A Guide to

CASA Program Credit
**Requirements**

**Freshmen & Sophomores**
First- and second-year students are required to attend:
- 1 academic event
- 1 social event
- 1 village meeting
- 1 professional event.
These students may use substitute credit a maximum of one time per semester. See the [Substitute Credit](#) section for details.

**Juniors & Seniors**
Third- and fourth-year students are required to attend:
- 1 social event or village meeting
- 1 professional event hosted by CASA
- 1 professional event for substitute credit.
These students must use substitute credit exactly once per semester—for their third requirement. See the [Substitute Credit](#) section for details.

For information about how to find events to fulfill these requirements, see the [CASA Communicator](#) section.

Exceptions to these requirements are as follows:
- Students who participate in the [ACE program](#) must attend only 1 village meeting each semester.
- Students who are enrolled in an [ASPD course with a level of 2000 or higher](#) must attend only 1 village meeting for the semester in which they are enrolled.
- Students who are enrolled in an [SSLC 4th Hour course](#) must attend only 1 village meeting for the semester in which they are enrolled.
- Students who are enrolled in an [IGR course](#) must attend only 1 village meeting for the semester in which they are enrolled.

**Note:** Additional requirements may be administered to students at the discretion of the Program Coordinator and CASA Advisors.

Failure to complete all credit requirements may result in the following consequences:
- [Presidential Scholars](#): These students’ book cards will be delayed for the following semester.
- [St. Martin de Porres Grant Recipients](#): These students will not receive high reviews when their grants are re-evaluated at the end of the academic year.
- [AAP Scholars](#): These students will not receive early access to the Lending Library for the following semester. Furthermore, failure to meet program credit requirements will be considered when evaluating summer tuition waivers and book scholarship applications.
- [All other students](#): These students will be dismissed from CASA.

**Academic Events**
Academic events are designed to help students build and reinforce skills that allow for continued success in a classroom setting. These events may be tied to specific courses to provide students with additional support in mastering course material, or they may focus on broader topics that are applicable to a range of classes.

Examples of academic events include, but are not limited to: midterm exam review study halls, final exam review study halls, statistics and calculus workshops, and office hours workshops.
**Social Events**

Social events are designed to engage students in a range of interactive and entertaining activities that will allow them to strengthen existing friendships and build new ones. They may also prompt students to participate in discussions and critical thought regarding relevant social issues facing the world today.

Examples of social events include, but are not limited to: any events hosted by LIFT, semester kick-off dinners, and Day of Service participation through CASA.

**Village Meetings**

Village meetings are designed to bring together CASA students and advisors to form and strengthen bonds. These events are planned and hosted by the CASA advisors themselves.

**Professional Events**

Professional events are designed to help students find careers that suit their strengths and skills; pursue internships, jobs, graduate school, fellowships, and other professional opportunities; and develop skills that can be applied in professional settings.

Examples of professional events include, but are not limited to: CASA office hours with ad-hoc professional development advisors (Jhaakira Jacobs, Ann Trail, Kate Szumanski, etc.), any events hosted by WISE, and professional development workshops.

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**Substitute Credit**

Substitute credit is necessary to receive program credit for attending an event hosted by an office or organization other than CASA. In order to receive credit for attending these events, students must complete a Program Credit Substitute Request Form within three business days of the event—simply showing up is insufficient. These forms can be found in the CASA office and on the CASA webpage. Forms should be submitted to the folder located on the door to 211B. These forms should not be submitted for events hosted by CASA or one of its subsidiary organizations (i.e., LIFT, MSK, WISE, Unitas, etc.).

Submitting a form does not guarantee that credit will be awarded. The Program Coordinator may approve or deny these requests at his or her discretion. Forms submitted with any blank fields will be automatically denied. Students must have a CASA employee date, timestamp, and initial their forms in the top right corner at the time of submission. Forms submitted more than three business days after an event will be denied.

In order to be eligible to receive credit, students must receive the signature of a person of authority at the event. Acceptable persons include, but are not limited to: the individual who planned or coordinated the event, a presenter or lecturer, and professors who sponsor or support the event. The three fields at the bottom of the form identifying the person you have chosen must all match (i.e., you cannot list the event coordinator’s name and title but have a sponsoring professor sign to vouch for your presence). You may not sign for yourself if you coordinated an event. Other CASA students may not sign this portion of the form, even when they coordinate events. “Not applicable” is not an acceptable response.

In order for attendance at an event to be approved for substitute credit, it must contribute to a student’s academic, social, or professional development. Events that do not provide a substantive or valuable experience to students will not be approved for substitute credit. Student requirements outside of CASA (e.g., course planning to receive a registration PIN, mandatory résumé review at the Career Center for an internship application, etc.) will not be considered for substitute credit.

Students will be notified via email if their request to receive substitute credit is denied or if credit has been awarded for a category other than that which they marked on the form.
The CASA Communicator is a weekly e-newsletter—usually sent on Mondays—that provides updates regarding program credit-bearing events and other important opportunities available to CASA students.

The CASA Communicator consists of four main sections:

- **This Week**: includes events happening within the next 7 days, broken into events for program credit and other events.
- **Later This Month/Upcoming**: includes events happening more than 7 days after the time of sending, broken into events for program credit and other events.
- **Scholarship Opportunities**
- **Additional Opportunities**: includes other opportunities for students, such as internship applications, networking sessions, student resources, and extracurricular involvement opportunities.

Students are encouraged to look to the CASA Communicator when searching for events to fulfill their credit requirements. All events eligible for credit will be found in one of the two “Events for CASA Program Credit” sections. These events’ descriptions will end by stating which credit category attendance will fulfill. All other events advertised in the CASA Communicator require a Program Credit Substitute Request Form to be considered for credit.

If you would like to advertise an event in the CASA Communicator for an organization in which you are involved, please email casaprogramming@villanova.edu. You will need to submit the event title, date, time, location, a short description, and a flyer or image in .JPG or .PNG format. Submissions are due no later than Wednesday of the week prior to advertisement. Events will be advertised for no more than two weeks. Requests for events hosted by organizations other than CASA to count directly for credit (i.e., without a Program Credit Substitute Request Form) will no longer be considered.

**Questions?**

If you have any questions or concerns about any CASA program credit-related topics, please do not hesitate to contact the Program Coordinator at casaprogramming@villanova.edu.