRE 1122 Intermediate French II

FRE 1131 Conversation and Composition I

FRE 1132 Conversation and Composition II

#### **German**

GER 1121 Intermediate German I

GER 1122 Intermediate German II

GER 1131 Conversation and Composition I

GER 1132 Conversation and Composition II

#### **Italian**

ITA 1121 Intermediate Italian I

ITA 1122 Intermediate Italian II

ITA 1131 Conversation & Composition I

ITA 1132 Conversation & Composition II

#### **Spanish**

SPA 1121 Intermediate Spanish I

SPA 1122 Intermediate Spanish II

SPA 1131 Conversation & Composition I  
SPA 1132 Conversation & Composition II

### Latin

LAT 1121 Intermediate Latin I  
LAT 1122 Intermediate Latin II

Please note that if a student chooses a language listed above for Language Option A and has never studied the language before he/she must register for the first semester introductory course numbered 1111. These students do not have to take the online placement examination. ***In this case, students must successfully complete 4 semesters of the language: two introductory courses and two intermediate courses from the Language Option A*** in order to fulfill the language requirement.

### Language Option B:

The two course language requirement may also be satisfied with two semesters of study at the introductory level for Arabic, Chinese, Greek (ancient), Japanese or Russian as follows:

ARB 1111/1112	Intensive Basic Modern Arabic I and II
CHI 1111/1112	Intensive Basic Chinese I and II
GRK 1111/1112	Introductory Greek (Ancient) I and II
JPN 1111/1112	Intensive Basic Japanese I and II
RUS 1111/1112	Introductory Russian I and II

### Language Option C:

International students (for whom English is a second language) **may choose** to fulfill their language requirement in their native language by taking *two advanced literature* courses in the language.

Or they may choose to fulfill the language requirement by taking a *total of four English courses* (ENG-1050 and three advanced literature courses at the 2100 level or above) to fulfill both the literature and foreign language core requirements.

International students always have the option of selecting a third language for study.

**5) History (2 courses)**

HIS 1050 Themes in Modern World History

**or**

HIS 1040 Themes in Pre Modern World History

A second history course, with a course number of 2000 or higher, chosen from the History departmental course offerings.

**6) Literature (2 courses)**

ENG 1050 The Literary Experience

A second English literature course, with a course number of 2100 or higher, chosen from the English departmental course offerings or a literature course in another department as specified in the course attributes on Novasis.

**7) Mathematical Sciences/Computing Sciences (2 courses)**

Two courses from the Department of Mathematical Sciences (MAT)

**or**

One course from the Department of Mathematical Sciences and one course from the Department of Computing Sciences (CSC).

All courses for which a student has the appropriate pre-requisites or equivalent experience may be used to satisfy this requirement. Beginning a course in a particular series does not obligate a student to finish that series. For example, a student taking MAT 1320 (Calculus I for the Liberal Arts) is not required to take MAT 1325 (Calculus II for the Liberal Arts).

**Note:** Students intending to apply to medical, dental or veterinary medicine schools must take two semesters of Calculus. For additional information, contact Dr. Friede (Health Professions Advisor, x94833). Students anticipating a Business Concentration should take Introductory Statistics: MAT 1230 and 1235.

**8) Philosophy (2 courses)**

PHI 1050 Introduction to Philosophy

A second philosophy course, with a course number of 2000 or higher, chosen from the Philosophy departmental course offerings.

Education Majors may count EDU 4290, Philosophy of Education fulfilling their upper level Philosophy requirement

**9) Theology and Religious Studies (2 courses)**

THL 1050                      Christian Theology: An Introduction

**or**

THL 1051                      Christianity in History

A second Theology and Religious Studies course, with a course number of 2000 or higher, chosen from the Theology departmental course offerings.

**NOTE:** THL 1050 and THL 1051 are academic presentations of Christian thought and historical impact suitable for any student. In special cases courses such as the following may be substituted to fulfill the requirement with the permission of the Dean.

THL 5100                      The Heritage of Judaism

THL 5170                      Islamic Philosophy and Theology

THL 5270                      The Buddhist Tradition

THL 5285                      Religion in India and Southeast Asia

**10) Social Sciences (3 courses)**

Each student is required to take three social science courses; one introductory course in each of two distinct disciplines, and one advanced course (2000 level or above) in one of those two disciplines. The Social Sciences include Economics, Geography, Political Science, Psychology, Sociology, and selected courses in Criminology, Gender and Women's Studies, and Global Interdisciplinary Studies.

**11) Natural Sciences (2 courses with 2 labs)**

Each student is required to complete two semesters of natural sciences with accompanying laboratories *by the end of the sophomore year*. Each student may choose Option A or Option B as described below:

**Natural Sciences Option A**

A year-long sequence (two courses with two labs) in one scientific discipline usually consisting of an introductory course followed by a theme course for which an introductory course is a prerequisite. These courses have been designed for non-science majors. The following sequences may be used to satisfy this option:

**1) Natural Sciences Option A: Sequence 1**

AST 1050/1051              Planet Earth I and Lab

**and**

AST 1052/1053              Planet Earth II and Lab

**2) Natural Sciences Option A: Sequence 2**AST 1072/1073      The Birth and Death of Stars and Lab  
**and**

AST 1074/1075      Planetary Skies and Landscapes and Lab

**3) Natural Sciences Option A: Sequence 3**

Any two Biology theme courses numbered between 1600 and 1899 taken in consecutive semesters such as:

BIO 1605              Heredity and Human Affairs

BIO 1625              How Microbes Rule The World

BIO 1655              Human Physiology: Body Works

BIO 1705              Life in the Sea

BIO 1785              Plants and Civilization

BIO 1885              Special Themes in Biology

**Note:** *Theme Course Offerings will vary from year to year.*

**or**

For students who have not had Biology in High School BIO 1505 Biology for Today and one of the Biology theme courses numbered 1600 to 1899 taken in consecutive semesters. BIO 1505 is an introductory survey course that is suitable for any student.

**4) Natural Sciences Option A: Sequence 4**CHM 1050/1001      Chemistry Themes: Foundations and Lab  
**and**

One of the following theme courses:

CHM 1054/1004      Chemistry Themes:  
Environmental Chemistry/Lab

CHM 1057/1007      Chemistry Themes: Criminalistics/ Lab

CHM 1058/1008      Chemistry Themes: Chemistry & Art/Lab  
*(CHM 1058 does not require CHM 1050 as a prerequisite)***5) Natural Sciences Option A: Sequence 5**GEV 1050              Environmental Science I  
**and**GEV 1051              Environmental Science II  
*Courses required for Environmental Studies Minor*

**6) Natural Sciences Option A: Sequence 6**

PHY 1050 Nature's Laws I

**and**

PHY 1052 Nature's Laws II

**7) Natural Sciences Option A: Sequence 7**PHY 1020/1021 Great Ideas in Physics:  
Aristotle to Einstein I & Lab**and**PHY 1022/1023 Great Ideas in Physics:  
Aristotle to Einstein II & Lab**Natural Sciences Option B**

A year-long sequence (two courses with labs) in one scientific discipline. These courses are generally taken by science majors. The following course sequences satisfy this option:

**1) Natural Sciences Option B: Sequence 1**

AST 2121/AST 2133 Solar System Astronomy and Lab

**and**

AST 2122/AST 2134 Galaxies and Cosmology and Lab

**2) Natural Sciences Option B: Sequence 2**

BIO 2105 General Biology I and Lab

**and**

BIO 2106 General Biology II and Lab

**3) Natural Sciences Option B: Sequence 3**

CHM 1131/1103 General Chemistry I and Lab

CHM 1134/1108 General Chemistry II and Lab

**4) Natural Sciences Option B: Sequence 4**

CHM 1151/1103 General Chemistry I and Lab

**and**

CHM 1152/1104 General Chemistry II and Lab

**5) Natural Sciences Option B: Sequence 5**

PHY 2410/2411 University Physics: Mechanics and Lab

**and**

PHY 2412/2413      University Physics:  
Electricity and Magnetism and Lab

or

PHY 2414/2415      University Physics: Thermodynamics and Lab

### **6) Natural Sciences Option B: Sequence 6**

GEV 1050      Environmental Science I

GEV 1051      Environmental Science II

## **D. Core Curriculum Distribution Requirements**

In addition to satisfying the curricular requirements listed above, students are required to satisfy certain distribution requirements. The distribution requirements may be satisfied by courses used to satisfy either core, major or elective requirements. Additionally, a single course may satisfy more than one of the distribution requirements.

### **1) Writing Requirement (8 courses)**

Each student must take at least four courses that are designated as Writing Intensive; and at least four additional courses that are designated as Writing Enriched. These designations will appear in the Master Schedule available during pre-registration each semester.

**NOTE:** *The Augustine and Culture Seminars (ACS 1000 and ACS 1001) and the Introductory Literature course (ENG 1050) fulfill three of the four Writing Intensive course requirements. The fourth Writing Intensive course requirement is to be taken in the student's major area. College Ethics (ETH 2050) fulfills one of the four Writing Enriched requirements.*

### **Writing Intensive Course Characteristics**

- At least 20 pages of assigned writing, a portion of which should be polished prose reflecting disciplinary conventions
- Much of the writing for the course is the result of a revision process involving discussion and un-graded evaluation of student texts
- A significant portion of class time is devoted to disciplinary prose
- Writing intensive courses are limited to 16-22 students

### **Writing Enriched Course Characteristics**

- At least 10 pages of writing in response to at least two assignments
- At least one revision in response to evaluative feedback on rough drafts
- At least some attention to rhetorical dimensions of the disciplines



**2) Integrative Sequences (2 sequences of 2 courses each)**

Integrative courses enable a student to examine a topic or theme from the perspective of several disciplines. One of these sequences is to be in the humanities and the other is to be in the sciences. The two Augustine and Culture Seminars fulfill the former and the Natural Science core requirement fulfills the latter.

**3) Research Requirement**

A research course taken in one's major in either the sophomore or junior year. Departments are responsible for the research course(s) in their individual programs.

**4) Diversity Requirement (2 courses)**

Each student is required to select one course in two of the following three areas:

- **Diversity (1):** Courses which provide a focus on studies emphasizing ethnic and minority experiences in the United States
- **Diversity (2):** Courses which provide a focus on women's experiences and highlight the ways in which gender influences experience.
- **Diversity (3):** Courses which provide a focus on the culture, economics, politics or ecology of societies and nations other than those of Europe and the United States.

**NOTES:**

- 1) A student may not use a single course to fulfill more than one category of the diversity requirement.
- 2) The diversity requirement cannot be fulfilled by independent study or a senior thesis.
- 3) Language courses cannot fulfill the requirement, although literature courses in a foreign language can fulfill the requirement provided they focus on appropriate material.

## **Part VIII: Majors, Interdisciplinary Concentrations, and Minors**

The following information is designed to give students a brief introduction to the requirements of the various degree programs in the College of Liberal Arts and Sciences. A significant number of courses required for Interdisciplinary Concentrations can fulfill Core Curriculum requirements. Please contact individual departments for additional information about a particular program.

### **Aerospace Studies Program and Minor (Air Force ROTC)**

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**Director:** Captain Larry Beer (lbeer@sju.edu)

Air Force Reserve Officer Training Corps participation is available through a cross-enrollment agreement with St. Joseph's University.

Department of Aerospace Studies  
Saint Joseph's University  
610-660-3190; rotc@sju.edu

Participation in a one through four-year program leads to a commission as a Second Lieutenant in the Air Force. Scholarships are available in any major. Additional Details are available in the Liberal Arts and Sciences Special Programs section of the Villanova Catalog.

#### **MINOR IN AEROSPACE STUDIES**

The minor in Aerospace Studies is offered to any student completing the courses of study listed below. Students must receive approval from the Professor of Aerospace Studies. Students desiring a minor in Aerospace Studies must declare this choice no later than the add/drop period of their seventh semester. Students successfully completing the following requirements will have a minor in Aerospace Studies transcribed on their student record.

AER 103I	The Evolution of U.S. Air and Space Power I, 1 Credit
AER 104I	The Evolution of U.S. Air and Space Power II, 1 Credit
AER 201I	Air Force Leadership Studies I, 3 Credits
AER 202I	Air Force Leadership Studies II, 3 Credits
AER 203I	National Security Affairs I, 3 Credits

AER 2041 National Security Affairs II, 3 Credits

English Composition-Oriented Elective, 3 Credits

Upper Level Foreign Language Elective, 3 Credits

**Total Required Credits 20 credits**

Specific English and Foreign Language courses must receive approval by the Professor of Aerospace Studies to qualify.

**AER 1031-1041: The Evolution of U.S. Air and Space Power, 2 credits**

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC candidate. Featured topics include: Air Force heritage, Air Force leaders, an introduction to ethics and values, introduction to leadership, group leadership problems, and continuing application of communication skills. Leadership Laboratory is mandatory for Air Force ROTC cadets, and it complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class.

**AER 2011-2021: Air Force Leadership Studies, 6 credits**

This course is a study of leadership and quality management fundamentals, professional knowledge, Air Force doctrine, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course.

**AER 2031-2041: National Security Affairs and Preparation for Active Duty, 6 credits**

This course examines the national security process, regional studies, advanced leadership ethics, Air Force doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism. Within this structure, continued emphasis is given to refining communication skills. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences, giving students the opportunity to apply the leadership and management principles of this course.

**AFROTC Program:** AFROTC objectives are to recruit, select, and retain officer candidates until they are commissioned as second lieutenants in the U.S. Air Force; provide college-level education that qualifies cadets for commissioning in the U.S. Air Force; and develop each cadet's sense of personal integrity, honor, and individual responsibility; enhance knowledge of how the U.S. Air Force serves the national interest; increase understanding of officer professionalism in the U.S. Air Force; and develop potential as a leader and manager.

The Department of Aerospace Studies offers one-year, two-year, three-year, and four-year curricula leading to a commission as a Second Lieutenant in the Air Force.

In the four-year curriculum, a student takes the General Military Course (GMC) during the freshman and sophomore years, attends a four-week summer training program, and then takes the Professional Officer Course (POC) in the junior and senior years. A student is under no contractual obligation to the Air Force until entering the POC or accepting an Air Force scholarship.

In the three-year curriculum, a student attends a six-week summer training program and then enters the POC in the junior year.

In the two-year curriculum, a student attends a six-week summer training program following the spring semester of their junior year.

The subject matter of the freshman and sophomore years is developed from a historical perspective and focuses on the scope, structure, and history of military power with the emphasis on the development of air power and its relationship to current events. During the junior and senior years the curriculum concentrates on the concepts and practices of leadership and management, and the role of national security forces in contemporary American society.

In addition to the academic portion of the curricula, each student participates in a two hour Leadership Laboratory each week. During this period the day-to-day skills and working environment of the Air Force are discussed and explained. The Leadership Lab utilizes a student organization designed for the practice of leadership and management techniques. Air Force ROTC offers scholarships for one, two, three, and four years on a competitive basis to qualified applicants. All scholarships are applied to tuition and lab fees, and include a textbook allowance, plus a tax-free monthly stipend which varies from \$250 to \$400, depending on graduation date.

## Africana Studies Program

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**Director:** Crystal J. Lucky, Ph.D.  
**Office:** Garey Hall  
610-519-4640  
**Web site:** <http://www.villanova.edu/artsci/africanastudies/>

**CONCENTRATION:** The Africana Studies Concentration combines an introductory core, a number of electives, and an integrating seminar for a total of 21 credits. Concentrators are required to take two courses (six credits) from the introductory core. Each of these courses must be from a different discipline. In addition, students are required to take four approved elective courses (12 credits) and AFR 4000, the Africana Studies Integrating Seminar (three credits).

**MINOR:** The Africana Studies Minor combines an introductory core and a number of electives for a total of 15 credits. Minors are required to take two courses (six credits) from the introductory core. Each of these courses must be from a different discipline. In addition, students are required to take three approved elective courses (nine credits).

The list of approved electives is available on the Africana Studies website. The number of electives offered, and therefore students' choices, will vary from semester to semester. Credits desired from electives taken by students during Study Abroad will be applied at the discretion of the Director.

## Arabic

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**Director:** Maghan Keita, Ph.D.  
**Office:** 433 St. Augustine Center for the Liberal Arts  
**Web site:** <http://www.villanova.edu/artsci/global/>  
**Course Descriptions:** <http://www.villanova.edu/artsci/global/criticallangs/arabic/courses.htm>

**MINOR:** The minor in Arabic Language and Cultural Studies requires four courses in Arabic language through the intermediate level (ARB IIII-Basic Arabic I/ARB III2-Basic Arabic II, and ARB II2I-Intermediate Arabic I/ARB II22-Intermediate Arabic II). In addition, the minor requires two elective courses that can be selected from the following:

ARB 1131	Intensive Arabic I
ARB 1132	Intensive Arabic II
ARB 1141	Introduction to Colloquial Egyptian Arabic
ARB 2100	Arabic Literature in English Translation
ARB 2141	Arab-Andalusian Legacy
ARB 2142	Arab Culture
ARB 3412	Special Topics

**See the Web site address above for more information.**

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## Arab and Islamic Studies

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<b>Director:</b>	Nasser Chour
<b>Office:</b>	25 Garey Hall 610-519-6942
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/arabislamic/">http://www.villanova.edu/artsci/arabislamic/</a>

The interdisciplinary program of the Center for Arab and Islamic Studies serves undergraduates who wish to emphasize Arab and Islamic studies in conjunction with a regular major. The course of studies entails an interdisciplinary approach that reflects the complexity of the Arab and Islamic world, a basic grounding in Arabic language, and provides a background for advanced professional studies, as well as careers in government or business in the field. The program is open to students in all colleges.

**Major in Arabic and Islamic Studies (21 credits, in addition to 12 credits of Arabic language courses)**

### **1. Seminars (2 courses, 6 credits)**

AIS 2100 AIS Research Seminar (3 cr.) or the research seminar from COM, HIS, PSC, GIS. AIS 4100 AIS Capstone Seminar (3 cr.) **and**

### **2. Required courses (2 courses, 6 credits) from this list as follows:**

- HIS 4041 History of the Modern Middle East
- PSC 4900 The Arab States or PSC 5900 Middle East International Relations
- THL 5150 Introduction to Islam

Any AIS course not chosen for requirement from the above list may be chosen as an elective. **and**

**3. ELECTIVES (2 courses, 6 credits): List of courses appears every semester at the AIS website.**

The elective credits for the major must come from the list of approved elective courses on the Arab and Islamic Studies, including additional Arabic language courses. Certain **topics courses** listed under each Department (ARB, COM, GIS, HIS, HUM, PSC, THL, etc.) with content relevant to AIS may qualify as electives with permission from the Director of the Arab and Islamic Studies Program.

**and**

**4.** 10 credits (2 courses) of Arabic language at the **intermediate level** (ARB 1121-1122) in addition to the 12 credits already completed to satisfy the College language requirement. Heritage speakers of Arabic may test out of the language requirement, in which case they will take 2 other courses (min. 6 credits) instead of the language credits.

### **Minor in Arabic and Islamic Studies (15 credits)**

#### **1. AIS 4100 AIS Seminar (3 credits)**

**and**

#### **2. Two courses (6 credits) from this list:**

- HIS 4031 Islamic Civilization to 1800
- HIS 4041 History of the Modern Middle East
- PSC 4900 The Arab States
- PSC 5900 Middle East International Relations
- THL 5150 Introduction to Islam

Any course not chosen for requirement from the above list may be chosen as elective.

**and**

#### **3. Two ELECTIVES (6 credits) (See list below.)**

The six (6) elective credits for the minor must come from the list of approved electives courses on the Arab and Islamic Studies, including Arabic language courses. Certain topics courses listed under each Department (ARB, COM, GIS, HIS, HUM, PSC, THL, etc) with content relevant to AIS may qualify as electives with permission from the director of the Arab and Islamic Studies program. The list of possible electives, including topics courses, is posted on the AIS website every semester.

