POLICY MANUAL
VOLUME VIC

EXTENDED LEARNING
UNDERGRADUATE STUDENT HANDBOOK

July 2014

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Extended Learning Undergraduate Student Handbook

6C.1   General Information

6C.1.1 About the University

As a fully accredited, private, coeducational university, Holy Family University offers liberal arts and professional programs for more than 2,200 undergraduate and graduate students through day, evening and summer programs.

Founded by the Sisters of the Holy Family of Nazareth in 1954, the establishment of the University marked the culmination of an evolutionary cycle begun in 1934 with the opening of the Holy Family Teacher Training School. In 1961 Holy Family received full accreditation by the Middle States Association of Colleges and Schools, which status it continues to hold. In December 2002, Holy Family was granted university status by the Pennsylvania Department of Education.

The University now has three distinct locations: the Philadelphia Campus, which occupies over forty-seven acres adjacent to the intersection of Grant and Frankford Avenues, and was originally part of the Torresdale-Andalusia land grant given to an ancestor of the Drexel-Biddle Family in the era of William Penn; a seventy-nine acre site in Newtown, Bucks County, purchased in 1995; and a four and a half acre site, housing a twenty seven thousand square foot building in Bensalem, Bucks County. This newest edition, at the intersection of Bristol Pike, Woodhaven Road and I-95, opened in August 2003 with the primary purpose of serving as the center for the adult accelerated degree programs offered through Extended Learning.

6C.1.2 University Mission

Holy Family University envisions learning as a dynamic and fruitful exchange between traditional sources of wisdom and contemporary developments in knowledge. Viewing education as a life-long process, the University encourages the development of each person's talents and abilities through six core values:

FAMILY- Holy Family promotes an atmosphere of mutual concern and attention to the spiritual, intellectual, social, emotional, and physical needs of all those whom it serves.

RESPECT- The University seeks to instill appreciation of and respect for differences so that its graduates can function successfully in multicultural contexts.

INTEGRITY- Holy Family advocates free and conscientious pursuit of truth and the responsible use of knowledge.

SERVICE AND RESPONSIBILITY- Reflecting the University motto, *teneor votis*, I am bound by my responsibilities, educational experiences at Holy Family apply theory to practice and course content to serving human needs.

LEARNING- Holy Family promotes values-based education, creative scholarship, informed and imaginative use of research and technology, and practical learning opportunities.

VISION- Holy Family offers an education grounded in a Judeo-Christian worldview that serves

as a foundation upon which to address contemporary problems and to build a vision for the future.

6C.1.3 The University Seal

At the center of the seal of Holy Family University is a shield over which hovers a dove, representing the Holy Spirit. On the shield are three discs with crosses which honor both the Trinity and the Lord Jesus. The tower stands for Mary, the mother of God, the Tower of David, the Woman Clothed in Light. On another level, the tower accentuates the role of Holy Family University students and alumni as that of a tower of light and strength to others. The carpenter's square in the form of a chevron behind the tower represents St. Joseph the Worker. Taken together, the chevron, the tower, and the three discs symbolize the Holy Family of Jesus, Mary and Joseph, the exemplar of all families.

6C.1.4 Extended Learning

Extended Learning at Holy Family University includes corporate training, non-credit programs, and the accelerated degree programs. Undergraduate accelerated business courses began in September 2002, and promote the University mission through a unique delivery system designed for the working professional. In October 2003, approval was received to begin offering an accelerated Master of Business Administration. In 2013, the School of Business Administration became responsible for all Extended Learning programs and the new School of Business Administration and Extended Learning (SBAEL) was formed.

The Holy Family University Accelerated Degree program believes that learning is different from imitating. Courses in these programs are not simply reproductions of existing pedagogical methods and practices, but sites of innovation and opportunity. The program architecture, including flexible scheduling and various course formats, allows the student to balance a return to school with existing responsibilities, while the educational philosophy acknowledges the adult students' work and life experiences as contributions they bring to the classroom. It requires students to become actively engaged in the learning process through critical reflection, oral and written communication, and a rigorous curiosity.

The programs also see learning as a collaboration between the student and the University. Extended Learning facilitators and staff remain committed to helping students achieve academic success, seeing theory into practice, and realizing education as a transformative practice. The policies and general information in this handbook are the foundation for this collaboration, serving as a guide and contract on the support systems, academic integrity, and specific opportunities and responsibilities within the Accelerated Degree programs.