**Students minoring in AIS are encouraged to complete their College language requirement by taking Arabic language courses.**

**List of Elective Courses**

[\*] ARB IIII and III2 may be used as electives only for the minor. For the concentration, they are mandatory. Elective courses offered in a specific semester are listed on the AIS Center's Web site:

**Course Credits**

• ARB IIII	Basic Arabic I *	6
• ARB III2	Basic Arabic II *	6
• ARB II2I	Intermediate Arabic I	5
• ARB II22	Intermediate Arabic II	5
• ARB II23	Intermediate Arabic I	3
• ARB II24	Intermediate Arabic II	3
• ARB II25	Intermediate Arabic III	3
• ARB II3I	Intensive Adv Arabic I	3
• ARB II32	Intensive Adv Arabic II	3
• ARB II4I	Intro to Colloquial Egypt Arabic	3
• ARB 2100	Arabic Lit in English Translation	3
• ARB 2142	Arab Culture	3
• COM 3342	International Cinema	3
• FRE 2218	Francophone Writers and Cultural Identity	3
• GEV 3520	Geography of the Middle East and the Islamic World	3
• HIS 403I	Islamic Civilization to 1800	3
• HIS 404I	History of the Modern Middle East	3
• HIS 4090	Women in the Middle East	3
• HIS 4095	TOP: Middle Eastern History	3
• HIS 4360	History of Modern South Asia	3
• HIS 4365	History of India and Pakistan	3
• HUM 4000	Jews, Christians, Muslims: Dialog	3
• PHI 3160	History of Islamic Philosophy	3
• PSC 4200	South Asia	3
• PSC 4900	The Arab States	3
• PSC 5900	Middle East International Relations	3
• THL 5150	Introduction to Islam	3
• THL 5160	Islamic Mysticism	3
• THL 5170	Islamic Philosophy and Theology	3
• THL 5180	Islamic Political Thought	3
• THL 5270	Religion in India and Southeast Asia	3

**See the Web site address above for more information.**



## Art History

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<b>Chair:</b>	Marc Gallichio, Ph.D.
<b>Office:</b>	403 St. Augustine Center for the Liberal Arts 610-519-4660
<b>Program Director:</b>	Mark Sullivan, Ph.D.
<b>Office:</b>	444 St. Augustine Center for the Liberal Arts 610-519-6933
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/history/undergrad/arthistory/">http://www.villanova.edu/artsci/history/undergrad/arthistory/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/art_history.html">http://www.artsci.villanova.edu/courses/art_history.html</a>

The Art History major and minor are administered by the Chair of the History Department.

**MAJOR:** 10 courses

Art History majors must complete:

- AAH 1101 History of Western Art, Ancient to Medieval
- AAH 1102 Renaissance to Contemporary World
- AAH 2000 Ancient Art
- AAH 2001 Early Christian and Medieval Art
- One Renaissance
- One Modern Art Course
- One Studio Art Course
- AAH 4010 Interpreting Art
- AAH 4000 Senior Thesis
- One Upper-level Art History Elective: AAH 2000 to AAH 4999

**MINOR:** Students seeking a minor in Art History are required to earn at least 15 credit hours in art history, six of which must be the two survey courses (AAH 1101 and 1102), plus three credit hours in Studio Art.

**See the Web site address above for more information.**

## Astronomy and Astrophysics

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- Chair:** George P. McCook, Ph.D.  
**Office:** 456 Mendel Science Center  
 610-519-4820  
**Web site:** <http://www.villanova.edu/artsci/astronomy/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/astronomy.html>

The Astronomy and Astrophysics major is designed to prepare students for graduate studies in astronomy and related fields. The major combines rigorous academic preparation with a strong research component which usually culminates in the presentation of original research results at national astronomical conferences. In addition, both the major and the minor provide outstanding preparation for careers in science journalism, science education, and many technically based careers.

**MAJOR:** AST 2120, 2121, 2122, 2133, 2134, 3141, 3142, 3152, 3162, 4121, 4122; MET 2001; CSC 4630; MAT 2500, 2705; PHY 2410 through 2417, 2601, 2603, and five department approved upper-level physics courses numbered above 3000. Recommended are PHY 4000, 4002, 4100, 4200.

**MINOR:** 24-26 credits, including: PHY 1100 and PHY 1102 (Biology Physics), or PHY 2400 and PHY 2402, or above; two semesters of calculus (MAT 1310, Mat 1315 or above); AST 2120, AST 2121, AST 2122; and two courses from AST 2133, AST 2134, AST 3141, AST 3142, AST 3153, AST 3162, MET 2001 (Please check with instructor for possible prerequisites.)

**See the Web site address above for more information.**

## Concentration: Augustine in Dialogue with Faith and Culture

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- Chair:** Kevin Hughes, Ph.D.  
**Office:** 304 St. Augustine Center for the Liberal Arts  
 610-519-7300  
**Web site:** <http://www.villanova.edu/artsci/augustinianconcentration/>

This is an interdisciplinary program, open to all students in all degree programs.

Students must complete the required 18 hours for the concentration in addition to fulfilling the requirements of their major. They will maintain a portfolio of all the papers they have written throughout their course of studies in the Concentration. At the end of their first semester senior year, they will undergo an oral exam, which both reviews the course material they have taken thus far, as well as lays the groundwork for the research they will undergo in their capstone experience. The oral examination will be administered by three professors: the Director of the Concentration and two professors who have taught them during their course of studies for the Concentration.

## **COURSES**

**Category A:** Select two courses from category A. These must be selected from different disciplines.

HIS 3019	Fall of Rome: Augustine and His World
PHI 3100	An Introduction to St. Augustine
PHI 3120	Augustine in the Western Tradition
THL 2500	The Formation of Tradition: Ancient Christianity
THL 2750	St. Augustine: Life and Message

**Category B:** Select three courses from one of the tracks.

**Track 1:** Theological/Philosophical Themes

HUM 3000	Catholic Imagination
HUM 3180	Faith and Reason
HUM 4350	Problem of Love
PHI 2400	Social and Political Philosophy
PHI 2410	The Ethics of War
PHI 2500	History of Ancient Philosophy
PHI 2510	History of Medieval Philosophy
PHI 3100	Introduction to St. Augustine
PHI 3120	Augustine in Western Thought
PHI 3130	Augustine and the Existentialist Tradition
PHI 3310	Philosophy of Religion
PHI 3500	Freedom
PHI 3700	Philosophy of History
THL 2500	Ancient Christianity
THL 2525	Reformation Christianity
THL 2590	Historical Themes
THL 2725	Christian Classics I
THL 2726	Christian Classics II

THL 2750	St. Augustine: His Life and Message
THL 2790	Themes in Patristic Studies
THL 3100	Christian Anthropology
THL 3500	God and History's Future
THL 3700	Catechism of the Catholic Church
THL 4310	War and Mortality
THL 4320	Christian Social Teachings
THL 4330	Theology, Ethics, and the Christian Tradition
THL 4500	Christian Spirituality

**Track 2:** Historical

HIS 2280	Catholic Church in America
HIS 3018	Pagans, Jews, and Christians
HIS 3019	Fall of Rome: Augustine and This World
HIS 3101	Early Medieval History
HIS 3118	Religion Poverty in the Middle Ages
HIS 3131	Reformation
HIS 3142	Enlightenment

**Track 3:** Social/Political

PJ 2600	Catholic Social Teaching
PJ 3300	Modern Peacemakers
PJ 3400	War and Morality
PJ 5400	Ethics, Justice, and the Family
PHI 2410	The Ethics of War
PSC 6000	Early Political Theories
PSC 6140	Theories of Religion and Politics
SOC 2100	Cultural Anthropology
SOC 2600	Sociology of Religion
THL 4100	Christian Ethical Traditions and Contemporary Life
THL 4310	The Social Teachings of the Christian Churches
THL 4330	Theology, Ethics, and the Christian Tradition
THL 4400	Christian Marriage

**Category C:** Required Senior Seminar

This is an interdisciplinary capstone course that reflects the ongoing dialogue between faith and culture.

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## Biochemistry

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<b>Directors:</b>	Janice Knepper, Ph.D.; Barry S. Selinsky, Ph.D.
<b>Office:</b>	215 Mendel Science Center 610-519-4840
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/biochem">http://www.villanova.edu/artsci/biochem</a>
<b>Course descriptions:</b>	<a href="http://www.villanova.edu/artsci/biochem/courses/undergrad.htm">http://www.villanova.edu/artsci/biochem/courses/undergrad.htm</a>

Biochemistry is an interdisciplinary major requiring comprehensive coursework in both Chemistry and Biology. The biological relevance of chemical concepts is stressed throughout the curriculum. Students are encouraged to pursue one of many available research opportunities.

**MAJOR:** CHM 1000; 1151/1103; 1152/1104; 2211/2201 (or 3211/3201); 2212/2202 (or 3212/3202); 3417; 3514/3503; 4621/4622/4623/4603; MAT 1500/1505 (or 1300/1305); PHY 2410/2411 (or 1100/1101); PHY 2412/2413 (or 1102/1103); BIO 2105; BIO 3351; BIO 4505. In addition, Biochemistry majors must complete one Chemistry elective and one Biology elective from the approved list.

**RESEARCH OPPORTUNITIES:** The Biochemistry program offers two mechanisms for participation in research by the undergraduate major. Departmental fellowships for 8-10 weeks of summer research are funded by industrial and government sources. Recipients of these fellowships carry out a research project under the direction of a faculty member. In addition, students are encouraged to enroll in research for academic credit during the school year (CHM 4801, 4802, 4803 or BIO 6509, 6609).

**See the Web site address above for more information.**

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## Biology

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<b>Chair:</b>	Russell M. Gardner, Ph.D.
<b>Office:</b>	147 Mendel Science Center 610-519-4832
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/biology/">http://www.villanova.edu/artsci/biology/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/biology.html">http://www.artsci.villanova.edu/courses/biology.html</a>

**MAJOR:** Broad-based program designed for students interested in the life sciences (cell/molecular biology, organismal biology, ecology/environmental biology, evolutionary and population biology). Fulfills entry requirements for medical and other allied health programs as well as for graduate work in many areas of biology and related fields. Program provides excellent preparation for careers in health sciences, research, and/or education. Thirty-six credits in Biology, including BIO 2105, 2106, 3351, at least five Biology laboratory courses at the 3000-level and higher, and 5100. Cognate science requirements include: CHM 1151/1103, 1152/1104, 2211/2201, 2212/2202; MAT 1310 and 1315; PHY 1100/1101 and 1102/1103. At least one course with laboratory must be chosen from each of the following areas: Ecology/Evolutionary/Population Biology, Organismal Biology, and Cellular/Molecular Biology.

**MINOR:** Twenty-three credits Biology, including BIO 2105 and 2106. Additional elective courses from Biology departmental offerings numbered 3000 and higher. These Biology electives must include at least 3 lab science courses. Minors must complete at least 12 of their Biology credits at Villanova and achieve a minimum QPA of 2.0.

**NOTE:** Courses numbered 7000 to 7999 are open to seniors with a QPA of 3.0 or higher. Third-year students with a QPA of 3.4 or higher may be eligible for enrollment in these courses with the approval of the Department of Biology.

**COMBINED BS/MS IN BIOLOGY:** Five-year double-degree program. For the undergraduate B.S. degree, complete undergraduate requirements for Biology major, including cognate sciences and math (see above), the Core curriculum, and up to 9 credits of Biology at the graduate level. M.S. degree requirements include an additional 11 credits of graduate course work and 10 graduate research credits culminating in a research thesis. Apply before entering or in first year and a half after starting major.

**RESEARCH OPPORTUNITIES:** Undergraduate majors may opt to complete undergraduate research either informally or more formally in a senior or honors thesis project. Informal options include independent study on-campus (BIO 6509:Directed Research, 2 cr) and off-campus internships (BIO 2993 or BIO 2996, 3 or 6 cr, resp.). Students who complete a senior thesis through the department will enroll in BIO 6609, 6610, 6709, and a special section of BIO 5100; these courses total 7 credits and collectively fulfill a lab course

requirement and one of the BIO writing requirements.

**See the Web site address above for more information.**

## **(General) Business Minor**

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**School:** Villanova School of Business (VSB)  
**Dean:** James M. Danko  
 610-519-5532  
**Location:** The Clay Center at VSB (Bartley Hall 1054)

Students enrolled in other colleges of the University may apply to seek a General Business Minor through the Villanova School of Business (VSB).

Students must attend an information session held by VSB before applying. Information sessions are held several times each semester. Dates and times are posted at the start of the fall and spring semesters.

Applications are available through the Clay Center at VSB (Bartley Hall 1054) and online at <http://www.villanova.edu/business/undergrad/forms.htm>. Business Minor applications are reviewed once per year after spring grades are posted. The application deadline is May 1. Acceptance is determined on a competitive basis. Students are notified in late May.

All business courses must be taken at Villanova. Microeconomics, Macroeconomics, and the Statistics requirement may be taken elsewhere. Preapproval by the Clay Center at VSB is necessary.

The required business courses for a General Business Minor for students starting in the Class of 2012 are:

ECO 1001	Intro to Microeconomics
ECO 1002	Intro to Macroeconomics
VSB 1000	Information Technology (1 cr.)
VSB 1001	Business Dynamics I
VSB 1002	Business Dynamics II
VSB 2010	Financial Management & Reporting <sup>1</sup> (6 cr.)
VSB 2020	Competitive Effectiveness <sup>1</sup> (6 cr.)
	<b>Statistics Requirement<sup>2</sup></b>

- I. Prerequisites: VSB 1000, VSB 1001, VSB 1002, ECO 1001, and ECO 1002. MAT 1235 (or VSB 2005) is the pre-requisite or co-requisite for VSB 2010.
  
2. Statistics may be fulfilled by successfully completing:
  - BIO 3105 Biostatistics and Experimental Design **OR**
  - MAT 1230 and MAT 1235 Intro Statistics I and II **OR**
  - ECO 2137 Economics Statistics **OR**
  - MAT 2310 Statistics for Experimenters **OR**
  - MAT 4310 Statistics Methods **OR**
  - VSB 2005 Business Statistics may substitute for MAT 1230 and MAT 1235, the statistics sequence, if a student has successfully completed a calculus course.

**Please Note:** Statistics is waived for Engineers and Math Majors.

Students who successfully complete the General Business Minor may then pursue an additional VSB minor in Accounting, Business Law and Corporate Governance, Economics, Entrepreneurship, Finance, International Business, Management Information Systems, Marketing, or Real Estate. **Additional coursework may be required.**

Students in the General Business Minor program must meet with a Business Minor advisor in the Clay Center before registering for VSB courses.

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## Chemistry

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**Chair:** Wm. Scott Kassel, Ph.D.  
**Office:** 215 Mendel Science Center  
610-519-4840  
**Web site:** <http://www.villanova.edu/artsci/chemistry>  
**Course descriptions:** <http://www.villanova.edu/artsci/chemistry/courses/undergrad.htm>

The Chemistry major, accredited by the American Chemical Society, provides comprehensive classroom and laboratory training in all areas of chemistry. Students receive extensive training in laboratory techniques using modern



chemical instrumentation. Opportunities for faculty-mentored undergraduate research are available for all students.

**MAJOR:** CHM 1000, 1311/1301, 1512/1502, 3511/3501, 3211/3201, 3212/3202, 3311/3301, 3411/3403, 3412/3404, 4611; MAT 1500/1505; PHY 2410/2411, 2412/2413. In addition, Chemistry majors must select a minimum of two Chemistry electives and one Chemistry lab elective.

**MINOR:** CHM 1151/1103, 1152/1104, 2211/2201, 2212/2202. In addition, Chemistry minors must select a minimum of three courses (along with appropriate laboratories) from any 3000 level course or higher. See [www.villanova.edu/artsci/chemistry/undergrad/minor.htm](http://www.villanova.edu/artsci/chemistry/undergrad/minor.htm) for details.

**BIOCHEMISTRY CONCENTRATION:** The curriculum is identical to the Chemistry major except for the following: CHM 4611 and one Chemistry elective are replaced by CHM 4621/4622/4603. Three semesters of Biology are required: BIO 2105, 2106, and a molecular based biology course.

**COMBINED BS/MS IN CHEMISTRY:** CHM 1000, 1311/1301, 1512/1502, 3211/3201, 3212/3202, 3511/3501, 3311/3301, 3411/3403, 3412/3404, 4611, 4801; MAT 1500/1505; PHY 2410/2411, PHY 2412/2413. In addition, students must complete six graduate courses, three graduate research courses, and defend a research thesis.

**RESEARCH OPPORTUNITIES:** The Chemistry Department offers two mechanisms for participation in research by the undergraduate major. Departmental fellowships for eight to 10 weeks of summer research are funded by industrial and government sources. Recipients of these fellowships carry out a research project under the direction of a faculty member. In addition, students are encouraged to enroll in research for academic credit during the school year (CHM 4801, 4802, 4803).

**See the Web site address above for more information.**

## Chinese Minor

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<b>Director:</b>	Maghan Keita, Ph.D.
<b>Office:</b>	433 St. Augustine Center for the Liberal Arts
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/global/">http://www.villanova.edu/artsci/global/</a>
<b>Course descriptions:</b>	<a href="http://www.villanova.edu/artsci/global/criticallangs/chinese/minor_conc.htm">http://www.villanova.edu/artsci/global/criticallangs/chinese/minor_conc.htm</a>

A minor in Chinese Language and Cultural Studies requires completion of six Chinese courses including at least four language courses in sequence and two elective courses. Chinese language courses may be selected from the following:

CHI 1111	Basic Chinese I
CHI 1112	Basic Chinese II
CHI 1121	Intermediate Chinese I
CHI 1122	Intermediate Chinese II
CHI-1131	Advanced Chinese I
CHI 1132	Advanced Chinese II
CHI-1133	Advanced Chinese III
CHI 1134	Advanced Chinese IV

Two elective courses can be selected from the following only if they are not taken as language requirements:

CHI-1131	Advanced Chinese I
CHI 1132	Advanced Chinese II
CHI-1133	Advanced Chinese III
CHI 1134	Advanced Chinese IV
CHI 2143	Chinese Culture
CHI 2144	Chinese Film & Novel
CHI 3412	Chinese Special Topics
CHI 1113	Business Chinese
CHI 3413	Chinese Calligraphy
CHI 3414	Chinese Classical Thought

**See the Web site address above for more information.**

## Classical Studies Program

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<b>Chair:</b>	Kevin Hughes, Ph.D.
<b>Office:</b>	304 St. Augustine Center for the Liberal Arts 610-519-6165
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/classical/">http://www.villanova.edu/artsci/classical/</a>
<b>Course descriptions:</b>	<a href="http://www.villanova.edu/artsci/classical/courses/">http://www.villanova.edu/artsci/classical/courses/</a>

**MAJOR:** A major in Classical Studies requires a minimum of 10 courses (minimum 30 credits) in a combination of courses in the classical languages and courses in English on classical civilization. Students may choose one of three concentrations: Latin, Classical Languages, and Classical Civilization. Details on the requirements of each concentration may be obtained from the Classical Studies Program office.

**MINOR:** A minor in Classical studies requires a minimum of 6 courses (minimum 18 credits) in one of two concentrations: Classical Languages or Classical Civilization. The Classical Languages concentration requires two courses in Latin or Greek. The Classical Civilization track does not require but may include courses in Latin or Greek.

Certain courses relating to Classical Studies offered by other departments may, upon approval, count towards the major or minor.

**FIVE YEAR B.A./M.A. PROGRAM:** This five-year program allows exceptional students to complete a bachelor's and a master's degree in Classical Studies in five years. In the last year of undergraduate study students take three graduate courses that count toward both their undergraduate and graduate degree. For more information on this program, contact Director of Graduate Classical Studies, Dr. Gary Meltzer, at [gary.meltzer@villanova.edu](mailto:gary.meltzer@villanova.edu).

**CORE REQUIREMENTS:** The Classical Studies Program offers upper level literature courses in the classical languages and in English. These courses satisfy the advanced literature core requirement and may also count for the Classical Studies minor. However, they may not count for both the advanced literature requirement and the major, except for double majors. The Classical Studies Program also offers courses in English which may satisfy other core requirements, e.g., CLA 2051 and CLA 2052 both satisfy the Fine Arts core requirement, and certain CLA 3040 courses, such as *Women in Greek Tragedy*, satisfy one of the Diversity core requirements.

**LANGUAGE REQUIREMENT:** Students may fulfill their Foreign Language core requirement with two semesters of Latin at the intermediate level or above. Those who have never taken Latin (or who have taken minimal Latin) should take Introductory Latin I & II before taking the intermediate courses. Students may also fulfill the language requirement by taking Introductory Ancient Greek I & II (or two Ancient Greek courses at the intermediate level or above).

**For more information on the major, minor, language placement, etc., please see the website above, or contact Director of Undergraduate Classical Studies, Dr. Valentina DeNardis, at [valentina.denardis@villanova.edu](mailto:valentina.denardis@villanova.edu).**

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## Cognitive Science Concentration

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**Director:** Charles L. Folk, Ph.D.  
**Office:** 252 Tolentine Hall  
610-519-7464  
**Web site:** <http://www.villanova.edu/artsci/cogsci/>

Cognitive Science is a basic and applied science with the primary goal of explaining intelligent behavior, whether exhibited by humans, animals, or machines. The purpose of the Cognitive Science Program is to offer an interdisciplinary course of study related to intelligent systems emphasizing the perspectives of psychology, computer science, philosophy, biology, and engineering. The program offers both a concentration and a minor to students in all of the University's undergraduate colleges.

**Requirements for Concentration:** All five courses from Categories A and B. At least two additional courses from Category C.

**Requirements for Minor:** Two of the three courses in Category A. At least three additional courses selected from Categories A, B, or C. Note: Course selections for the minor must include approved courses in three of the following five disciplines: Psychology (PSY), Computer Science (CSC), Philosophy (PHI), Biology (BIO), and Electrical/Computer Engineering (ECE).