6C.1.4.1   Extended Learning Mission Statement

Consistent with the University mission to educate students to assume life-long responsibilities to God, society and self, the mission of Extended Learning is to offer rigorous academic opportunities which promote the integration of academic theory and practical application for non-traditional learners.

6C.1.4.1.1   Extended Learning Undergraduate (BS) Program Outcomes

1. **Skill with handling management theory and administration.** The graduate is comfortable with content-specific management theory as well as the implementation and application of

management administration.

2. **Diversity.** The graduate is adept and able to identify, implement, and administer management systems and policies to a diverse group of employees and colleagues.

3. **Global Perspective.** The graduate has a broad view which enables him/her to initiate and manage business beyond local borders. A transnational perspective is required.

4. **Critical Thinking**. The graduate is skilled in creative and original problem-solving techniques. These skills should be portable so that they enable the graduate to look at problematic situations and provide innovative and unique solutions.

5. **Communication.** The graduate is adept at researching, organizing, and presenting information in oral and written formats that are clear, original, and decisive. The graduate must be able to write and speak well to facilitate decision making.

6C.1.4.1.2   Extended Learning Undergraduate Nursing (BSN) Outcomes

1. Evaluate the effects of personal and professional value systems in the delivery of nursing care.

2. Demonstrate beginning responsibility to nursing and to society based on a foundation of professional standards and ethical and moral principles.

3. Apply critical thinking skills to guide decisions regarding nursing practice for individuals, families, and aggregates in an increasingly complex health care delivery system.

4. Adapt therapeutic nursing interventions to assist individuals, families, and aggregates in the promotion, maintenance, and restoration of health in the roles of care provider, coordinator, interdisciplinary health team member, and advocate.
5. Incorporate research findings into nursing practice.

6. Demonstrate effective communication strategies when interacting with individuals, families, aggregates, and interdisciplinary team members.

7. Evaluate the impact of emerging health information technology on the delivery of safe patient care.

6C.1.5 Nondiscriminatory Policy

Extended Learning will follow procedures/policies outlined in the *Undergraduate Catalog*.

6C.2   General Policies

These policies are in effect as of June 2014. All policies are subject to change.

6C.2.1 Identification Cards

Students are issued an official student identification card during their first semester attending Holy Family University. ID cards are necessary for the use of the library and sports facilities and must be available for presentation while the student is on campus. Students ID cards may be obtained in Room 105 of the Education and Technology Center, Philadelphia Campus, or at the reception desks of the Newtown and Bensalem locations. ID cards are necessary for building access, the use of the Library, LRC, and sports facilities, and must be visible while students are on campus. There is no charge for the initial card; however, the cost of replacing a lost ID is $10,

payable at the time of photographing. A $10 late fee is also charged for IDs taken three weeks after the start of classes. Failure to produce an ID card when asked by a University official will result in disciplinary action. Students should not lend out University ID cards under any circumstance.

6C.2.2 Parking

Students must register their cars, obtain a parking permit, and an official student identification card during their first semester at Holy Family University. Parking permits may be obtained at the Public Safety Command Center in the Campus Center, Philadelphia Campus, or at the reception desks of the Newtown and Bensalem locations.

6C.2.3 Library

The Library serves the research and information needs of the University community through online research databases, periodicals, books and audiovisual materials, and a curriculum library. These resources are supplemented by intercampus and interlibrary loan services. In addition, the Library offers wireless network access and a computer lab for the use of students and teaching librarians. Several study rooms are also available for small student groups.

The newly-renovated Philadelphia Campus Library works in tandem with the Newtown Learning Resource Center (LRC). Materials at either location may be borrowed by any student and may be returned to either library. Holy Family's Bensalem location has no library within its space; students at Bensalem are encouraged to use the Library at the nearby Philadelphia Campus.

The Library's online catalog, online research databases, and information pertaining to additional offerings are available via the library website at *www.holyfamily.edu/library*.

Call the Library at 267-341-3316 or the LRC at 267-341-4010 if you have any questions about library resources or services. You can also email us at *reference@holyfamily.edu*.