**Category A:**

PHI 4610 Philosophy of Mind  
PSY 4500 Cognitive Psychology  
CSC 4500 Introduction to Artificial Intelligence

**or**

CSC 4510      Machine Learning

**Category B:**

CSC 1051      Algorithms and Data Structures I

**or**

ECE 2620      Algorithms and Data Structures

CGS 5900      Cognitive Science Seminar

**Category C:**

BIO 3011      Animal Behavior

BIO 4605      Neurobiology

BIO 6409      Senior Thesis (with Cognitive Science Program Approval)

BIO 6509      Directed Research (with Cognitive Science Program approval)

BIO 7921      Sensory Biology

CSC 4170      Theory of Computation

CSC 4380      Information Visualization

CSC 4730      Human-Computer Interaction

CSC 5900

**and**

CSC 5930      Special Topics (with Cognitive Science Program approval)

CSC 5993      Independent Study (with Cognitive Science Program approval)

ECE 3420      Expert Systems Programming

ECE 5545      Introduction to Neural Networks

HON 6002      Senior Thesis II (with Cognitive Science Program approval)

PHI 2010      Logic and Critical Thinking

PHI 2990      Topics in Philosophy (with Cognitive Science Program approval)

PHI 2710      Theories of Knowledge

PHI 4200      Philosophy of Language

PHI 4990      Independent Study & Research  
(with Cognitive Science Program approval)

PHI 5000      Advanced SEMINAR in philosophy  
(with Cognitive Science Program approval)

PSY 2300      Perception

PSY 2800      Human Factors

PSY 3000      Special Topics (with Cognitive Science Program approval)

PSY 4050      Research Methods

PSY 4200      Physiological Psychology

PSY 5100      Animal Learning and Cognition

PSY 5900      Undergraduate Research  
(with Cognitive Science Program approval)

**Note:** Cognitive Science students who do not have the prerequisites for an approved course should apply through the Cognitive Science Program to have the prerequisites waived. Decisions will be made on a case-by-case basis by the course instructor or, in some instances, by the Director of the Cognitive Science Program after considering the particular student's background. In the case of courses that are required by the Cognitive Science Program, it is expected that the prerequisites will be able to be waived for Cognitive Science students. A waiver of prerequisites is also possible in other courses.

**See the Web site address above for more information.**

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## Communication

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**Chair:** Bryan Crable, Ph.D.

**Office:** 28 Garey Hall  
610-519-4750

**Web site:** <http://www.villanova.edu/artsci/communication/>

**Course Descriptions:** <http://www.artsci.villanova.edu/courses/communication.html>

**Acceptance:** COM 1000, Survey of Communication Studies, and COM 1100, Public Speaking, are prerequisites, which must be taken in the freshman and/or sophomore years. A minimum GPA of 2.5 is required to declare the major.

**MAJOR (Class of 2009 and beyond):** Thirty-six credit hours are required. COM 1000, Survey of Communication Studies, COM 1100, Public Speaking, and COM 1200, Introduction to Communication Research, are entry-level required courses and should be taken in the freshman and/or sophomore years. Either COM 4001, Qualitative Research in Communication, or COM 4002, Quantitative Research in Communication, should be taken in the junior year or prior to taking the required capstone, COM 5050, Senior Project. COM 1200 serves as a prerequisite for COM 4001/4002, and will satisfy the College of Liberal Arts and Sciences Core Research Requirement.

After enrolling in COM 1000, 1100, and 1200, and declaring the Communication major, students will consult their academic advisers and choose either to design their own major specialization or will choose one (or more) of the following specializations: *Public Relations, Journalism, Organizational Communication, Media Studies, Media Production, Rhetorical Studies, Performance Studies, and Interpersonal Communication*. Based upon

the selection of specialization, students will take two (2) courses at the theory (2000) level and five (5) courses at the advanced topics (3000) level (from at least three different specializations). A complete listing of specialization requirements and courses is available in the Communication Department main office and on the departmental Web page.

Students wishing to design their own specialization will choose to take any two (2) courses at the theory level, five (5) courses at the advanced topics level (from three different specializations), and all required courses. *Note: some specializations will require Communication majors to complete internships, which (if completed for credit) will be used to satisfy free electives for the College of Liberal Arts and Sciences.*

**MINOR (Students in the College of Liberal Arts and Sciences only):** Survey of Communication Studies (COM 1000), plus any four courses from the major course offerings. *For details on specific minors created for non-COM majors in the College of Liberal Arts and Sciences, consult the departmental Web site.*

**MINOR (Students outside the College of Liberal Arts and Sciences):** Survey of Communication Studies (COM 1000), plus Theories of Organizational COM (COM 2440) and three courses from a list which includes the following: Business & Professional Communication; Leadership, Negotiation, and Dialogue; Globalization, Work, and Organizations; Teambuilding and Small Group Communication; Public Relations; Gender and Communication, Intercultural Communication; and Communication and Conflict. *Courses not on this list will only count toward the minor in exceptional circumstances and require the Department's Chair's written permission. In order to qualify for the Business Communication Minor, students must have a minimum GPA of 2.75 or above, and receive a final grade of C or higher in COM 1000.*

**See the Web site address above for more information.**

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## Comprehensive Science

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**Director:** Frederick Hartmann, Ph.D.  
**Office:** 451 St. Augustine Center for the Liberal Arts  
610-519-8900  
**Web site:** <http://www.villanova.edu/artsci/compsci/>

**MAJOR:** The Comprehensive Science program is designed to allow students interested in the physical and life sciences to get a broad based and thorough exposure to a full spectrum of scientific concerns and practices. The information provided here is a basic outline of the comprehensive science requirements. The elective courses taken may vary based upon special interest or concentrations selected by the student.

**The following courses are required of Comprehensive Science majors:**

CSC 105I	Algorithms and Data Structures I
BIO 2105, 2106	General Biology I and II
CHM 1151/1103	General Chemistry I and Laboratory
CHM 1152/1104	General Chemistry II and Laboratory
MAT 1500/1505/2500	Calculus I, II and III
PHY 2410/2411	University Physics: Mechanics and Laboratory

**One Physics course selected from the following:**

PHY 2412/2413	University Physics: Electricity & Magnetism and Lab
PHY 2414/2415	University Physics: Thermodynamics and Lab

**One Mathematics course selected from the following:**

MAT 2705	Differential Equations with Linear Algebra
MAT 4310	Statistical Methods

Additionally, students must complete at least seven (7) science electives with appropriate laboratories chosen in consultation with the student's advisor or the program director.

The degree program allows for students to design a concentration in a particular discipline or an interdisciplinary field. Some sample concentrations follow:

Bio-Chemistry	Biology
Chemistry	Cognitive Science
Environmental Science	Pre-Dental



Mathematics  
PhysicsPre-Medical  
Pre-Optometry**See the Web site address above for more information.**

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## Computing Sciences

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**Chair:** Robert E. Beck, Ph.D.  
**Office:** 161 Mendel Science Center  
610-519-7307  
**Web site:** <http://csc.villanova.edu>  
**Course Descriptions:** <http://csc.villanova.edu/academics/courses>

A Computer Science major explores a broad spectrum of computing technologies and concepts. The courses provide a thorough foundation in the principles and practices of computing, paving the way for a successful career and graduate studies. In particular, the program emphasizes team-based systems design and development, including “team work over time zones,” so that its graduates become key members of development groups rather than solitary programmers. The students learn skills in communication and the scientific, mathematical, and engineering principles that support the computing disciplines. The program is designed to develop the total person, one with intellectual curiosity, mature judgment, a thirst for life-long learning, and a commitment to the betterment of society.

**COMPUTER SCIENCE MAJOR:** CSC 1051, 1052, 1300, 1700, 1800, 2053, 2400, 2405, 3990, 4170, 4700, and 4790 plus three departmentally approved elective courses; MAT 1500, 1505; Statistics for Computing or equivalent; PHI 2180; a two semester science sequence with co-requisite laboratories selected from an approved set of courses in Astronomy, Biology, Chemistry, or Physics; and two more approved science or mathematics courses. A specific list of approved electives and approved science/mathematics courses can be obtained from the department Web site: <http://csc.villanova.edu>. A total of 30 credits in science and mathematics is required, 15 of which must be in mathematics. The major in computer science is accredited by the Computing Accreditation Commission of ABET ([www.abet.org](http://www.abet.org)).

**COMPUTER SCIENCE MINOR:** CSC 1051 or ECE 1620, CSC 1052 or ECE 2620, CSC 1300 or MAT 2600, CSC 1700, CSC 2053, CSC 2400 or ECE

2042, and two elective courses chosen from the list of approved courses available from the department office or department Web site.

**INFORMATION SCIENCE MINOR:** CSC 1051, 1052, 1300, 2500, 3400, and two elective courses chosen from the list of approved courses available from the department office or department Web site. The Information Science Minor focuses on the acquisition, representation, storage, indexing, manipulation, retrieval, and management of information in all its forms – text, audio, video, image, animation, and hypermedia.

**See the Web site address above for more information.**

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## Criminal Justice

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**Director:** William Waegel, Ph.D.  
**Office:** 204 St. Augustine Center for the Liberal Arts  
610-519-4740  
**Web site:** <http://www.villanova.edu/artsci/sociology/undergrad/criminaljustice.htm>

**Acceptance:** To be accepted as a Criminal Justice major applying students must have earned a “C” or better in CRJ 1000, Introduction to Criminal Justice.

The Criminal Justice Major is an interdisciplinary program designed to provide students with an understanding of the causes, social functions, societal reactions, nature and application of criminal law. Rather than a technical program which focuses on applied skills (e.g. vocational skills), our program will emphasize the justice component. This program will educate students in diverse theories exploring the many social dimensions of crime and effectiveness (and implications) of current criminal justice policies.

**• Required Courses:**

CRJ 1000	Introduction to Criminal Justice
CRJ 3000/	
SOC 3000	Criminology
CRJ 3200	Police and Society
CRJ 3300	Criminal Courts
CRJ 3400	Punishment and Society
CRJ 5100	Criminological Theory

CRJ 6500 Senior Seminar

**• One of the following:**

CRJ 5200 Criminal Justice Research and Statistics

SOC 5300 Data Analysis for Social Scientists

SOC 5400 Applied Research Methods

**• Two Approved Electives****Requirements for a Minor in Criminal Justice (5 courses)**

Required courses are Intro. to Criminal Justice (CRJ 1000) and Criminology (CRJ 3000 or SOC 3000), and three other criminal justice courses chosen from the offerings of the department. Philosophy of Criminal Justice (PHI 2140) is strongly recommended as one of the three elective courses. The student must inform the chair of his or her intention to minor and request certification of the minor when it has been completed.

**See the Web site address above for more information.**

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## Cultural Studies

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**Director:** Silvia Nagy-Zekmi, Ph.D.**Office:** 341 St. Augustine Center for the Liberal Arts**Contact:** silvia.nagyzekmi@villanova.edu

The new interdisciplinary major in Cultural Studies (CLS) is designed for undergraduate students who wish to combine the strengths of various departments in the College of Liberal Arts and Sciences. Students are expected to be highly motivated, self-disciplined, intellectually curious, and able to assume responsibility to build—with the help of the advisor—a distinctive set of courses while satisfying the requirements of the program. The major in Cultural Studies offers a unique opportunity to students with diverse interests in social studies and humanities. Students will work closely with the advisor to construct an individually tailored interdisciplinary curriculum that will result in an intellectually challenging as well as satisfying academic experience.

**Structure:****Requirements: 10 courses 30 credits**

Combining disciplinary electives (5 courses) in any of the following areas:

Communication, English, Literature and language studies, History, Philosophy, Political Science, Sociology, Theology, with specific seminars (2 courses) in Cultural Studies and other required (3 courses) students will complete a major in Cultural Studies.

**Requirements: 30 credits, a total of 10 courses**

**1. Seminars: (6 credits, 2 courses)**

**A. Intro to Cultural Studies: CLS 2100 (3 credits)**

Theoretical basis of cultural studies is covered; students are introduced to the most common methods of research in these areas.

**B. Capstone seminar CLS 4100: (3 credits)**

Seniors will take the capstone seminar on the **application** of different theoretical approaches to the study of different cultural phenomena and praxis. In this seminar students will demonstrate their knowledge and research skills acquired throughout the course of study by undertaking a major research project (a senior thesis) that will be placed in their portfolio

**2. Other required courses<sup>1</sup> (9 credits, 3 courses) one course from of each group**

**A. Communication and representation (3 credits, 1 course)**

COM 2300 - Theories of Mass Communication,  
**or** COM 3403 - Intercultural Communication,  
**or** SOC 2100 - Cultural Anthropology

**B. Identity and Race (3 credits, 1 course)**

PJ 2800 - Race, Class, & Gender,  
**or** SOC 3600 - Race & Ethnic Relations,  
**or** HIS 4997 - Race-Global Perspective

**C. Global interrelations (3 credits, 1 course)**

PSC 4150 - Third World Politics,  
**or** PJ 4600 - Global Poverty & Justice,  
**or** ENG 2041 - Theory and Practice of Travel Writing

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<sup>1</sup>Any of these courses not taken as one of the three required courses in this category may be taken as an elective.

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### 3. Electives

#### Sample Electives:

COM 3342 - International Cinema  
COM 2340 - Theories of Visual Communication & Culture  
COM 3202 - Rhetoric, Identity & Conflict  
COM 3244 - Folklore & Oral Traditions  
COM 3354 - Media Criticism  
ENG 2043 - Writing About US Pop Culture  
ENG 2510 - Black Literature: Novel  
ENG 2515 - Black Literature: Drama  
ENG 2520 - Black Literature: Short Story  
ENG 2530 - Harlem Renaissance  
ENG 2730/1 - Introduction to African Literature - I-II  
ENG 2735 - African Drama  
ENG 2740 - Caribbean Literature  
FRE 2218 - Francophone Writers & Cultural Identity  
HIS 4090 - Women in the Middle East  
HIS 3352 - 20th C European Culture & Soc.  
HIS2278 - Native American History  
PJ 5500 - Politics of Whiteness  
PHI 2400 - Social & Political Philosophy  
THL 4310 - War and Morality  
THL 5180 - Islamic Political Thought  
PSC 0261 - Civil Rights & Civil Liberties  
PSC 0290 - International Relations  
PSC 2750 - Black Politics  
PSC 5500 - Africa in World Politics  
PSC 6150 - Politics and Literature  
PSY 2400 - Cross-Cultural Psychology  
SOC 3750 - Human Populations  
SOC 3900 - Social Inequality  
SOC 5100 - Contemporary Theory & Research

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## East Asian Studies Concentration

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**Director:** Joanna Rotté, Ph.D.  
**Office:** 36 Garey Hall  
**Email:** joanne.rotte@villanova.edu  
**Web site:** <http://www.villanova.edu/artsci/eastasian/>

The East Asian Studies Concentration is an interdisciplinary program open to students in all degree programs in all four undergraduate colleges. The goals of the program are to equip students with basic competence in the history, politics, philosophies, languages, art, and cultures of the region; to provide understanding and appreciation of the region's diversity; and through teaching basic research skills, to offer a deeper comprehension of a particular problem, theory, event, or aesthetic of the region.

**Academic Program Overview:** Students are required to take a minimum of 24 credit hours in the following areas:

- Minimum of two semesters of an Asian language at the intermediate level
- One Core Course providing an overview of the region
- Five Elective Courses (the list below is representative of courses offered)

Other courses, including those taken in approved overseas studies programs, may count toward the Concentration at the discretion of the Director.

**Core Courses: One of the following**

HIS 4320      Modern East Asia  
PSC 4500      Contemporary East Asia

**Language Courses: Two at the intermediate level**

CHI 1111      Beginning Chinese I  
CHI 1112      Beginning Chinese II  
CHI 1121      Intermediate Chinese I  
CHI 1122      Intermediate Chinese II  
CHI 1131      Advanced Chinese I  
CHI 1132      Advanced Chinese II

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## Economics

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**Chair:** Wen Mao, Ph.D.  
**Office:** 2015 Bartley Hall  
610-519-4370  
**Web site:** <http://www.villanova.edu/business/undergrad/curriculum/major.htm#economics>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/economics.html>

Economics is the science that studies the behavior of social systems – such as markets, legislatures, corporations, and families – in allocating scarce resources. It is a discipline which brings together the diverse worlds of business, social science, and public policy. The study of economics is an excellent preparation leading to many career options. Economics majors are well positioned to be the future managers and leaders in both the private and public sectors. The study of economics at the undergraduate level provides a solid basis for graduate study in the social sciences and for professional study in business administration, law, public administration, and in the health sciences.

**BACHELOR OF ARTS IN ECONOMICS:** Students in the College of Liberal Arts and Sciences who specialize in Economics earn the degree of Bachelor of Arts in Economics. There is a minimum GPA requirement of 2.5 for a student to declare an Economics major. Such students must take Calculus (MAT 1320 or higher) either to satisfy their math requirement or as a free elective. They should take ECO 1001 and ECO 1002. Either ECO 1001 or 1002 can count toward one of the three Core Social Science core requirements in the freshman or sophomore year. In addition, students must successfully complete: ECO 2101, 2102, VSB2005 (or equivalent), 3132 (to satisfy the college research requirement), 4132, and 12 elective Economics credits (courses numbered above 3000). Students may receive a Specialization certificate by choosing to specialize in one of the following areas (Business Economics, Global Economics, Human Resource Economics, or Pre-Law) by taking, as part of their 12 elective credits, three courses within their specialty and focusing their seminar paper (ECO 4132) on that specialty area.

**MINOR:** Students must take Calculus (MAT 1320 or higher), and complete a total of 18 credits consisting of ECO 1001, 1002, 2101, 2102, and two elective courses with course numbers ECO 3000 or above.

For a list of economics courses, please see the Economics listing in the catalog for the Villanova School of Business.

**See the Web site address above for more information.**

## Education, Secondary

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<b>Chair:</b>	Edward G. Fierros, Ph.D.
<b>Office:</b>	302 St. Augustine Center for the Liberal Arts 610-519-4620
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/education/">http://www.villanova.edu/artsci/education/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/education.html">http://www.artsci.villanova.edu/courses/education.html</a>

The Department of Education and Human Services secondary teacher education program seeks to develop prospective teachers able to meet the demands of teaching in a variety of school environments, public and private, urban and suburban. Provisions for professional competencies and teacher certification include a thorough grounding in the liberal arts, a substantial concentration in an area of specialization and a study of the foundations, principles and methods of education.

***NOTE: In addition to the Education major, it is recommended that students earn a second major in their teaching area. Education majors must come to the Department each semester for advising.***

**MAJOR:** In addition to the teaching subject area requirements described in the sequence charts that can be obtained at our office, Secondary Education majors are required to earn a total of 30 credit hours in Education courses. These are: EDU 2201 or 2202, 2300, 3251, 3263, 4245, 4290, 4292, 4298 and an appropriate teaching methods course. The coursework includes a full time student teaching experience which is open only to students in their senior year who have completed all education courses and all of the subject matter courses in their field of specialization. **NOTE:** For Education majors, the upper level philosophy requirement is met by EDU 4290 (Philosophy of Education).

**ADMISSION REQUIREMENTS:** Secondary Certification candidates apply the first semester of their sophomore year in anticipation of completing 47 or 48 credits that semester. Application requirements include, a minimal 2.8 GPA, six credits in English and mathematics respectively, two letters of recommendation from professors, and an essay. For a complete listing of requirements, see the Undergraduate Student Handbook.

**PENNSYLVANIA TEACHER CERTIFICATION:** Students are required to have a GPA of 3.0 at graduation; three, one-credit education workshops; and are also required to successfully complete the state mandated Praxis series of



examinations and have taken three, one-credit workshops in special education. Please see section on Teacher Certification on page 131 for more information.

**AREAS OF CERTIFICATION:**

Biology	Citizenship	Spanish
Chemistry	Social Studies	French
General Science	Communication	German
Mathematics	English	Italian
Physics	Latin	

**MINORS:** A minor in Education does not lead to teacher certification but expose students to the field of education. The minor in Educational Policy and Leadership requires 15 credits and includes EDU 2300, 3253, 3263. Two elective courses may be selected from EDU 3264, 4289, 8656, 8669 or an education topics course. A general minor in Education requires 15 credits and includes EDU 2202, 3251, 3263, and 4290. An additional three or more credits must be earned from among the following: EDU 2201, 2300, 3254, 3258, 3260, 3262, 3265, 3266, 4301.

**See the Web site address above for more information.**

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## English

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**Chair:** Evan Radcliffe, Ph.D.  
**Office:** 402 St. Augustine Center for the Liberal Arts  
610-519-4630  
**Web site:** <http://www.villanova.edu/artsci/english/>

**MISSION:** The English Department’s mission is based on the belief that skillful, self-conscious reading, writing, and thinking form the foundation for a well-examined life well-lived. We seek to develop rigorous yet creative forms of analysis and expression that help us comprehend our own and others’ cultures and values. As teachers, students, and scholars, we aspire to create a community that celebrates imaginative approaches to living and explores language’s and literature’s potential to order and transform the world.

**MAJOR:** Thirty-three hours in advanced English courses (numbered 2000 or above) including:

- Junior Research Seminar (English 2250)
- Two courses in British/Irish literature pre-1800 from two of three areas: (1) Medieval; (2) Renaissance (to 1649); (3) Restoration and Eighteenth Century.
- Two courses in literature after 1800: one in British/Irish literature and one in American literature. One of these courses must be in 19th century literature and one must be in literature after 1900.
- Senior Seminar (English 5000)
- Five electives

English majors must take the Junior Research Seminar before they complete their junior years. The English Department recommends that they consider taking it as sophomores.

British Literary Tradition I (English 2101) is not required, but the English Department recommends that English majors take it early, since it introduces writers, texts, and issues that are crucial to most subsequent courses.

British Literary Tradition I and 2 (2101, 2102) and American Literary Tradition I and 2 (2103, 2104) can operate as free electives with a maximum of two permitted toward the major and the college Advanced Literature requirement.

**MINOR:** Fifteen hours including:

- At least one course from the British/Irish literature offerings (mostly 3000-level courses).
- At least one course from the American literature offerings (mostly 4000-level courses).
- At least three electives from the English departmental offerings (numbered 2000 or above).

**See the Web site address above for more information.**

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## Environmental Science and Studies

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<b>Chair:</b>	Francis A. Galgano Jr., Ph.D.
<b>Office:</b>	Mendel Science Center G-67-D 610-519-3337
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/geoenv/academics/">http://www.villanova.edu/artsci/geoenv/academics/</a>
<b>Course Description:</b>	<a href="http://www.villanova.edu/artsci/geoenv/courses/">http://www.villanova.edu/artsci/geoenv/courses/</a>

Environmental programs at Villanova include the Environmental Science major, Bachelor of Science; the Environmental Studies major, Bachelor of Arts; and the Environmental Studies Minor. The Department of Geography and the Environment administers each academic program.

### **Bachelor of Science, Environmental Science major (130 credit hours):**

Environmental science is the study of interactions among physical, chemical, and biological components of the environment. Environmental Science provides an integrated, quantitative, and interdisciplinary approach to the study of environmental systems. Students enrolled in this new and dynamic major will learn how to monitor the quality of the environment, interpret the impact of human actions on ecosystems, and develop strategies for restoring natural systems. In addition, students will learn how to help planners develop and construct buildings, transportation corridors, and utilities that protect water resources and reflect efficient and beneficial land use. This is a highly interdisciplinary major; thus, students will work in multi-disciplinary teams to analyze complex environmental problems, examine environmental laws and policy decisions that require specific environmental protocols, and develop methods to promote public awareness of environmental problems.

For more information about the Environmental Science major, visit the Web site: [www.villanova.edu/artsci/geoenv/academics/bs-environmental-science.htm](http://www.villanova.edu/artsci/geoenv/academics/bs-environmental-science.htm)

**Bachelor of Arts, Environmental Studies major (125 credit hours):** The Environmental Studies major focuses on the systematic study of human interaction with the natural environment. Today's environmental problems have evolved into highly complex and interdisciplinary issues involving political, economic, social, as well as physical and biological considerations. Modern environmental studies programs include the examination of urban and natural environments. Society needs educated people capable of addressing current and future environmental problems from a holistic approach, one that emphasizes

linkages between human and natural systems. These may include urban environments, land use planning and management, environmental pollution, sustainability, or economic growth and its impact on natural resources. These relationships must be analyzed and understood in order to address successfully environmental problems at local, regional, and global scales.

For more information about the Environmental Studies major, please visit the Web site: [www.villanova.edu/artsci/geoenv/academics/ba-environmental-studies.htm](http://www.villanova.edu/artsci/geoenv/academics/ba-environmental-studies.htm)

**The Environmental Studies Minor:** The Minor promotes an interdisciplinary approach to environmental issues. Several requirements of the Concentration also fulfill requirements in the student's major and/or the Core Curriculum. The Minor is open to students from all colleges and all majors. Contact Dr. Lisa Rodrigues for more information.

For more information about Environmental Programs, please visit the Web site: [www.villanova.edu/artsci/geoenv/academics/](http://www.villanova.edu/artsci/geoenv/academics/)

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## **Ethics Program - Concentration and Minor**

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**Director:** Mark Doorley, Ph.D.  
**Associate Director:** Brett Wilmot, Ph.D.  
**Office:** 485 St. Augustine Center for the Liberal Arts  
610-519-4692  
610-519-8026  
**Web site:** <http://www.villanova.edu/artsci/ethics/>  
**Course descriptions:** <http://www.villanova.edu/artsci/ethics/coursecatalog.htm>

The University believes that issues of ethics and values are at the heart of every human endeavor. In addition to regular requirements in the sciences and humanities, the College of Liberal Arts and Sciences and the Villanova School of Business require each student to take a special multidisciplinary course in ethics, typically in the sophomore year. The purpose of this course (ETH 2050) is to give students the opportunity to examine and discuss both ethical theories and their applications to contemporary moral issues. This course is designed to contribute to the implementation of Villanova's mission statement which states that as a Catholic institution Villanova both emphasizes the values of the Jewish and Christian humanistic traditions and concerns itself with all value systems.

**Concentration:** The Ethics Concentration offers students an opportunity to pursue in-depth an intellectual discipline that studies human character and conduct. Ordinarily, a student must earn a C or better in ETH 2050 in order to pursue an Ethics Concentration. Each student in the concentration selects one of four tracks: Ethics and Health Care; Ethics, Politics, and Law; Ethics, Economics, and Public Policy; or Ethics, Science, Technology, and the Environment. Concentrators must also fulfill the service requirement.

**Service Requirement:** A minimum of 100 hours of approved service, including work with the poor or otherwise marginalized members of our society and/or work related to building a sustainable world environment, is required for the Ethics Concentration. This component affords students the opportunity to engage in practical moral inquiry. The student, in conjunction with the associate director, will arrange and design the service with the goal of enhancing comprehension of applied ethical issues in the track selected by the student.

**Required Courses:**

- ETH 2050 Ethical Traditions and Contemporary life
- ETH 4000 Integrating Seminar

**Track 1: Ethics and Health Care**

- PHI 2115 Ethics for the Health Care Professional
- THL 4200 Ethics of Life and Death  
or  
THL 5950 Death and Dying
- Two electives from list of approved track courses

**Track II: Ethics, Politics, and Law**

- PHI 2450 Social and Political Philosophy
- PHI 3650 Philosophy of Law  
or  
PJ 5000 Selected Topics\*
- Two electives from list of approved track courses

**Track III: Ethics, Economics, and Public Policy**

- PHI 2450/ PJ 2600 Catholic Social Thought
- SOC 2950/ PJ 5200 Perspectives on US poverty  
or  
ECO 4200 Topics in Economics\*

- Two electives from list of approved track courses

**Track IV: Ethics, Science, Technology, and the Environment**

- HIS 2276 American Environmental History
  - PJ 2200 Caring for the Earth
- or**
- PHI 2121 Environmental Ethics
  - Two electives from list of approved track courses

\*Topics courses must be approved by the director

**Ethics Minor:** The Ethics Program offers an ethics minor that is open to all undergraduate students at Villanova University. The rationale for this academic program is based on two pillars. First, Villanova University prides itself on presenting an educational alternative built around a clear ethical core, in particular, the moral teachings of the Catholic Church. An ethics minor allows students to pursue the study of ethics explicitly and in depth as part of their undergraduate education but without committing to the more extensive demands of a concentration. This minor contributes directly to the mission of the university. Second, a focus on ethics not only benefits students' intellectual and moral development and contributes to the public perception of the university but also has tangible benefits for students as they apply for graduate studies, fellowships, and jobs on completion of their studies.

**Academic Requirements:** ETH 2050 is the gateway course for the ethics minor. Ordinarily, a student must earn a B or better in ETH 2050 to be eligible for the minor. Generally, a student will declare the minor after completing ETH 2050. In discussion with the faculty of the Ethics Program, the student will create a course of study that pursues a thematic program or question that the student identifies. To complete the requirements for the Ethics Minor, a student must prepare an E-Portfolio which will collect representative written work that he or she has done for the courses taken in pursuit of the minor, including the work for ETH 2050. A student is required to complete two upper-level ethics courses in theology and two upper-level ethics courses in philosophy. Each semester the courses that will count toward the minor will be marked in the Master Schedule.

**See the Web site address above for more information.**

## French and Francophone Studies

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<b>Chair:</b>	Mercedes Juliá, Ph.D.
<b>Program Coordinator:</b>	Jan Rigaud, Ph.D.
<b>Office:</b>	303 St. Augustine Center for the Liberal Arts 610-519-6955
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/modernlanglit/european/french/">http://www.villanova.edu/artsci/modernlanglit/european/french/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/french.html">http://www.artsci.villanova.edu/courses/french.html</a>

**MAJORS:** Majors in French and Francophone Studies are required to take 10 courses above the intermediate level (1122). Once a sequence of language courses has begun, a student may not revert to a lower-level course. This does not apply to upper-level courses (above 1132). French majors must satisfy a one-semester research requirement by enrolling in either French 2001 or French 2002.

**MINORS:** For a minor in French, four courses above the intermediate level in the language are required, including French 2001 or 2001 or the equivalent.

The Department of Romance Languages and Literatures also offers literature courses in English translation. Such courses may be used to fulfill a Humanities elective; however, they may not be used toward credit requirements for a language major or minor. An upper level literature course in any language taught in the Department may satisfy the advanced literature core requirement. At the same time, it may also count for the minor in a language. However, it may not count for both the advanced literature requirement and the French and Francophone Studies major, except for double majors.

Students may obtain up to six credits through the Villanova summer program abroad in France.

**See the Web site address above for more information.**

## Gender and Women's Studies

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**Co-Directors:** Catherine Kerrison, Ph.D., and Lisa Sewell, Ph.D.

**Office:** 204 Old Falvey

610-519-3815

**Web site:** <http://www.villanova.edu/artsci/gws/>

The Gender and Women's Studies Program is an interdisciplinary program providing courses, a minor, and a major, in Gender and Women's Studies. It is open to students in all degree programs. In addition to the courses listed below, Gender and Women's Studies generates new, specialized topics courses each semester. Please check the Web site for current course offerings.

**MAJOR:** The Major in Gender and Women's Studies requires students to take a total of ten courses, including all three foundational courses, GWS 2050, GWS 5000, and a sophomore research seminar in Feminist Theory and Methodology. In addition, GWS majors must take seven electives, at least two of which must be in the social sciences and two in the humanities. Elective courses must carry the GWS attribute, awarded by the Chair of the GWS major.

**MINOR:** The minor in Gender and Women's Studies requires students to take a total of six courses including GWS 2050-Gender and the World, and GWS 5000-Integrating Seminar, which is taken as a culminating course.

Gender and the World is offered every fall semester, and the Integrating Seminar is offered every spring. Other courses for the GWS major and minor may be taken in a variety of departments, reflecting the interdisciplinary nature of gender and women's studies, as long as they are designated with the Gender and Women's Studies attribute (a partial list appears below) on the NOVASIS Master Schedule and/or approved by the Academic Director of the Gender and Women's Studies program.

GWS 2050	Gender and the World
GWS 3000	Independent Study
GWS 5000	Integrating Seminar (required; topic varies)
AAH 3001	Women in Art
COM 3406	Gender and Communication
COM 334I	Gender and Film
ENG 2300	Women in Literature
HIS 2296	History of American Women



HIS 3360	Women in Pre- Modern Western Civilization
NUR 4800	Women's Health Issues
PHI 2420	Philosophy of Women
PHI 4900	Feminist Theory
PJ 2800	Race, Class and Gender
PSC 2700	Women and Politics
PSY 3000	Psychology of Women
SOC 2300	Sociology and the Family
SOC 3500	Sociology of Gender Roles
THL 5850	Women in Religion and Society

*Topics – GWS Director can approve other courses offered by departments. (Please see Master Schedule.)*

**See the Web site address above for more information.**

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## Geography

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<b>Chair:</b>	Francis A. Galgano Jr., Ph.D.
<b>Office:</b>	Mendel Science Center G-67-D 610-519-3337
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/geoenv/">http://www.villanova.edu/artsci/geoenv/</a>
<b>Course Descriptions:</b>	<a href="http://www.villanova.edu/artsci/geoenv/courses">http://www.villanova.edu/artsci/geoenv/courses</a>

The geography major is an integrating, multi-disciplinary academic program within the Department of Geography and the Environment. The geography major focuses on linkages between human and natural environments within a spatial context using state-of-the-art technology such as satellite imagery, GPS, computer mapping, and Geographic Information Systems. Geography majors receive an integrated education that focuses on the spatial dynamics of economic, political, cultural, and environmental systems. The major is dynamic, focuses on critical global trends, and has applicability to a wide variety of fields in government, science, education, business, and engineering. Individual programs are formed around major geographic problems and world regions. The department offers course work in four areas: (1) human systems analysis; (2) geographical techniques; (3) regional analysis; and (4) environmental analysis and human dimensions of global environmental change.

**MAJOR:** At least 10 courses in geography. The distribution is given below:

- Foundation Courses (13 credits): GEV 1001 (International Approaches to Geography), 1500 (Physical Geography), and 1750 (Geography Techniques), and 4700 (Geographic Information Systems)
- Regional Geography (3 credits): Any one of five regional courses (i.e., Europe, North America, Asia, Africa, and the Middle East)
- Research Seminar (3 credits): GEV 2500 (Global Change in Local Places)
- Senior Seminar or Independent Study (3 credits): GEV 6200
- Geography Electives (9 credits): Any focused program developed from the remaining 1000, 2000, 3000, 4000, 5000, and 6000 series courses

**MINOR:** Requirements are: GEV 1000 introductory courses (3 credits); 3000 Regional courses (3 credits); GEV 4700 Geographic Information Systems (4 credits); and 6 credits from any combination of the 1000, 2000, 3000, 4000, series courses.

Majors and minors who meet certain academic standards are eligible for membership in the Eta Lambda chapter of Gamma Theta Upsilon, the International Geographic Honors Society, which annually sponsors activities, lectures, and field trips. Internships designed for geography majors are also available. Geography students participate in professional conferences and student paper competitions in regional professional societies.

**See the Web site address above for more information.**

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## German

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**Chair:** Mercedes Juliá, Ph.D.  
**Program Coordinator:** Charles Helmetag, Ph.D.  
**Office:** 303 St. Augustine Center for the Liberal Arts  
610-519-7794  
**Web site:** <http://www.villanova.edu/artsci/modernlanglit/european/german/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/languages.html>

**MAJOR:** Due to lack of enrollment, the major in German has been discontinued

at Villanova. New majors are not permitted at this time. Only intermediate I and II are offered at the present time.

**MINOR:** Due to lack of enrollment, Villanova is no longer accepting minors in German.

The Department of Romance Languages and Literatures also offers literature courses in English translation. Such courses may be used to fulfill a Humanities elective; however, they may not be used toward credit requirements for a language major or minor.

**See the Web site address above for more information.**

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## Global Interdisciplinary Studies

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**Director:** Maghan Keita, Ph.D.  
**Office:** 443 St. Augustine Center for the Liberal Arts  
**Web site:** <http://www.villanova.edu/artsci/global/>

The Institute for Global Interdisciplinary Studies is rooted in and committed to the Augustinian and Catholic tradition of an inspired intellectual community, oriented by a quest for justice and peace. In a world beset by crisis, the mission of the Institute is to train a dedicated cadre of students who see themselves as problem-solvers and advocates for justice and peace worldwide.

**MAJOR:** The Institute for Global Interdisciplinary Studies provides a unique and dynamic course of study that consists of 12 courses comprising 36 credit hours for the completion of the major. The 12-course sequence has as its center a five-seminar core that consists of the Proseminar: Introduction to Global Interdisciplinary Studies, the Junior Research Seminar, and the Senior Capstone Colloquium. In addition, in the Senior year, Thesis I and II are required. These courses are mandatory.

In addition to these three, the student will choose two other seminars to complete the core. All seminars will be team-taught and capped at 17 students. Seminars are open to the University population at large; however, Global Studies majors will receive priority. The remaining element of the IGIS curriculum will be satisfied by the selection of five more courses, seminar, and/or lecture-discussion in areas of the student's choosing, which correspond to the designed

plan of study. Currently, there are approximately 200 courses from which a student might choose.

All students majoring in Global Interdisciplinary Studies must complete the College of Liberal Arts and Sciences language requirement of proficiency in the language of their choosing at the intermediate level. Language choices for Global Interdisciplinary Studies majors will complement their selected areas of studies. The choice of language, along with the overall course of study, will be augmented by a mandatory semester abroad that will focus on language and cultural immersion.

Student initiative and responsibility are central to the design and the completion of a successful course of study as an Institute for Global Interdisciplinary Studies major. In conjunction with the Institute director and a faculty mentor of each student's choosing, the student will create her/his own major. The major will be tailored to the interests of the individual student. Students will be in ongoing consultation with the director and their mentor to refine the course of study.

**MINOR:** While the Institute offers no minor per sé, minors are possible within the area of Critical Language and Cultural Studies for Arabic, Chinese, Japanese, and Russian. Information concerning the requirements for these minors can be found on their respective pages. In addition, students interested in minoring in those areas should consult their Web sites. These can be accessed through the Institute for Global Interdisciplinary Studies Web site.

**Acceptance:** Admission to the major for Global Interdisciplinary Studies is open to all students of the College of Liberal Arts and Sciences who are in good standing. Students must fill out the application and complete its essay prior to admission.

**See the Web site address above for more information.**

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## History

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**Chair:** Marc Gallicchio, Ph.D.  
**Office:** 403 St. Augustine Center for the Liberal Arts  
610-519-4660  
**Web site:** <http://www.villanova.edu/artsci/history/>  
**Course Descriptions:** <http://www.artsci.villanova.edu/courses/history.html>

**MAJOR:** History majors must earn 27 credits in history beyond the basic World History course (Themes in Modern World History [HIS 1050] or Themes in Pre-Modern World History [HIS 1040]). *Effective Fall 2007*, the 10 courses required for the major now must include:

- History 1040 or 1050
- Either HIS 2000, Investigating US History I, or HIS 2001, Investigating US History II
- At least one junior research seminar
- History 5501 (Seminar in Historical Methodology) or History 5515 (Independent Research)
- At least six additional history courses of the student's choice

**MINOR:** History minors are required to earn 18 credit hours in history. For students in the College of Liberal Arts and Sciences, the 18 credit hours must include HIS 1050, Themes in Modern World History, or HIS 1040, Themes in Pre-Modern World History.

The following courses may also be taken for credit toward the History major or minor:

- AAH 1101 History of Art: Beginnings to Renaissance
- AAH 1102 History of Art: Renaissance to Contemporary World

**See the Web site address above for more information.**

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## Honors Program

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<b>Director:</b>	Thomas W. Smith, Ph.D.
<b>Office:</b>	106 Garey Hall 610-519-4650
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/honors/">http://www.villanova.edu/artsci/honors/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/honors.html">http://www.artsci.villanova.edu/courses/honors.html</a>

The University Honors Program is a comprehensive four-year curriculum of small seminars designed to foster the free and open exchange of ideas among students and faculty. Honors courses emphasize extensive reading and writing.

and attempt to develop the critical abilities of judgment and analysis. Innovative courses include team-taught seminars and seminars given by visiting professors. All Honors courses are enriched by a variety of lectures, cultural events, and social activities.

Students in the College of Liberal Arts and Sciences may pursue the degree of B.A or B.S. Honors Program. The Honors Program Sequence in Liberal Studies (the Honors Program Interdisciplinary Concentration) is open to students in all colleges.

**Acceptance:** Admission to the University Honors Program is by invitation or by application to the Director. Members of the Program are expected to take Honors courses at least every third semester, and to maintain high academic standards (At least a 3.33 overall QPA). Individual Honors courses are open to all Villanova students who have at least a 3.0 overall QPA or will bring a special expertise to the course, contingent upon class size limitations.

**B.A.H. Degree:** Twelve Honors courses, including:

- The Humanities Seminar HON 2550, or the Social Science Seminar HON 2560;
- A six-credit HON 6000 & HON 6002 senior thesis, and
- Three upper-level courses not used to fulfill core requirements.

If students have declared a dual-degree, one major being Honors, then they will receive a Bachelor of Arts, Honors, in addition to the Bachelor's degree from the other major(s).

**B.S.H. Degree:** Ten Honors courses, including:

- The Natural Science Seminar, HON 2570,
- A six-credit HON 6000 & HON 6002 senior thesis, and
- Three upper-level courses which may be used to fulfill core requirements.

If students have declared a dual-degree, one major being Honors, then they will receive a Bachelor of Science, Honors, in addition to the Bachelor's degree from the other major(s).

**Honors Program Sequence (Concentration) in Liberal Studies:**

- Eight courses in Honors, at least three of which must be upper level.
- At least one of the upper-level seminars must be selected from:
  1. The Humanities Seminar HON 2550, or
  2. The Social Science Seminar HON 2560, or
  3. The Natural Science Seminar, HON 2570

All Honors Program certifications require a minimum overall QPA of 3.33, and satisfactory completion of the four-semester Gateway Portfolio Project. Honors classes may be used to fulfill Arts and Sciences requirements and electives for students in all of the undergraduate colleges.

For first- and second-year students, the Program offers Honors seminars in place of the core curriculum introductory courses in the humanities and social sciences. Some students are invited to take multi-credit, team taught interdisciplinary seminars (HON 1000, 1050, 2000 series), which examine the major works of Western and World Civilization in place of regular core requirements. This Honors core for students pursuing the degrees B.A.H or B.S.H. culminates with specially designed seminars on methodology, current issues, and ethical questions in the humanities (HON 2550), social sciences (HON 2560), or natural sciences (HON 2570).

On the advanced level, the Honors Program offers a variety of seminars that include traditional themes of enduring significance, timely issues of concern, and interdisciplinary studies not available elsewhere in the college. All have in common small student enrollment, active class participation, and intensive writing requirements. Specific offerings change from semester to semester to reflect the interests of faculty and students in the Program.

All upper-level seminars also fulfill major, concentration, and minor requirements in specific academic disciplines.

**See the Web site address above for more information.**

## Humanities

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**Chair:** Kevin Hughes, Ph.D.  
**Office:** 304 St. Augustine Center for the Liberal Arts  
610-519-6165  
**Web site:** <http://www.villanova.edu/artsci/humanities/>

The Department of Humanities offers an integrated, interdisciplinary curriculum. This is available to Humanities majors as well as to students at Villanova University generally. In some cases, Humanities courses will fulfill certain requirements for the Core Curriculum of the College of Liberal Arts and Sciences.

**MAJOR:** The Humanities major requires the completion of 10 courses. Four Gateway Courses are required of all majors: HUM 2001: God, HUM 2002: Human Person, HUM 2003: World, HUM 2004: Society (see course descriptions below). Students then take five free electives and the Capstone Seminar, HUM 6500, in senior year.

**MINOR:** Students must take two of the four Gateway Courses: HUM 2001, HUM 2002, HUM 2003, HUM 2004 plus three electives.

### Gateway Courses

**HUM 2001 THL: God** – To talk about God is to talk about human beings and vice versa. Even atheism is a large statement about what it means to be human. This course will begin with some contemporary theological questions. What is religion, anyway? Do we need it anymore? What is the place of religion in the contemporary world? We will then investigate how revelation illuminates God and creation in a way that transforms the world. Fulfills an upper level Theology in the Core Curriculum; Writing Enriched.

**HUM 2002 PHI: Human Person** – What it means to be human has been called into question by a variety of movements that reduce human beings to, for instance, biological motivations, economic incentives, historical trends, or inescapable networks of power. These questions about what it means to be a human being come at a time in which technology gives us unprecedented power to manipulate human life. Beginning from these contemporary problems, we will go on to ask questions like: What is human nature? How does one become more deeply human? What does it mean to act for the human good? How can



we discover meaning in primordial human experiences such as love, mortality, finitude, and suffering? What is human destiny? Fulfills an upper level Philosophy in the Core Curriculum; Writing Enriched.

**HUM 2003 PHI: World** – How we think about the natural world affects how we live and vice versa. Modern Science is a dominant way of interpreting the world and so human life. How does modern science interpret the world? What are the effects of this interpretation on the way we view human beings? What are the problems and possibilities in this interpretation? Are there any limits to modern science's reductionism? How might these be overcome in order to disclose the full range of human experience? What is the relationship of science to philosophy and theology? Fulfills a Research Seminar requirement in the core curriculum; writing enriched.

**HUM 2004 PSC: Society** – We live in a time when political, economic, and family life dominates our horizon of concerns. And yet we also live in a time when we seem cynical about the possibility of finding meaning in them. How is our dependant, rational nature developed in society through marriage, family, work, markets, and government? How can we engage these activities today in a way that is genuinely good for us? Fulfills an upper level Political Science in the Core Curriculum; Writing Enriched.

## **Capstone Seminar**

### **Hum 6500: Senior Capstone Seminar**

The Department's Capstone is a seminar, meeting once a week, in which students read contemporary texts on issues they have engaged in their study of the humanities. A wide-ranging but not exhaustive list of these issues would include developments in biotechnology and their implications for our understanding of what it means to be a human being; the globalization of capitalism and its impact on work, culture, and politics; recent work in theology and philosophy and its meaning for inter-religious dialogue, ethical discussion, and public life; and challenges to postmodern theory which seek to critically incorporate its insights into the cultural construction of identity while affirming eternal truths about the human person. Students will be expected to contribute to class discussion, write weekly responses to texts, and complete a 10-15 page research paper.

**See the Web site address above for more information.**

## Human Services

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<b>Chair:</b>	Edward G. Fierros, Ph.D.
<b>Office:</b>	302 St. Augustine Center for the Liberal Arts 610-519-4620
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/education/">http://www.villanova.edu/artsci/education/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/Humanservices.html">http://www.artsci.villanova.edu/courses/Humanservices.html</a>

The Human Service program is designed for students who desire a degree in the helping professions. The foundation of this program is a minor in psychology and sociology supplemented by an applied experiential component. The program culminates in a six-credit practicum with experiences in child, youth, and family services in various mental health non-profit settings. Other settings would need approval of the Coordinator of the program the semester before practicum begins.

**ACCEPTANCE:** Human Services candidates may declare the major during the sophomore year. A minimum GPA of 2.5 is required for acceptance. Students not meeting this requirement may petition the Chair for acceptance into the program. To declare the major, come to the offices of the Department of Education and Human Services.

**MAJOR:** The requirements for a major in Human Services include the following courses: HS 2000, 2100, 2200, 3000, 3100, 3400, 4000, and 4100. HS Majors must also complete minors in Psychology and Sociology, which include the following required courses: Psychology 1000, 2200, 2500, 2600, and one elective; Sociology 1000, 2200, 2300, 3600, and one elective.

**MINOR:** A minor in Human Services requires a total of 15 credits. Distribution requirements are: HS 2000, 2100, 3000, 3100. An additional 3 credits must be earned from one of the following: HS 2200, 3400, 3500, 3600, 3700.

**See the Web site address above for more information.**

## Irish Studies Concentration

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**Director:** Joseph Lennon, Ph.D.  
**Office:** 467 St. Augustine Center for the Liberal Arts  
610-519-4647  
**Web site:** <http://www.villanova.edu/artsci/irishstudies/>

Irish Studies explores the history and culture of the Irish people from different perspectives – literature, history, art, politics, and folklore. The program is open to students from all colleges. Interested students may also study in Ireland either in a Semester Abroad program or with the Villanova in Ireland Summer program at NUI Galway. Details are available in the Irish Studies Office.

**CONCENTRATION:** Fifteen credits including two core courses, HIS 3216, and any three of the following: AAH 3007; ENG 2450, 2460, 2470, 2490, 3615, 3616; HIS 3214; and PSC 4950.

**See the Web site address above for more information.**

## Italian

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**Chair:** Mercedes Juliá, Ph.D.  
**Program Coordinator:** Gaetano Pastore, Ph.D.  
**Office:** 303 St. Augustine Center for the Liberal Arts  
610-519-4696  
**Web site:** <http://www.villanova.edu/artsci/modernlanglit/european/italian/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/italian.html>

**MAJOR:** Majors in Italian are required to take 10 courses above the intermediate level (I122). Once a sequence of language courses has begun, a student may not revert to a lower-level course. This does not apply to upper-level courses (above I132). Majors must satisfy a one-semester research requirement by enrolling in either ITALIAN 3211 or 3212.

**MINOR:** For a minor in Italian, four courses above the intermediate level in the language are required.

The Department of Romance Languages and Literatures also offers literature courses in English translation. Such courses may be used to fulfill a Humanities

elective; however, they may not be used toward credit requirements for a language major or minor. An upper-level literature course in any language taught in the Department satisfies the advanced literature core requirement. At the same time, it may also count for the minor in a language. However, it may not count for both the advanced literature requirement and the major in a language, except in the case of double majors.

Students may obtain up to six credits through the Villanova summer programs abroad in Italy.

**See the Web site address above for more information.**

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## Japanese Minor

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**Director:** Maghan Keita, Ph.D.  
**Office:** 443 St. Augustine Center for the Liberal Arts  
**Web site:** <http://www.villanova.edu/artsci/global/>  
**Course descriptions:** <http://www.villanova.edu/artsci/global/criticallangs/japanese/minor.htm>

**MINOR:** The minor in Japanese Language and Cultural Studies requires four courses in Japanese language through the intermediate level (JPN 1111- Introduction to Japanese I/JPN 1112- Introduction to Japanese II, and JPN 1121- Intermediate Japanese I/JPN 1122- Intermediate Japanese II). In addition, students must also select two courses from the following list of electives:

JPN 1131	Advance Japanese I
JPN 1132	Advance Japanese II
JPN 2100	Japanese Literature in English Translation
JPN 2102	Japanese Film
JPN 2115	Women in Asia
JPN 2143	Japanese Animation: Art, Culture & Communication
JPN 2144	Japanese Culinary Culture
JPN 3412	Special Topics

**See the Web site address above for more information.**

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## Latin American Studies

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**Director:** Satya Pattnayak, Ph.D.  
**Office:** 273 St. Augustine Center for the Liberal Arts  
610-519-4773  
**Web site:** <http://www.villanova.edu/artsci/latinamericanstudies/>

### MAJOR:

Requirements for the New Latin American Studies Major (10 courses with a minimum of 30 credits):

#### 1. Language Requirement (2 courses):

In addition to satisfying the College requirement of Intermediate Spanish or Intermediate Portuguese language, students will have to satisfy 2 courses of advanced Spanish or advanced Portuguese language or literature courses. Native speakers of Spanish and Portuguese may ask for the language waiver and, if granted, will have to take two electives instead.

#### 2. One Capstone Seminar (LAS 3950 or LAS 6500)

#### 3. Three Thematic courses

- One in the Humanities (THL-5990, THL-3740, THL-4600, SPA-2143, SPA-2212, SPA-3412, PHI-2160, ENG-2041, SPA-2213, SPA 2214 or SPA-2215).
- One course in the Social Sciences (ECO-4220, ECO-4200, PSC-4875, PSC-5800, SOC-3600, SOC-3750, or SOC-4000).
- One course in Latin American History (HIS-4415, HIS-4420, HIS 4410, or HIS-4495).

#### 4. One Research Methods (ECO-3132, SPA-3950, HIS-5501, COM-4001, COM-4002, PSC-1900, PSY-4050, SOC-5100, SOC-5200, or SOC-5300). This requirement satisfies the College's sophomore/junior research requirement.

#### 5. Electives (3 courses)

Students can take any 3 courses listed under "electives" on the program website or advertised in other printed material. Electives may include "Internship" (LAS-5000) and/or "Independent Study" (LAS-6000).

#### 6. Study Abroad (one semester)

Students are mandated to spend a semester abroad at a university in Latin America and can acquire linguistic skills, engage in cultural immersion, and complete course requirements. From a semester abroad, a maximum of 4 courses may be counted towards the major.

Students are strongly encouraged to complete the semester abroad requirement during the sophomore or junior year.

**MINOR:**

A total of 21 credits are needed for a Minor. Students must take two intermediate level courses in Spanish or Portuguese language, a required seminar (LAS 3950 or LAS 6500) and four other courses from the list displayed on the program Web site.

\*PS: For Portuguese language instruction, read under “Portuguese Language Program.”

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## Mathematical Sciences

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**Chair:** Douglas Norton, Ph.D.  
**Office:** 305 St. Augustine Center for the Liberal Arts  
610-519-4850  
**Web site:** <http://www.villanova.edu/artsci/mathematics/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/math.html>

**FRESHMAN CALCULUS:** Prospective first-year Villanova students who have completed a year’s study of calculus in high school should take the College Board Advanced Placement test for possible credit for the first course at Villanova.

**MAJOR:** MAT 1500, 1505, 2500, 2600, 2705, 3300, 3400, 3500, and 5900; an approved analysis elective course, e.g. MAT 3305, 4270, or 5400, plus four additional mathematics courses numbered 3000 or higher; a two-semester natural science sequence with laboratory, e.g. PHY 2410/241I and 2412/2413; a third science course, either three credit plus an appropriate lab or four credit, such as CSC 1051 (all science courses must be at the science-major level).

**MINOR:** MAT 1500, 1505, 2500, 2600, plus four courses chosen from MAT 2705 and courses numbered 3000 or higher. Students may petition to substitute an approved upper division course (e.g., CSC 4170, ECE 3720, ECO 3138, PHY 4202, CEE 3704) in his/her major for **one** of these four courses. To graduate with a minor, students must have at least a 2.0 G.P.A. in their Mathematics courses.

**NOTE:** The University offers multiple versions of calculus and of statistics. One cannot receive credit for two similar versions of calculus or statistics without prior approval. Please contact the department for more information.

## **Military Science Program and Minor (Army ROTC)**

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**Chair:** LTC Jon Peterson, U.S. Army  
**Office:** Military Science Building  
**Web site:** <http://www.armyrotc.villanova.edu>  
**Course Descriptions:** <http://www.widener.edu/rotc>

**ARMY ROTC PROGRAM:** By agreement with Widener University's Department of Military Science, Villanova offers a program of study leading to a commission as a Second Lieutenant in the U.S. Army. Details are found in the Academic Programs Section of the Undergraduate Catalog.

### **COURSES OF STUDY:**

MS 101	Leadership and Personal Development	1 credit
MS 102	Introduction to Tactical Leadership	1 credit
MS 201	Innovative Team Leadership	2 credits
MS 202	Foundations of Tactical Leadership	2 credits
MS 301	Adaptive Tactical Leadership	3 credits
MS 302	Leadership in Changing Environments	3 credits
MS 401	Developing Adaptive Leaders	3 credits
MS 402	Leadership in a Complex World	3 credits
MS 499	American Military History	3 credits

**MINOR:** Students who successfully complete all military science courses 101 through 402 (18 credit hours) will earn a minor in military science.

**See the Web site address above for more information.**

## **Naval Science Program and Minor (Navy ROTC)**

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- Chair:** Col. Bryan Manthe, USMC  
**Office:** 103 John Barry Hall  
610-519-7380  
**Web site:** <http://www.villanova.edu/artsci/nrotc/>  
**Course descriptions:** [http://nrotc.villanova.edu/current\\_students/courses.htm](http://nrotc.villanova.edu/current_students/courses.htm)

Eligibility for a commission in the U.S. Navy or the U.S. Marine Corps through the NROTC program is contingent upon successful completion of required university and naval professional courses of study. Courses required by the NROTC program follow:

**1. Navy Option:** NS 0100, 1000, 1100, 2100, 2200, 3100, 3200, 4100, 4200, plus six credits each of Calculus (completed by end of sophomore year), Physics (completed by the end of junior year), and English (no time requirement), and, three credits each of Cultural Awareness and American Military Affairs (also no time requirement). All courses must be approved by the Naval Science Advisor.

**2. Marine Option:** NS 0100, 1000, 1100, 3500, 3600, 4100, 4200, and three credits of American Military Affairs, approved by the Marine Option Advisor.

**3. Nurse Option:** NS 0100, 1000, 1100, 4100, 4200, and six credits of English, approved by Naval Science Advisor.

**MINOR:**

(Navy Option) NS 0100, 1000, 1100, 2100, 2200, 3100, 3200, 4100, 4200.

(Marine Option) NS 0100, 1000, 1100, 3500, 3600, 4100, 4200.

**See the Web site address above for more information.**

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## **Peace and Justice Education**

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- Acting Director:** Rick Eckstein, Ph.D.  
**Office:** Corr Hall, First Floor  
610-519-4499  
**Web site:** <http://www.villanova.edu/artsci/peaceandjustice/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/pj.html>

The Center for Peace and Justice Education contributes to the mission of



Villanova University by encouraging the search for global peace and social justice through interdisciplinary education, especially as that is informed by the insights of Roman Catholic social thought.

**CONCENTRATION:** Twenty-four credit hours, including all requirements for the minor, plus two additional Peace and Justice courses, courses cross-listed by Peace and Justice, or courses otherwise earning Peace and Justice credit. No more than three foundational courses may receive credit for the concentration.

**MINOR:** Eighteen credit hours, including one of the following foundational courses: PJ 2250 Violence and Justice in the World; PJ 2600 Catholic Social Teaching; PJ 2700 Peacemakers and Peacemaking; PJ 2800 Race, Class, and Gender; PJ 2900 Ethical Issues in Peace and Justice; and five other courses in Peace and Justice, courses cross-listed by Peace and Justice, or courses otherwise earning Peace and Justice credit. No more than three foundational courses may receive credit for the minor.

**See the Web site address above for more information.**

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## Philosophy

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**Chair:** John Carvalho, Ph.D.

**Office:** 108 St. Augustine Center for the Liberal Arts  
610-519-4690

**Web site:** <http://www.villanova.edu/artsci/philosophy/>

**Course descriptions:** <http://www.villanova.edu/artsci/philosophy/courses/>

**MAJOR:** In addition to fulfilling the College Core Requirement, PHI 1050: Introduction to Philosophy, students can complete the requirements for a Philosophy Major by taking 10 additional Philosophy courses. These courses must include the following.

(1) Three courses in the History of Philosophy sequence:

- PHI 3020 History of Ancient Philosophy
- PHI 3030 History of Medieval Philosophy
- PHI 3040 History of Early Modern Philosophy

(With the approval of the Chair of the Department, upper division)

electives in Ancient, Medieval, and Modern Philosophy as well as Topics courses offered in Philosophy and Honors may substitute for the courses in this sequence.)

- (2) Five additional upper-division electives (course numbered 2010 or higher)
- (3) Two capstone courses in one of the following combinations
  - (A) One course numbered PHI 5000: Advanced Seminar in Philosophy and One course numbered PHI 6000: Research Seminar
  - (B) Two courses numbered PHI 5000: Advanced Seminar in Philosophy

• **Students choosing to complete the capstone requirement with option (A) follow the Thesis Path to the major.**

On this path, the five additional upper-division electives are all “free,” and the guide to the major is the Thesis submitted to fulfill the requirements for PHI 6000: Research Seminar. The topic for the Thesis is worked out by the student in consultation with a full-time member of the Philosophy Department faculty who serves as an advisor. Preparations for the thesis project should begin in the semester before its expected completion.

• **Students choosing to complete the capstone requirement with option (B) follow the Track Path to the major.**

On this path, at least three of the five additional upper-division electives must come from courses assigned to one of seven Tracks: Cognitive Studies, Continental Philosophy, Cultural Studies, History of Philosophy, Philosophy and Religion, Pre-Law, Social & Political Philosophy and Ethics. The guide to the major on this path is the Track and the courses assigned to it. Any remaining electives are “free.”

**MINOR:** Students can minor in Philosophy by taking any five upper-division (numbered 2010 or higher) courses offered by the Philosophy Department including PHI 1050, required to complete the College Core Requirement, but including no more than two courses from the following list: PHI 1050, PHI 2010, PHI 2030, PHI 2115, PHI 2150.

**DOUBLE MAJORS:** Because of the interdisciplinary nature of Philosophy studies, the Department welcomes and encourages students who want to combine their philosophy major with a major in another discipline. In order to facilitate this goal, Philosophy double majors can (with the permission of the Chair of the Philosophy Department) count up to two cognate or related courses from the second major toward fulfilling the Philosophy Major requirements.

**See the Web site address above for more information.**

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## Physics

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**Chair:** Philip Maurone, Ph.D.

**Office:** 347 Mendel Science Center  
610-519-4860

**Web site:** <http://www.villanova.edu/artsci/physics/>

**Course descriptions:** <http://www.artsci.villanova.edu/courses/physics.html>

### **Physics: The Fundamentals of Matter, Energy, Space, Time, and Interactions**

Physics is an experimental science in which its practitioners investigate nature at the most fundamental level on scales ranging from subatomic distances to the size of the universe. It is a quest to understand the origin and behavior of all forces: forces that account for the observed stability and in some cases instability of the atomic nucleus; forces that account for the stability of the atom; and forces that account for the stability of matter and the large scale structure of the universe. In this sense, it is the most fundamental of the physical sciences, and the successful physics student will be adept at solving problems using techniques that probe the fundamental building blocks of nature.

Being trained to analyze phenomena at the most fundamental level makes the physics major versatile. Therefore, the student who successfully completes the degree in physics will not only be well prepared for graduate studies in physics, but also for employment in research oriented industries or study in professional fields.

### **Requirements**

#### **The B.S. in Physics**

For the student who wants to be a professional physicist or go on to graduate school in physics. The minimum requirement is 136 credits. There is a senior research option.

**The B.A. in Physics**

For students who want to minor in another science or engineering or who are planning employment or graduate studies outside the sciences in fields such as medicine, law, business, journalism, secondary school teaching, etc. Instead of the normal advanced courses in physics, the candidate uses these slots for the minor in another area. The minimum requirement is 136 credits.

**The Minor in Physics**

The Physics Department offers a minor in physics to qualified students whose major area of study lies outside of physics. In general, a student in any area of study, other than physics, may obtain a minor in physics. Sixteen credits in the University Physics sequence, Physics 2410-2417, and 15 additional credits of upper-level physics electives

**The Minor in Applied Physics for Math Majors**

All the Math courses required for the Math degree, plus MAT 4310, PHY 2410/11 through PHY 2416/17, PHY 3310/3311, and PHY 4301/4303.

**The details of all the above programs, including course descriptions, can be found at the Web site listed above.**

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**Political Science**

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**Chair:** A. Maria Toyoda, Ph.D.  
**Office:** 202 St. Augustine Center for the Liberal Arts  
610-519-4710  
**Web site:** <http://www.villanova.edu/artsci/psc/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/psc.html>

**MAJOR:** Thirty credit hours in political science courses are required for a major including American Government (PSC 1100), International Relations (PSC 1200), research seminar (PSC 1900), and a senior seminar (PSC 6900), restricted to Political Science senior majors.

Elective courses are divided into three areas:

- American Government and Public Law (2000 and 3000 level)

- Comparative Government and International Relations (4000 and 5000 level)
- Political Theory and Behavior (6000-6875)

Political Science majors must take one course from each area in order to meet our I-I-I distribution requirement. With the exception of internships (up to 6 credits), courses taken on a satisfactory/unsatisfactory basis cannot be used to satisfy requirements for the major.

Any senior with a GPA of 3.0 or above may request to take a graduate PSC course. A junior may apply for the five year BA/MA program.

**CERTIFICATES and CONCENTRATIONS WITHIN THE MAJOR:** A political science major may choose to earn one or more certificates or concentrations within political science in International Relations, Comparative Politics, Pre-Law, American Politics, Public Administration, Political Theory, and National Security Studies. Students satisfying the requirements for these receive a document testifying to this with their diploma at graduation. The certificate or concentration does not appear on the student's transcript.

Please see <http://www.villanova.edu/artsci/psc/> for details about the five-year BA/MA program, certificates, and other PSC programs.

**MINOR:** Fifteen credits consisting of American Government (PSC 1100), International Relations (PSC 1200), plus any three advanced PSC courses numbered 2000 and above will earn a student a minor in Political Sciences. With the exception of a 3 credit internship, courses taken on a satisfactory/unsatisfactory basis cannot be used to satisfy requirements for the minor.

**See the Web site address above for more information.**

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## Portuguese

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**Chair:** Mercedes Juliá, Ph. D.  
**Program Coordinator:** Celeste Mann, MA  
**Office:** 303 St. Augustine Center for the Liberal Arts  
610-519-7478  
**Web site:** <http://www.villanova.edu/artsci/romancelanglit/portuguese>

The College will offer Portuguese I in fall 2010, Introduction to Portuguese II in spring 2011, Intermediate Portuguese I in fall 2011, and Intermediate Portuguese II in spring 2012. These four semesters of Portuguese will satisfy the College's requirement for foreign languages. The Portuguese requirements are just like that of Spanish.

Latin American Studies is funding this initiative with close co-sponsorship from the Chair of the Department of Romance Languages and Literatures, Mercedes Julia, Ph.D.. For more information, please contact Satya Pattnayak at [satya.pattnayak@villanova.edu](mailto:satya.pattnayak@villanova.edu).

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## Psychology

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**Chair:** Thomas C. Toppino, Ph.D.  
**Office:** 334 Tolentine Hall  
610-519-4722  
**Web site:** <http://www.villanova.edu/artsci/psychology/>  
**Course descriptions:** <http://www.artsci.villanova.edu/courses/psychology.html>

Psychology is the basic and applied science of mind and behavior. Psychologists use the methods of both natural and social science in order to advance our knowledge and understanding of thought, emotion, and behavior in humans and other organisms. Psychologists also apply this knowledge in order to improve the conditions of individuals and society.

**Acceptance:** Psychology is the basic and applied science of mind and behavior. Psychologists use the methods of both natural and social science in order to advance our knowledge and understanding of thought, emotion, and behavior in humans and other organisms. Psychologists also apply this knowledge in order to improve the conditions of individuals and society. To choose psychology as a major, a student must have completed General Psychology (PSY 1000 or HON 1811) or have AP credit for General Psychology. In addition, a student must have a grade of C+ or higher in General Psychology or have an overall QPA of 3.00 or higher. Because of course prerequisites, students should expect that completion of the major will require at least four semesters after their formal declaration of the major.

**MAJOR:** PSY 1000 General Psychology plus 28 additional credits including PSY 4000 Statistics, 4050 Research Methods, 4100 Foundations of Modern

Psychology or 4125 Contemporary Issues in Psychology, 4150 Seminar in Professional Development, 4200 Physiological Psychology, 4500 Cognitive Psychology, and 12 elective credits (four electives). PSY 4000 Statistics and 4050 Research Methods are prerequisites for many upper level Psychology courses (PSY 4100 and above). Students who contemplate majoring in psychology may begin the major early by taking PSY 1000 General Psychology, plus any elective courses for which PSY 1000 General Psychology is the only prerequisite.

**MINOR:** PSY 1000 General Psychology plus any combination of 12 undergraduate credits in psychology.

Courses taken on a satisfactory/unsatisfactory basis cannot be used to satisfy requirements for the major or minor. PSY 1000 General Psychology is a prerequisite for all other courses in psychology.

**See the Web site address above for more information.**

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## Romance Languages and Literatures

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**Chair:** Mercedes Juliá, Ph.D.  
**Office:** 303 St. Augustine Center for the Liberal Arts  
610-519-4680  
**Web site:** <http://www.villanova.edu/artsci/modernnlanglit/>

**MAJORS:** Majors in French and Francophone Studies, Italian, or Spanish are required to take 10 courses above the intermediate level. Once a sequence of language courses has begun, a student may not revert to a lower-level course. This does not apply to upper-level courses (above 1132). Majors in Italian, must satisfy a one-semester research requirement by enrolling in either ITALIAN 3211 or 3212. FRE 2001 or FRE 2002 is required of all majors in French and Francophone Studies. For majors in Spanish, SPA 1138 or SPA 2400, SPA 2100 or SPA 2212 and SPA 3950 are required.

**MINORS:** Students may minor in **French and Francophone Studies, Italian, or Spanish**. Four courses above the intermediate level in the language are required.

The Department also offers literature courses in English translation. Such

courses may be used to fulfill a Humanities elective; however, they may not be used toward credit requirements for a language major or minor. An upper-level literature course in any language taught in the Department satisfies the advanced literature core requirement. At the same time, it may also count for the minor in a language. However, it may not count for both the advanced literature requirement and the major in a language, except in the case of double majors.

Students may obtain six credits through Villanova summer programs abroad in France, Italy, Chile, and Spain.

**See the Web site address above for more information.**

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## Russian Area Studies Concentration

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**Director:** Lynne Harnett, Ph.D.  
**Office:** 437 St. Augustine Center for the Liberal Arts  
610-519-7219  
**Web site:** <http://www.villanova.edu/artsci/russianarea/>

The Russian Area Studies Concentration is open to all students enrolled in the University. The purpose of the concentration is to provide students with a multi-disciplinary comprehension of Russia through the study of this exciting and complex country's language, culture, history, politics, religion, and art.

**CONCENTRATION:** Two semesters of Russian at the intermediate level, or demonstrated proficiency at an equivalent level, plus 15 credit hours selected from among the following: HIS 3240, 3241, 3242, 4701; PSC 4401, 5351; RUS 1131, 1132, 3412, 4110, 4120, 4130, 4140, 4150; SAR 4007; THL 5510; and appropriate special topics courses in Economics as approved by the director. In addition, students are required to produce a senior research project. This research project offers an opportunity for students to synthesize knowledge obtained in the electives as they engage a topic of particular interest.

**See the Web site address above for more information.**



## Russian Minor

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<b>Director:</b>	Maghan Keita, Ph.D.
<b>Office:</b>	443 St. Augustine Center for the Liberal Arts
<b>Program Coordinator:</b>	Boris Briker, Ph.D.
<b>Office:</b>	332 St. Augustine Center for the Liberal Arts
<b>Web site:</b>	<a href="http://www.villanova.edu/arts/global/">http://www.villanova.edu/arts/global/</a>
<b>Course Descriptions:</b>	<a href="http://www.villanova.edu/arts/global/criticallangs/russian/courses.htm">http://www.villanova.edu/arts/global/criticallangs/russian/courses.htm</a>

**MINOR:** The minor in Russian Language and Cultural Studies requires four courses in Russian language through the intermediate level: RUS 1111-Introduction to Russian I, RUS 1112-Introduction to Russian II, RUS 1123-Intermediate Russian, RUS 1124-Intermediate Russian II.

In addition, the minor requires two courses above the Intermediate level, such as: RUS 1131 Conversation & Composition, RUS 1132 Advanced Conversation & Composition, RUS 5900 Russian: Independent Study.

Courses taught in English do not satisfy the requirements for a minor in Russian unless special permission is given by the Director of the Institute for Global Interdisciplinary Studies.

### Courses taught in English include:

RUS 3412	Special Topics: Russian Film
RUS 3412	Special Topics: Russian Culture in Context (Study Abroad Course)
RUS 4120	The Russian Short Story
RUS 4130	The Russian Novel
RUS 4140	The Russian Novel II

**See the Web site address above for more information.**

## Sociology

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<b>Chair:</b>	Thomas Arvanites, Ph.D.
<b>Office:</b>	204 St. Augustine Center for the Liberal Arts 610-519-4740
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/sociology/">http://www.villanova.edu/artsci/sociology/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/sociology.html">http://www.artsci.villanova.edu/courses/sociology.html</a>

**Acceptance:** To select Sociology as a major a student must have earned a “C” or better in SOC 1000, Introduction to Sociology. Because of the major requirements, students must allow three full semesters after the declaration of the major to complete all requirements.

- **Required Courses:**

SOC 1000	Introduction to Sociology
SOC 6500	Senior Seminar

- **One of the following:**

SOC 5000	Nature and History of Sociological Theory
SOC 5050	Sociological Theory and Research
SOC 5100	Contemporary Theory and Research

- **One of the following:**

SOC 5300	Data Analysis for Social Scientists
SOC 5400	Applied Research Methods in Sociology
CRJ 5200	Criminal Justice Research and Statistics

- **Six Sociology or Criminal Justice courses** (not including CRJ 1000 or CRJ 3300)

**MINOR:** SOC 1000 and four other courses chosen from the offerings of the department. The student must inform the chair of his or her intention to minor and request certification of the minor when it has been completed.

A student may take an internship in a field setting in the second semester of the junior year or during the senior year. Students should consult with the Chair and Director of the Internship Program.

**See the Web site address above for more information.**

## Spanish

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<b>Chair:</b>	Mercedes Juliá, Ph.D.
<b>Program Coordinator:</b>	Carmen Peraita, Ph.D.
<b>Office:</b>	303 St. Augustine Center for the Liberal Arts 610-519-7478
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/modernlanglit/spanish/">http://www.villanova.edu/artsci/modernlanglit/spanish/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/spanish.html">http://www.artsci.villanova.edu/courses/spanish.html</a>

**MAJOR:** Majors in Spanish are required to take 10 courses above the intermediate level (I122). Once a sequence of language courses has begun, a student may not revert to a lower-level course. This does not apply to upper-level courses (beyond I132). SPA I138 or SPA 2400, SPA 2211 or SPA 2212 and SPA 3950 are required of all majors.

**MINOR:** For a minor in Spanish, four courses above the intermediate level in the language, including SPA I131 and I132 are required.

The Department of Romance Languages and Literatures also offers literature courses in English translation. Such courses may be used to fulfill a Humanities elective; however, they may not be used toward credit requirements for a language major or minor. An upper-level literature course in any language taught in the Department satisfies the advanced literature core requirement. At the same time, it may also count for the minor in a language. However, it may not count for both the advanced literature requirement and the major in Hispanic Studies, except for double majors.

Students may obtain up to six credits through the Villanova summer programs in Valparaíso (Chile) and Cádiz (Spain).

**See the Web site address above for more information.**

## Teacher Certification

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<b>Chair:</b>	Edward G. Fierros, Ph.D. Department of Education and Human Services
<b>Office:</b>	205 St. Augustine Center for the Liberal Arts 610-519-4620
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/education/teachercert/">http://www.villanova.edu/artsci/education/teachercert/</a>

Villanova University's secondary teacher education program is approved by the Pennsylvania Department of Education as satisfying the requirements for teacher certification in 14 subject areas. Students with majors in departments other than Education and Human Services may be admitted to the teacher education program upon the approval of the Undergraduate Committee. Students admitted to the teacher education program must complete the same requirements as Education majors, including three, one-credit workshops in special education, and student teaching. Student Teaching is normally taken in the second semester of the senior year. Undeclared Arts students who may be interested in Secondary Teacher Certification should stop by the Office of Education and Human Services, 302 St. Augustine Center for the Liberal Arts, as soon as possible. Students enrolled in the Teacher Education Program will have their work reviewed each semester by a department committee to determine progress and professional development for certification. Students must achieve a 3.0 overall GPA and successful completion of Praxis I before they are permitted to do student teaching. Students who do not achieve the required cumulative average by spring semester senior year will not be allowed to continue in the education major.

Upon successful completion of the major required certification courses, special education workshops, and the Praxis I, and II exams, the student will be eligible for certification.

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## Theatre Minor

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<b>Chair:</b>	Rev. Richard G. Cannuli, O.S.A.
<b>Office:</b>	205 St. Augustine Center for the Liberal Arts 610-519-4760
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/theatre/academics/undergraduate/">http://www.villanova.edu/artsci/theatre/academics/ undergraduate/</a>
<b>Course descriptions:</b>	<a href="http://www.villanova.edu/artsci/theatre/academics/undergraduate/courses.htm">http://www.villanova.edu/artsci/theatre/academics/ undergraduate/courses.htm</a>

**MINOR:** Students may fulfill a Theatre Minor by completing five theatre courses (three required/two elective) and a theatre practicum. Interested students should request further information through the Theatre Department Office in the St. Augustine Center for the Liberal Arts, Room 205.

Any student may educate himself/herself in the art and craft of theatre through

electives and through participation in the department's theatrical productions. Auditions and backstage positions are open to all undergraduates for the entire academic theatre season.

**See the Web site address above for more information.**

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## Theology and Religious Studies

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<b>Chair:</b>	Bernard P. Prusak, J.C.D.
<b>Office:</b>	203 St. Augustine Center for the Liberal Arts 610-519-4730
<b>Web site:</b>	<a href="http://www.villanova.edu/artsci/theology/">http://www.villanova.edu/artsci/theology/</a>
<b>Course descriptions:</b>	<a href="http://www.artsci.villanova.edu/courses/theology.html">http://www.artsci.villanova.edu/courses/theology.html</a>

The department understands Christian theology to be “faith seeking understanding,” a process of critical reflection upon the life of faith. As a department likewise committed to religious studies, we aim to instill an understanding of Christian faith and of religion that is consonant with an appreciation of contemporary religious and cultural pluralism.

**MAJOR:** Thirty-three credit hours including the required introductory course, THL 1050 or 1051, which students in all colleges normally take in the first year of studies.

Eighteen credit hours are to be taken from among the following:

- One Course in Biblical Studies: any course numbered from THL 2000 to THL 2480.
- One Course in Historical Studies: any course numbered from THL 2500 to THL 2900.
- Theological Studies: THL 3200: Understanding Jesus the Christ.
- One Course in Studies in Christian Living: any course numbered from THL 4100 to THL 4690.
- One Course in Religious and Cultural Studies: any course numbered from THL 5100 to THL 5285.
- Advanced Seminar, THL 6500

Twelve credit hours are to be taken from other departmental offerings in consultation with the student's Academic Advisor.

**MINOR:** Eighteen credit hours inclusive of the required introductory course (THL 1050 or 1051). All courses required for the major are highly recommended for minors.

THL 1050 or 1051 is a prerequisite for all other courses in Theology and Religious Studies.

**See the Web site address above for more information.**

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## Writing and Rhetoric Concentration

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**Director:** Karyn Hollis, Ph.D.

**Office:** 458 St. Augustine Center for the Liberal Arts  
610-519-7872

**Web site:** <http://www.villanova.edu/artsci/writingrhetoric/>

**ACCEPTANCE:** Students must have a 3.0 average or better to enroll in the concentration. An entrance essay must be submitted and will be scored in terms of purpose, content, style and organization. A base score must be attained.

The Concentration in Writing and Rhetoric provides students with a programmatic option for developing excellence in writing and speaking skills. The Concentration is open to students from all colleges in all majors.

**CONCENTRATION:** By the end of the first semester in the Concentration, students will have studied for and passed a self-administered WebCT exam covering principles of Standard Edited English, a style sheet, and other rules of grammar, punctuation and mechanics.

By the end of the student's senior year, a "capstone" portfolio will be submitted to the director representing the range and quality of the student's writing. This portfolio will be in the format of a "clip book" suitable for presentation to potential employers and will contain any published materials the student has written while in the Concentration. A similar E-Portfolio of student work displayed on the Internet is also required.

To successfully complete the Concentration, students must achieve a 3.0 average in their Concentration courses. Students must complete 24 credit hours. All courses are to be writing enriched or writing intensive, including:

- Three courses in Writing Practice at the intermediate or advanced level from the list of approved courses
- Two courses in theory of composition, history of language, rhetorical theory or history and critical theory
- Two writing enriched or writing intensive upper-level English courses
- One practicum course

**MINOR:** 18 credit hours in advanced courses, numbered 2000 or above. All courses are to be writing enriched or writing intensive, including:

- Three courses in writing practice from the approved list
- Two courses in theory of composition, rhetorical theory or critical theory
- One writing enriched or writing intensive English literature course at the 2100 level or above.

**See Web site for list of approved courses and additional requirements.**

## **Part IX: Important University Opportunities & Resources**

### **A. Campus Ministry**

**Beth Hassel, P.B.V.M., D. Min., Executive Director, St. Rita's Hall,  
campusministry@villanova.edu  
610-519-4080**

Campus Ministry nourishes the development of religious faith and practice in the Roman Catholic and Augustinian tradition. Campus Ministry seeks to empower the members of the University community to proclaim the Gospel of Jesus Christ while respecting all religious traditions.

Campus Ministry engages in University life through prayer, liturgy, community service and pastoral care. Campus Ministry encourages the integration of personal faith into the academic environment, promoting the Augustinian ideal of an intellectual community seeking both wisdom and a fuller spiritual life.

Campus Ministry fosters the development of leadership in service to the poor and education for justice. Campus Ministry programs reflect the charisms of Augustine and Thomas of Villanova who lived lives based on the search for truth, wisdom, charity and justice.

### **B. Career Services Office**

**Nancy Dudak, Director, Garey Hall  
careerservices@villanova.edu  
<http://www.villanova.edu/vpaa/careers/>  
610-519-4060**

You know employers value Liberal Arts and Sciences majors, but the challenge is in figuring out how to identify and promote the skills and talents developed in your course of study. In addition to seeking out advice from professors, faculty advisors, deans, and counseling advisors, career counselors are available at the Office of Career Services. Interest inventories are administered for assistance in choosing a major or exploring career options. Other services and programs are offered to help individuals plan a career and develop the skills essential to pursue the plan successfully. Individual counseling is supplemented by workshops such as résumé writing and interviewing skills. The Planning Your Future portion of the Web site contains a *Four Year Plan and What Can I Do With Major?*



Counselors understand that the career interests of Liberal Arts and Sciences majors are varied and numerous. They work with students to create an individual who maximizes the employment services: a campus interview program with over 350 employers, an online resume database, and job listings. These services are coordinated online at <http://www.careers.villanova.edu>. Registration materials for graduate school admission tests are available and students may establish Credential Files to house letters of reference and materials for application to graduate programs.

### **C. Counseling Center**

**Dr. Joan G. Whitney, Executive Director, 206 Health Services Building**

**Dr. Norman Pitt, Associate Director**

**Monday Through Friday, 9 a.m. to 5 p.m.**

**<http://www.villanova.edu/studentlife/counselingcenter/>**

**610-519-4050**

The Counseling Center helps students deal with personal concerns, relationships, and emotional challenges. Licensed, doctoral psychologists provide personal counseling within a comfortable, compassionate, professional setting. We provide support to students experiencing the normal, developmental emotional and social issues common during the college years. Students commonly seek counseling on topics including: stress, adjustment, anxiety, depression, trauma, romantic breakup, family concerns, loneliness, substance abuse, and eating disorders. Available services include: individual counseling, consultation, referral, groups, and educational programs. The Center also provides assistance with study skills and time management. All contacts are confidential and private and are not recorded on the student's university records. Our Web site includes "virtual brochures" on topics of interest to the university community, and can be accessed at <http://www.villanova.edu/counselingcenter/>.

### **D. Dean of Students**

**Mr. Paul Pugh, Dean**

**213 Dougherty Hall**

**<http://www.villanova.edu/studentlife/dean>**

**610-519-4200**

The Dean of Students Office is a resource for student concerns, supports students in all aspects of their lives, and assists students in their development as individuals and as members of the community. The Dean of Students Office is comprised of the Dean of Students, the Assistant Dean of Students for Judicial

Affairs, the Assistant Dean of Students for Alcohol and Drug Intervention, and an Administrative Assistant.

The Dean of Students Office promulgates standards and expectations for the student community (see Student Handbook), monitors student behavior, administers the Code of Student Conduct, and oversees the University's judicial process. The Dean of Students Office also oversees the International Student Human Services Office.

The Dean of Students Office serves as liaison with various University constituents including parents, public safety, residence life, and local township officials and civic associations. In its role as liaison with the local community, the Dean of Students Office publishes *Crossroads: A Student Guide to Living Off Campus* to assist students with this important transition.

The Dean of Students Office is also responsible for coordinating *House Call: Connecting the Campus One Student at a Time* and coordinating the selection of senior students for *Who's Who in American Universities and Colleges*.

## **E. Falvey Memorial Library**

**Mr. Joseph Lucia, University Librarian and Director**  
**610-519-4290**

Falvey Memorial Library is the gateway to print and electronic information resources and services available to students, faculty, and staff in their academic endeavors. Its more than 750,000 volumes, 6,000 current serial subscriptions, approximately 250 electronic indexes, several thousand full-text electronic journals, and extensive microfilm and audiovisual collections support the informational and research needs of the Villanova community. The Falvey Library homepage on the World Wide Web provides access to many of the services as well as describing policies and procedures of the library.

The library's Web site serves as a gateway to a full range of learning and research support resources and is accessible at: <http://www.library.villanova.edu>.

A friendly, knowledgeable staff provides reference, interlibrary loan, instructional media, circulation, reserve materials, cataloging, and acquisition services. Reference librarians answer specific questions, suggest appropriate sources, assist in the formulation of search strategies, and offer instruction in the use of electronic resources. Interlibrary Loan makes available the resources

of libraries throughout the country. Media Technology and Creative Design Services offers viewing and listening stations for films, CDs, tapes, as well as transparency, lettering, and production services.

**Library hours during semesters:** (*Hours vary when classes are not in session*)

Monday	8 a.m. to 2 a.m.
Tuesday-Thursday	8 a.m. to 12 p.m.
Friday	8 a.m. to 8 p.m.
Saturday	9 a.m. to 8 p.m.
Sunday	10 a.m. to 12 p.m.

Library hours are extended hours during final exams.

## **F. Faith Development**

**Rev. Joseph L. Farrell, OSA**

**Associate Vice President for Mission & Ministry**

**Corr Hall – 610-519-5431**

**St. Rita Hall – 610-519-4080**

Villanova University encourages faith development and practice among all members of the campus community. While the University is a Roman Catholic, Augustinian institution that seeks to empower Christians and Catholics to live and proclaim the Gospel of Jesus Christ, it respects all religious traditions and expression.

- Worship and evangelization activities contribute to the Catholic identity and Augustinian heritage of the University through prayer, Bible study, liturgy, the sacraments and education about the Catholic faith.
- Spiritual development is offered to all through programs, workshops, spiritual direction and retreats that encourage reflection on and understanding of personal faith.
- Service and volunteerism promote commitment to the poor and education for justice. Weekly service opportunities, fall and spring break trips, as well as other annual events offer students a broad array of opportunities for involvement at every level.

In all of these, integration into the academic environment, promoting the

Augustinian ideal of an intellectual community seeking both knowledge and wisdom illuminated by faith, leadership development and the pastoral care of all are highest priorities.

**G. International Student Services Office**

**Connelly Center, 2nd floor**

**<http://www.students.villanova.edu/iss/>**

**Mr. Stephen McWilliams, Director,  
International and Human Services  
610-519-4095**

**Mr. Hubert Whan Tong  
Immigration Specialist and International Student Advisor  
610-519-8017**

**Ms. Debbie K. Kwiterovich Hoover  
English as a Second Language and Advisor  
610-519-7827**

**[internationalstudentoffice@villanova.edu](mailto:internationalstudentoffice@villanova.edu)**

The International Student Advisor's Office is a service provided by the University to aid foreign students in becoming oriented to the University and the community. All international students must register with the Registrar's Office each semester. The International Student Office assists with matters relating to the Department of Homeland Security (DHS) and other U.S. government agencies.

There are a variety of social and cultural programs sponsored through this office in conjunction with the International Student Association. In addition, the office offers a comprehensive orientation program at the beginning of the fall semester and English as a Second Language (E.S.L.) courses offered for non-native speakers.

## **H. Learning Support Services**

**Kennedy Hall, 2nd Floor**

**learning.support.services@villanova.edu**

**610-519-5636**

The Office of Learning Support Services, in conjunction with faculty, is committed to providing “reasonable academic accommodations” for students with learning disabilities, other neurologically based disorders, and those disabled by chronic illnesses. Students may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA.

It is the responsibility of the student to identify themselves to the Director of Learning Support Services and submit for review current documentation of their disability. Additional information is available here: <http://www.villanova.edu/vpaa/learningsupport/>

Students with physical disabilities with questions or concerns about access and support services should contact the Office of Disability Services at 610-519-4095, or e-mail [stephen.mcwilliams@villanova.edu](mailto:stephen.mcwilliams@villanova.edu).

## **I. Math Learning Resource Center**

**Melissa Simone, Director**

**Second Floor, Old Falvey**

**melissa.simone@villanova.edu**

**610-519-MLRC**

The Mathematics Learning and Resource Center (MLRC) is a center for student learning excellence. The MLRC is located on the second floor of Old Falvey, next to the Writing Center. At the MLRC, students gather to discuss mathematics, to work on group projects, or to study independently. During its hours of operation (Monday through Thursday: 1 to 5 p.m. and 6:30 to 9 p.m., and Sunday: 6:30 to 9 p.m.), the MLRC is staffed by tutors who help students with all first- and second-year math courses.

The MLRC at Villanova is not merely a tutoring center. The computer lab has 15 computers, capable of running the mathematical software currently being used in math courses offered at the University. There is also a comprehensive collection of tutorial software in algebra, trigonometry, calculus, statistics, and differential equations, which students may use for independent learning. Most of this software is multi-media and entertaining to use. In addition to this extensive collection of computer software, the lab is also networked and

connected to the Internet. A modest video library and three TV/VCR stations round out the offerings of the MLRC.

It is the center's goal to create a stimulating environment for Villanova students to enrich their mathematical understanding of the world. Call the MLRC at 9-5193 or e-mail [melissa.simone@villanova.edu](mailto:melissa.simone@villanova.edu).

### **J. Center for Multicultural Affairs Office**

**Terry Nance, Ph.D., Assistant Vice President**

**102 Dougherty Hall**

**610-519-4075**

The Center for Multicultural Affairs assists the University in providing an inclusive educational experience founded on Augustinian principles. The Center for Multicultural Affairs provides a welcoming atmosphere and services to support the University's mission of respecting individual differences and adhering to the principle that mutual love and respect should animate every aspect of University life.

Through its multi-faceted programs (Academic Advancement Program, St. Thomas of Villanova Scholars Program, the Diversity Blueprint, A.C.T.I.V.E and Outreach Programs, and Diversity Peer Educators), the Center undertakes the challenge of meeting many goals stated in Villanova's Mission Statement, Strategic Plan, and Diversity Blueprint.

Through our work, The Center for Multicultural Affairs envisions Villanova University as a culturally diverse, academically distinctive learning community where all members live empathically and lead effectively.

### **K. Music Activities**

**Mr. John Dunphy, Director**

**St. Mary's Hall Ground Floor**

**[musicactivitiesoffice@villanova.edu](mailto:musicactivitiesoffice@villanova.edu)**

**<http://www.villanova.edu/studentlife/music/>**

**610-519-7214**

The Office of Music Activities supervises, promotes, and maintains the efforts of student performing groups on the Villanova campus. Instrumental groups include the University Band (Concert, Marching, Pep, and Jazz Bands, Percussion Ensemble) and Orchestra. Choral groups include The Villanova

Singers, Villanova Voices, Gospel Ensemble, and several a cappella ensembles.

There are three undergraduate theater groups: Student Theater, Student Music Theater, and Music Activities Stage Crew. Dance organizations are the Villanova Dance Team (including Wildcat Dancers, Twirlers, and Flags), Dance Ensemble, and Irish Dancers. Each student organization is student run and directed by a staff professional. In addition, the Office of Music Activities sponsors the Villanova Jazz Festival and the St. Mary's Chapel Chamber Music Series.

**L. Villanova Undergraduate Research Fellows**  
**Center for Undergraduate Research and Fellowships**  
**Ms. Jane Morris, Director**  
**Garey Hall**  
**610-519-5928**  
**<http://www.villanova.edu/artsci/college/academics/curf/>**

The Villanova Undergraduate Research Fellows Program is designed to provide financial support for independent student research. The Faculty Undergraduate Research Council determines funding allocations to be awarded as stipends for student researchers and faculty collaborators, as well as funding available for supplies, travel, and conference support. In recent years, nearly 100 Villanova undergraduates have received funding for research performed in collaboration with university professors that has been published in peer-reviewed scholarly journals and presented at national and international conferences.

**M. Residence Life**  
**Mr. Tom DeMarco, J.D., Director**  
**Kennedy Hall**  
**[residencelife@villanova.edu](mailto:residencelife@villanova.edu)**  
**610-519-4154**

This office collaborates with a variety of offices to provide a clean, safe, and educationally purposeful living environment for resident students.

## **N. Student Health Service**

**Mary McGonigle, D.O., Director**  
**Health Services Building**  
**610-519-4070**

The Villanova University Student Health Center is staffed by registered nurses 24 hours a day. The Student Health Center is open with limited hours during semester breaks and over the summer. Physicians and nurse practitioners are available weekdays by appointment. Gynecologic services are provided by the nurse practitioners by appointment. Registered nurses provide 24 hour care to students who require inpatient treatment and observation, as well as to students who require walk-in care. Other medical services include diagnostic laboratory testing, administration of allergy injections, and immunizations. In the event that a student requires emergency care, transportation is provided to a local hospital. Although students are not billed for physician and nurse practitioner visits, they are financially responsible for some medication and all laboratory fees, as well as consultation with specialists.

## **O. Technology Support Services - TechZone**

UNIT's Technology Support Services is committed to providing high quality customer service and technical support to the Villanova community. UNIT's Technology Support Services serve as the primary point of contact assisting in all computing and technology related issues and needs.

UNIT offers a number of methods of centralized services providing technical support:

- **Walk-up @ TECHZone in Vasey Hall Room 101**
- **Self-Service: [sdess.villanova.edu](http://sdess.villanova.edu)**
- **Phone: 610-519-7777**
- **E-mail: [support@villanova.edu](mailto:support@villanova.edu)**
- **Web site: [www.villanova.edu/unit/](http://www.villanova.edu/unit/)**

The TechZONE staff diagnoses hardware issues, recommends solutions, and performs warranty and non-warranty repairs to University issued laptops. In addition, Technology Support Services administers the Laptop Program for Villanova University.



**P. University Information Technologies (UNIT)**  
**Mr. Stephen Fugale, Chief Information Officer**  
**Technology Services Building**  
**unit@villanova.edu**  
**<http://www.villanova.edu/unit/>**  
**610-519-4400 (x97777)**

UNIT provides computing, information, and communication services to the entire campus community. UNIT's centralized systems and services are designed to support the effective use of technology by enhancing teaching, learning, and research. UNIT maintains the centralized University-wide computing infrastructure for academic and administrative use.

A campus-wide network for data, voice, cable TV, and video communication is available for students, faculty, and staff. All residence halls and many classrooms have wired high-speed network access and cable TV. Residence halls, many academic buildings, the library, and student gathering spots have access to a secured wireless network. Once connected, you will have access to all computing resources on campus and Internet access.

UNIT's Center for Instructional Technologies (CIT) provides many resources and services to promote the use of technology in the teaching and learning environment. Included in these services are multimedia development, online teaching and learning resources, video and audio streaming studios, video teleconferencing studios, and workshops and seminars that introduce faculty and students to the various technologies that Villanova provide.

UNIT's University Card Systems and Operations divisions provide the Villanova community with the "Wildcard," allowing convenient, effective, and secure access to all card related services.

UNIT manages public computer and print labs located in Mendel and Tolentine. All students are assigned a user-id and password that provides access to e-mail, the Web, and other student-designated computing resources.

The University Web sites are designed, maintained, and managed by UNIT staff. UNIT's Web site (<http://www.villanova.edu/unit/>) provides information about innovative upgrades to computer services and helpful hints to computer users as well as general information to keep the campus well informed.

**Q. Vice President for Student Life**

**Rev. John P. Stack, O.S.A., 202 Dougherty Hall**

**vpforstudentlife@villanova.edu**

**610-519-4550**

The Vice President for Student Life oversees the Division of Student Life at Villanova University. The Division of Student Life offers numerous services and leadership development opportunities for students through various offices and programs, including the Office of Residence Life, Student Health Center, Dean of Students Office, University Counseling Center, Health Promotion, First-Year Learning Communities, Office of Student Development, Music Activities, New Student Orientation, VU Seniors, International Student Office, the Center for Multicultural Affairs, and parent communications. The Vice President also serves as an advocate for students on a variety of University committees.

**R. Villanova Undergraduate Research Fellows**

**Center for Undergraduate Research and Fellowships**

**Ms. Jane Morris, Director**

**Garey Hall**

**610-519-5928**

The Vice President for Student Life oversees the Division of Student Life at Villanova University. The Division of Student Life offers numerous services and leadership development opportunities for students through various offices and programs, including the Office of Residence Life, Student Health Center, Dean of Students Office, University Counseling Center, Health Promotion, First-Year Learning Communities, Office of Student Development, Music Activities, New Student Orientation, VU Seniors, International Student Office, the Center for Multicultural Affairs, and parent communications. The Vice President also serves as an advocate for students on a variety of University committees.

**S. Writing Center**

**Ms. Mary Beth Simmons, Director**

**Dalton Room, 202 Old Falvey**

**610-519-4604**

The Writing Center provides assistance to all Villanova students, staff and faculty for every kind of writing. Walk-in or appointment assistance is available

Sunday 3:30 to 7:30 p.m.; Monday through Thursday 11:30 a.m. to 7:30 p.m.; and Friday 11:30 a.m. to 3:30 p.m.

Tutors will work with students at any stage of the writing process from brainstorming ideas, to evaluating first drafts and proofreading for grammar and punctuation errors. Students should especially consider the use of the Center while completing the Core requirements for Writing Intensive and Enriched courses.

## **Appendix I: Academic Integrity Code**

June 15, 1998, University Senate Resolution #9798-7-1, Approved April 17, 1998, Revised January 15, 2000, Academic Policy Committee. Reformatted January 14, 2002. VPAA revision January 11, 2005.

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority do so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are cheating. In effect, they are lying. Such dishonesty, moreover, threatens the integrity not only of the individual student, but also of the university community as a whole.

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 one comes to Villanova, one joins 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.

### **I. Code of Academic Integrity**

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.

#### **A. Cheating**

While taking a test or examination, 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 shall not try to use notes, study aids, or another's work.

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.

## **D. Plagiarism**

Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use.

The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the students' responsibility to show clearly when and where they are relying on others - partly because others may wish to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

- Using someone else's words without acknowledgment. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating that the words are not your own. This includes spoken words and written words, and mathematical equations, whether or not they have been formally published.

- Using someone else's ideas, data, or argument without acknowledgment, even if the words are your own. If you use someone else's examples, train of thought, or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.
- Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a quotation from that source, you must indicate that your indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of who or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even in cases where the student uses material accidentally or unintentionally. So, for example, a paper can be plagiarized even if you have forgotten that you used a certain source, or even if you have included material accidentally without remembering that it was taken from some other source. One of the most common problems is that students write a draft of a paper without proper documentation, intending to go back later to "put in the references." In some cases, students accidentally hand such papers in instead of the footnoted version, or they forget to put in some of the footnotes in their final draft. So the fact that the wrong draft was submitted is not a defense against an accusation of plagiarism. In general, students are held accountable for the work that they actually hand in, rather than the work that they intended to hand in. Furthermore, students are responsible for proper documentation of drafts of papers, if those drafts are submitted to the professor.

In general, students are responsible for taking careful notes on sources, and for keeping track of their sources throughout the various states of the writing process. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

### **E. Multiple Submissions of Work**

Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving his or her instructor's approval, he or she will face penalties.

### **F. Unsanctioned Collaboration**

When doing out-of-class projects, homework, or assignments, students must work individually unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration. If the collaboration is unacceptable, the instructor will determine the appropriate consequences (which may include treating the situation as an academic integrity violation.)

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. Students should assume that they are expected to do their work independently unless cooperation is specifically authorized by the teacher.

### **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.

### **H. Penalties**

**Individual Course Penalty.** The academic penalty will be determined by the student's instructor. Typically, a student who violates the academic integrity code in a course will receive an F for the course, or, at the discretion of the instructor, a less severe penalty. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

**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. A full academic integrity violation is a Class I violation. Typically a student with two Class I violations will be expelled from the school. In some cases, the Dean may chose to treat a violation of the Academic Integrity Code as a Class II violation. Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. 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, 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, and within the timelines specified by the Dean, will have a hold placed on their transcript until the program has been completed.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity. Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.



## II. Academic Integrity Policy

### A. Jurisdiction

This policy covers all cases where graduate or undergraduate students are alleged to have committed academic dishonesty at Villanova University in the Colleges of Liberal Arts and Sciences, Engineering, Commerce and Finance, or Nursing. This policy does not apply to students solely in the School of Law, which has its own policy.

### B. Policy

If a faculty member believes that a student has committed an academic integrity violation, the faculty member shall, under normal circumstances, notify the student, allowing the student an opportunity to respond. Faculty members who have questions about whether an incident constitutes an academic integrity violation are urged to consult with their chair, dean, or with the chair of the Academic Integrity Board. If the faculty member continues to believe that a violation has occurred, the faculty member assigns an appropriate grade, typically an F for the course, an F for the assignment, or some other grade that the faculty member judges appropriate (in the Villanova School of Business, all faculty members assign a grade of zero to any work in violation of the Code). At the sole discretion of the faculty member, the faculty member may also offer the student an opportunity to redo the work or complete an alternate or additional piece of work. The faculty member must report in writing to his or her chair or program director that an academic integrity violation has occurred. A form is available for reporting violations or faculty members may write a letter. The letter should give a brief account of the matter and, where appropriate, should include copies of the assignment and other documentary evidence. The faculty member may also make a recommendation as to whether the violation should be treated as a Class I violation or as a Class II violation. Typically, violations of the Academic Integrity Code are treated as Class I violations, but in cases which are less serious or where there are mitigating circumstances, the violation may be treated as a Class II violation.

In cases that are particularly complex, the faculty member may also recommend that the matter be referred to the Board of Academic Integrity. If the department chair has questions, the chair may refer the matter back to the faculty member or ask for further clarification from the faculty member. Unless the faculty member wishes to withdraw the case, the chair sends a copy of the faculty member's report to the faculty member's dean.

When the faculty member's dean receives the report, the dean reviews the case. If the dean has questions about the case, the dean may request further consultation with the student, the faculty member, or the chair. Unless the faculty member wishes to withdraw the case at this point, the faculty member's dean makes a determination of the level of the violation (whether Class I or Class II), giving serious weight to the recommendation of the faculty member and chair. If a student has previously received a violation (either Class I or Class II), all subsequent violations will normally be held to be Class I violations.

The faculty member's dean sends a hard copy or e-mail letter (using the official University e-mail system) to the student informing the student that the student is being charged with having committed an academic integrity violation, and indicating the level of the violation. The letter to the student should include a copy of the academic integrity policy. Copies should also be sent to all parties (defined as follows): the faculty member; the student; the student's dean (if different); the faculty member's chair; the faculty member's program director (if different); and the chair of the board of academic integrity. The student shall respond in writing to the faculty member's dean within five business days of receipt of the notice of complaint (excluding public and University holidays), either admitting the violation or asserting innocence. Failure to respond will be construed as admission that a violation has occurred. The faculty member's dean will send copies of the student's letter to all of the parties indicated above. If the student admits that a violation has occurred but asserts that there are extenuating circumstances, the student should explain this in the letter to the dean. The dean may, at any point in the proceedings, change the level of the violation from Class I to Class II.

If the student denies that an academic integrity offense has occurred, the faculty member's dean will refer the matter to the Chair of the Board of Academic Integrity, with notification of this to the other parties.

Upon receiving notice from the dean, the chair of the Board of Academic Integrity will assemble a panel consisting of faculty and student members of the Board of Academic Integrity. The panel will make a determination (based on a preponderance of the evidence) of whether academic dishonesty has occurred and will convey its finding to the dean, who will advise the student and faculty member of their rights of appeal. If several students are involved in one case, the dean may request that the panel consider the situation of all involved students, even if one or more do not deny having committed an academic integrity offense. If the panel (and/or the dean on appeal) finds that no violation has

occurred, the faculty member's dean will advise the faculty member to re-grade (on the premise that no violation has occurred), and notification will be sent to all parties. The Chair of the Academic Integrity Board may make informal recommendations to the dean on issues relating to the level of the violation, but the purpose of the panel is to consider whether an academic integrity violation has occurred. The panel does not make recommendations on issues such as mitigating circumstances or the severity of the punishment.

If the panel (and/or the dean on appeal) determines that a violation has occurred, the original grade assigned by the faculty member will stand. If a student believes that the grade assigned is inappropriate, the student may appeal the grade through the normal procedure for handling complaints concerning grades. As usual in such cases, the instructor's stated policy regarding grading and academic integrity will be taken into account and given great weight. The complaint process will only consider the grade, and will not review the decision that an academic integrity violation has occurred.

Once it has been determined that a violation has occurred (either by admission of the student, by a decision of the panel, or the dean on appeal) the faculty member's dean sends a notification to all parties. At this point, the case is turned over to the student's dean. The student's dean will supervise a program of education and reflection on the meaning and importance of academic integrity. This may include any or all of the following: written exercises; participation in an academic integrity educational program supervised by the college; or community service. If this program is not carried out within the timelines specified by the dean and to the dean's satisfaction, the dean will impose a judicial hold on the student's records (and inform the student that such a hold has been placed). This will prevent the student from registering for courses or graduating until the conditions imposed by the dean have been satisfied. The student's dean may also impose or recommend additional disciplinary penalties.

A student who has two Class I violations of the academic integrity code will be reviewed by his or her dean. The dean will review the student's file and also consult with other academic deans if one or more of the cases occurred in another college. Absent extenuating or mitigating circumstances, the student will be dismissed from the University and a record of the reason for the dismissal will be retained in the student's permanent file and will appear on the student's official transcript. At the sole discretion of the dean, the student may be suspended or put on probation instead of dismissed, with or without a permanent indication on the transcript.

Materials on academic integrity violations will be retained in the files until the student graduates or otherwise severs all relationship with the University. If there is no indication of an academic integrity violation on the student's transcript, the files will be removed and destroyed. If there is an indication on the student's transcript, the files will be retained.

Students who believe that an integrity violation has occurred should report the suspected violation to the faculty member. If the faculty member does not act on the report, the student may also report the matter, in writing, directly to the faculty member's chair or dean, who will then make a judgment as to whether an academic integrity violation has occurred, and, if so, will follow the process described above.

### **III. Detailed Procedures**

#### **A. Official Members of the Process**

**1.** The Board of Academic Integrity consists of faculty members and students. From its ranks come the members of a Hearing Panel for any case of alleged academic dishonesty. The Vice President for Academic Affairs will appoint the following members to serve three-year terms on the Board:

- a)** A Chair of the Board who shall be appointed by the Vice President for Academic Affairs and will oversee all procedures of this policy.
- b)** At least five full-time faculty members with at least one from each of the four colleges nominated by the deans of those colleges. At least some of those faculty members should be regularly involved in teaching graduate courses. The faculty members will normally serve for three year terms.
- c)** At least four undergraduate students from each college who have at least sophomore status and at least one graduate student from each college. Sophomores will serve a three year term, juniors and seniors will serve until the time they would normally graduate. Graduate students will serve a three year term (or will serve until they graduate).

The Vice President for Academic Affairs may appoint new members at any time. If a vacancy in the Board of Academic Integrity occurs, the Vice President for Academic Affairs may appoint a new member to fill the unexpired term. Any

member may be reappointed. To provide continuity and consistency, members' terms will be staggered.

**2. The Hearing Panel.** A Hearing Panel will be formed to hear cases involving an alleged breach of Academic Integrity. A new panel will be chosen by the Chair of the Board for each case on the basis of impartiality and availability. A panel will consist of the following six members selected from the Board of Academic Integrity:

- a)** The Chair of the Board of Academic Integrity, who will be a nonvoting member and will provide continuity among the various Hearing Panels to be convened;
- b)** One faculty member, preferably from the college of the course involved in the alleged violation;
- c)** Two other faculty members, preferably one of these faculty members will be from the student's college, if different from that of the faculty member;
- d)** Two students.

If the Chair is unavailable to serve on a particular Hearing Panel, the VPAA may appoint a temporary substitute from among the members of the board. If the case involves a graduate student, the student members will be graduate students, and the faculty members will be selected from those who regularly teach graduate courses.

## **B. Judicial Hold**

At any time after a complaint has been filed, the Chair of the Board may, at his or her sole discretion, put a Judicial Hold on the accused student's academic records in order to preserve the status quo pending the outcome of proceedings under these procedures. The student will be notified of this Judicial Hold. The Judicial Hold will prevent, among other things, registration, the release of transcripts and the awarding of a diploma. 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. The academic integrity violation

will still be noted on the student's record even if the student withdraws from the course.

### **C. Convening the Hearing Panel**

1. When the case is referred by one of the Deans to the Board of Academic Integrity, the Chair shall convene a Hearing Panel to determine if a violation has occurred. Normally the panel will be convened within thirty days of receipt of notification from the Dean. If the violation occurred prior to the final exam in the course, the Hearing Panel shall, if possible, be convened prior to the scheduled time of the final exam. If the violation is reported during the examination period or between semesters, the Hearing panel shall, if possible, be convened within thirty days after the beginning of the next fall or spring semester.

2. Notice of Hearing. The Chair shall inform the student, the faculty member, the faculty member's chairperson, the faculty member's Dean and the student's Dean (and, if appropriate, any additional or other complainant) of the time, the place and the membership of the Hearing Panel. The Chair shall do this within a reasonable time to permit adequate preparation for the hearing. The Chair shall not be responsible for delaying a hearing if a student cannot be reached for lack of a correct address on the University's Student Record System.

### **3. Disqualification of Panel Members**

- a) Members of the Hearing Panel shall disqualify themselves from hearing a case if they feel their capacity for making an objective judgment in the case is or may reasonably appear to be impaired. Members should not disqualify themselves for any other reason. A disqualified member will be replaced with another member of the same category if possible. If another member of the same category is not available, the Chair of the Board of Academic Integrity will select another member of the Board to fill the vacancy.
- b) An accused student or a complainant may object for specific cause to any single panel member assigned to hear the case. The objection must be written and received by the Chair at least forty-eight hours before the hearing. Upon ruling that a challenge is valid, the Chair, after notifying the accused student and the complainant, shall replace the challenged member with another from the same category

if possible. If another member of the same category is not available, the Chair of the Board of Academic Integrity will select another member of the Board to fill the vacancy.

- c) An accused student or complainant may object for good cause to the replacement member within a reasonably prompt time of the member's appointment, but not later than the beginning of the hearing. The Chair shall rule upon the objection, and, if the objection is accepted, the Chair will select another member of the Board to fill the vacancy.

#### **D. Hearing Panel Proceedings**

The student shall appear before the Hearing Panel at the scheduled time and place to explain his or her conduct. The faculty member and the faculty member's chairperson need not appear at the hearing, although each may, with the approval of the Chair, attend the hearing and address the Hearing Panel. Any member of the Hearing Panel may question the student or the faculty member. The Hearing Panel shall deliberate and determine the facts of the matter in accordance with the Deliberation and Penalty provisions of these procedures.

**1.** The student shall present relevant evidence (which may include witnesses or documentary evidence) before the hearing Panel in support of his or her position.

**2.** The hearing shall be conducted in a University facility and shall be closed to the public. The Chair shall preside over the hearing but he or she shall not vote with the Hearing Panel. Formal rules of evidence shall not apply. Evidence, including hearsay evidence, shall be admitted, if it is relevant and not unduly repetitious and is the sort of evidence a reasonable person would consider to have a bearing on the case. The Chair may, in his or her absolute discretion, admit or exclude witnesses during the testimony of other witnesses, admit or exclude members of the student's family and exclude any person who in the Chair's judgment disrupts the proceeding.

**3.** The faculty member (if he or she attends) and the student may each be accompanied by one person, whose role is limited to advising the faculty member or student. This person should be a member of the university community (current faculty member, administrator, staff member, student). Any adviser so designated who is also an attorney-at-law will not be considered

to be appearing as counsel. This adviser may not make statements, examine witnesses, or otherwise intervene. At his or her discretion, the Chair may solicit input from the adviser.

### **E. Panel Deliberation**

- 1. Proceedings.** The panel shall deliberate in private and makes its determinations by a secret majority vote.
- 2. Basis of Decision.** The Hearing Panel shall make its decision based upon the evidence or other information presented at the hearing.

### **F. Findings**

If the panel determines that the student has committed an academic integrity violation, the Chair will so inform the student, and all parties. The Chair will inform the student of the right to appeal.

In any case where the student is found innocent, the Chair will inform all the parties, and keep a confidential file of the case. The faculty member's dean will ask the faculty member to re-grade the original assignment on the assumption that no violation has occurred. The faculty member will be informed by the Chair of the right to appeal.

### **G. Record of Hearing**

The minutes of the hearing or hearings will be part of the official confidential file to be kept by the Chair of the Board of Academic Integrity. The minutes should include the names of the student, the faculty member, the panel members, and any witnesses, advisers, or other individuals who attended the hearing, and should tell the result of the panel's decision. The minutes should not include the actual vote count. The Chair may, at his or her sole discretion, also summarize information that was brought up in the hearing but that does not appear in the record.

### **H. Appeals of Decisions by the Board of Academic Integrity**

- 1.** The appeal must be directed to the Dean of the faculty member's college. An appeal may be initiated by either the student or the faculty member. A student or faculty member wishing to appeal a decision of the Panel must do so in writing to the faculty member's Dean within three days of the notice of the decision. Failure to do so will automatically render the decision final, with no further recourse.



**2. Statement Supporting Appeal.** Having given notice of appeal, the person who is appealing will have seven days from the notice date to submit a written statement supporting the appeal to the faculty member's Dean.

**3. Grounds for appeal.** In addition to reviewing the written record, the Dean may consult with the original parties, with other faculty members or students, or with any other University officials in determining the outcome of the appeal. There are only two grounds for appeal:

- a)** Material procedural error in the process.
- b)** New material evidence not reasonably available at the time of the Board's review of the matter.

**4. Record on Appeal.** The Dean will decide the appeal on the basis of the records of the proceedings of the Hearing Panel, the written materials submitted with the request to appeal, and the results of his or her consultation with the parties, if any.

**5. Decision on Appeal.** The Dean may do any of the following in response to the student's appeal:

- a)** Affirm the decision of the Hearing Panel.
- b)** Remand the case to the Hearing Panel, but only if material procedural errors have occurred or if new evidence has surfaced that could not have been reasonably available at the time of the original hearing.

**6. Final Decision.** The decision of the Dean is final. This decision will be written and shall contain the author's finding of fact and may (at the discretion of the author) include reasons for the decision. It shall be provided to the student, the student's Dean, the faculty member, the faculty member's Chair, the Faculty Member's Dean, and the Chair of the Board of Academic Integrity, and placed in the student's file.

## **I. Failure to Appear**

If the student fails to appear for the hearing, the Hearing Panel will make its judgment on the basis of the evidence presented at the hearing, and the student will forfeit any right to a further hearing.

## Appendix II

### **I. University Procedures for Handling Student Complaints About Faculty**

The following procedures concerning complaints by students about faculty performance and about matters of grading should be observed by the College of Liberal Arts and Sciences, the Villanova School of Business, the College of Nursing, the College of Engineering, the Graduate School of Liberal Arts and Sciences and University College.

The purpose of these Guidelines is to provide a mechanism for the review of student complaints regarding faculty performance and grading within the framework of existing University, College and Department policies and rules. For this reason University, College or Department policy and rules may not themselves be the proper subject matter of a complaint under these Guidelines.

Normally, the resolution of complaints will proceed by the following route:

- 1.** to the Chairperson 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 is an individual who deserves to be treated as an individual. Consequently, it is impossible to develop a policy that will govern or control every situation. The following Procedures were created to apply in most situations that may occur; however, where the faculty member, Dean of the College and the Vice President for Academic Affairs believe that the circumstances may require special consideration, e.g. where the complaint is of a very personal and sensitive nature, the Procedures may not be followed or used in every respect. In no event, however, shall a deviation from these Procedures be permitted with respect to the obligation of the committee under Section III to rely in its decision making only upon information which has been communicated to the faculty member thus permitting the faculty member the opportunity to respond. These Procedures may be modified at the University's discretion according to the University's norms and procedures.

In the sequel, Chairperson shall also imply Program Director, and Dean of

the College shall likewise imply Graduate Dean of Liberal Arts and Sciences or University College where appropriate. These Procedures apply to student complaints. Individuals who are not University students may not utilize these procedures.

## **II. Faculty Performance Complaints**

**A.** Student complaints concerning an instructor's handling of a class, classroom presentation, professional demeanor, or course policies should be directed to the Chairperson of the faculty member involved. If the complaint is against the Chairperson, these procedures shall be modified such that the Dean of the College shall undertake the responsibilities of the Chairperson under the Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the Dean under these Guidelines. Normally, such complaints should be made within six months of the end of the course in which the complaint arose.

**B.** Identified Complaints: When a person makes a complaint and provides her or his name, the Chairperson will advise the individual to approach the faculty member. The Chairperson's goal will be to arrange a meeting of the parties. If the complainant does not agree to a joint meeting, the Chairperson will advise the faculty member of the details. If the complainant requests that his or her identity remain confidential or the Chairperson considers it appropriate, the identity of the complainant will remain confidential. The Chairperson will inform the complainant of the results of the meeting with the faculty member.

**C.** Anonymous Complaints: The Chairperson should express displeasure with any anonymous complaint and point out that such complaints (if made by telephone) will not be accepted. If an anonymous written complaint arrives, the Chairperson should inform the faculty member of the details of the complaint.

**D.** The faculty member shall be presumed to have acted appropriately unless otherwise determined in accordance with these guidelines.

**E.** The Chairperson shall make reasonable efforts to mediate the complaint. The Chairperson may consult with others in connection with his or her review of the complaint. In the event that the complaint cannot be amicably resolved in the Chairperson's judgment, the Chairperson may make such disposition of the complaint as the Chairperson deems warranted. The Chairperson shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.

**F.** If either the student or the faculty member is dissatisfied with the Chairperson's disposition of the complaint, she or he may contact the department committee constituted to handle complaints. This elected or appointed standing committee of the department should be duly constituted following the department's own policy. If a department has too few members to form reasonably such a committee the department, less the faculty member involved, shall constitute a committee of the whole. The student or faculty member should present her or his complaint via a formal written and signed statement to the committee within seven days of the Chairperson's disposition of the matter. The committee shall consider the complaint in accordance with the procedures described in Section III below.

### **III. Grade Complaints**

**A.** Student complaints concerning a grade should be directed to the Chairperson of the faculty member involved. The Chairperson shall urge a student who brings a complaint about a grade in the first instance to try to resolve the matter with the course instructor. That failing, the Chairperson should attempt to resolve the issue between the student and instructor. The Chairperson may consult with others in connection with his or her review of the complaint. If the complaint is against the Chairperson, it should be directed to the Dean of the College and these procedures shall be modified such that the Dean of the College shall undertake the responsibilities of the Chairperson under these Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the Dean under these Guidelines.

**B.** In the event that the complaint cannot be amicably resolved in the Chairperson's judgment, the Chairperson may make such disposition of the complaint as the Chairperson deems warranted. The Chairperson shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.

**C.** In a particularly difficult case the Chairperson may elect to refer the matter to the departmental committee for fact finding and recommendations. The committee shall consider the Chairperson's referral of the matter in accordance with the procedures described in Section III and send its recommendations in writing to the Chairperson. The Chairperson shall be guided in his or her determination by widely accepted professional norms of academic freedom which normally make the instructor the locus of authority in determining grades. The Chairperson shall communicate his or her determination of the complaint to the Dean of the College, the faculty member involved and the complainant.

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#### **IV. Department or College Committee**

**A.** Upon a referral from the Chairperson in the case of a grade complaint, or upon a written complaint from a student or faculty member dissatisfied with a Chairperson's disposition of a faculty performance complaint, the committee shall meet within a reasonable time to determine how best to handle the review of the particular matter. The committee may convene hearings appropriate in its judgment to the particular situation presented. The committee procedures may include by example and not by limitation, individual interviews, closed hearings and review of documentation. The committee is not bound, however, by the rules of judicial or administrative hearing procedures or by formal rules of evidence. All interviews and hearings shall be conducted in appropriate University facilities designated by the committee and shall be closed to the public. Every committee member need not attend every interview or hearing session. The University does not permit legal counsel to participate in hearings or interviews of the committee on behalf of the student or faculty member. Only information which has been communicated to the faculty member, thus permitting the faculty member an opportunity to respond thereto, shall be relied upon by the committee in reaching its conclusions. The committee shall reach its decision by majority vote.

**B.** In the case of a grade complaint, the Committee shall provide its findings of fact and written recommendations to the Chairperson for consideration in the Chairperson's determination of the matter. In making its recommendation to the Chairperson the Committee shall base its decision on clear and convincing evidence and on the principle that the locus of authority in determining grades normally is placed with the instructor. In the case of a faculty performance complaint, the committee shall provide its findings of fact and written decision to the student, faculty member and chairperson. The Committee shall make its decision based on the preponderance of evidence it has reviewed.

**C.** New material evidence not reasonably available at the time of the committee or Chairperson's review of the matter.

All written deliberations concerning the complaint shall be forwarded to the Dean to aid in the decision. In the course of his or her review of the appeal, the Dean may, but shall not be required to, consult with others, interview the complainant, faculty member, Chairperson, committee members or others. The decision of the Dean shall be final.

These procedures supersede, University Policy No. 140 titled “Procedural Norms for Deans or Chairpersons in Case of Complaints Against Faculty.”

## **V. Appeals Process**

In the extraordinary case when a student or faculty member is unwilling to accept the decision of the Chairperson with respect to a grade complaint or the departmental complaint committee with respect to a faculty performance complaint, she or he may appeal the decision in writing to the Dean of the College within seven days of that decision but only on the following basis:

- A.** material procedural defect in the Committee, or
- B.** material procedural defect in the Chairperson’s handling of the matter, or
- C.** new material evidence not reasonably available at the time of the committee or Chairperson’s review of the matter.

All written deliberations concerning the complaint shall be forwarded to the Dean to aid in the decision. In the course of his or her review of the appeal, the Dean may, but shall not be required to, consult with others, interview the complainant, faculty member, Chairperson, committee members or others. The decision of the Dean shall be final.

These procedures supersede, University Policy no. 140 titled “Procedural Norms for Deans or Chairperson in Case of Complaint Against Faculty.”

## **VI. Complaints Involving Sexual Harassment**

Cases of grade complaints or faculty performance complaints which may constitute sexual harassment under the University’s Sexual Harassment Policy shall be referred, with the complainant’s permission, to the University’s Sexual Harassment Officer for resolution under the Sexual Harassment Guidelines.

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## What does “Enchiridion” mean?

The word “enchiridion” means handbook, a concise reference book providing specific information about a subject or location.

The *Enchiridion, Manual, or Handbook of Augustine of Hippo* is alternatively titled, Faith, Hope, and Love. The *Enchiridion* is a compact treatise on Christian piety, written in response to a request by an otherwise unknown person, named Laurentius, shortly after the death of Saint Jerome in 420. It is intended as a model for Christian instruction or catechesis.

As the title indicates, the work is organized according to the three graces necessary for the Christian worship of God: Faith, Hope, and Love. Under Faith, Augustine explains the use of the Apostles’ Creed, in teaching Christian doctrine and in refuting heresies. Under Hope, he briefly explains the Lord’s Prayer as a model of Christian prayer. The final part is a discourse on Christian love.

Our aim in the College of Liberal Arts and Sciences, while not as grand as St. Augustine’s, is to provide our students with a concise guide to the policies, procedures, and academic programs of the College. The *Enchiridion* is the official undergraduate student handbook of the College.

*Above description taken from Wikipedia.*



This handbook was printed on recycled paper using environmentally responsible printing technologies.