6C.2.4 Bookstore

The Philadelphia Campus Bookstore, located on the first floor of the Campus Center, stocks textbooks, school supplies, and a large selection of Holy Family University gifts and clothing. The policy for purchasing books from the University Bookstore is as follows:

- Students may order online and receive free shipping (**7 business days required).**
- Online orders may designate pickup at the Bensalem location or at the Philadelphia Campus.

The Bookstore does not offer a book buy-back option.

Please visit *bookstore* on the Holy Family University website, call 267-341-3588 or email the Bookstore at *bookstore@holyfamily.edu* for further assistance or information.

6C.2.5 Financial Aid

Extended Learning will follow procedures/policies outlined in the *Undergraduate Catalog*.

6C.2.6 Safety and Security

In accordance with both federal and Pennsylvania legislation, Holy Family University provides a

publication regarding safety and security policies and procedures on campus. This publication may be obtained from the Public Safety Office. Holy Family also offers 24-hour security coverage through the Department of Public Safety. Security personnel may be reached through the use of the emergency telephones located in each academic building or on the parking lot or by calling 267-341-3333.

6C.2.7 Vending Machines

Vending machines are located in the Bensalem Commons Area; Campus Center, the lower levels of Holy Family Hall and the Nurse Education Building at the Philadelphia Campus; and in the Commons Dining Room at the Newtown location.

6C.2.8 Smoking

Holy Family University maintains a smoke-free environment. Smoking is prohibited in all University buildings.

6C.2.9 Harassment Policy

Holy Family University supports the policy against harassment, as defined in Section 703 of Title VII of the 1964 Civil Rights Act and Title IX of the education Amendments of 1976.

A full definition of the policy may be found in the *Student Handbook* as well as policies and procedures for emergency handling of behavioral incidents.

In all such cases, Extended Learning will follow the procedures outlined in the *Student Handbook* and *Undergraduate Catalog*.

6C.3   Academic Policies

These policies are in effect as of June 2014. All policies are subject to change.

6C.3.1 Admissions Requirements

6C.3.1.1   Application Requirements

The following items must be submitted to be considered for admission:

- Completed application form
- Non-refundable application fee
- Official transcripts from every university previously attended
- High school transcript/GED (if no previous university work completed)
- Writing sample/essay
- Two letters of recommendation
- Current resume
- Copy of current licensure/registry (RN to BSN program only)

6C.3.1.2   Criteria for Admission

Extended Learning at Holy Family seeks the best candidates for the accelerated learning format. The best candidates are typically those students who are working full time, and are willing to assume greater responsibilities in the learning process.

6C.3.1.3 International Students

International applicants seeking to study at Holy Family University must present the credentials and admission forms required of all applicants.

International applicants and applicants whose first language is other than English must submit scores of the Test of English as a Foreign Language (TOEFL). Minimum scores of 550 on the paper-based test or a score of 213 on the new computer-based tests are required.

Applicants whose bachelor's degree was obtained outside the United States must submit all academic credentials to World Education Services (*www.wes.org*) for a document-by-document review which includes a course-by-course evaluation.

6C.3.1.4 Readmission to the University

Students who have not taken a class in one year must meet with an academic advisor and complete a readmission form. All transcripts from institutions attended during the interim must be submitted to the Director of Extended Learning for review. Returning students will be accepted into the current academic catalog requirements.

6C.3.2 Degree Requirements

Total number of credits required for BS degree -123 or *BSN degree* -123

Residency requirement: 39 graded credits (13 courses) taken at Holy Family University. Normally, this includes all courses in the upper division of the program concentrations.

Students should recognize that depending on major concentration requirements and number of transfer credits accepted, additional credits beyond the degree requirement might be required to complete the program.

6C.3.3 Academic Credit Classifications

6C.3.3.1 Transfer of Collegiate Credits

Students may transfer up to 84 credits from another regionally accredited institution with a grade of C (2.0) or higher. Official transcripts must be submitted in order for transfer credit to be awarded.

Official undergraduate degree plans (showing credit transfer) can only be complete when the following have been received:

- completed application
- application fee
- official transcripts from every university previously attended*
- high school transcript/GED (if no previous university work completed)
- admissions essay
- two letters of recommendation

* International applicants seeking to study at Holy Family University must present the credentials and admission forms required of all applicants. All foreign transcripts must be evaluated by World Education Services, Inc. (*www.wes.org*) an official credit evaluation agency, before being admitted.

6C.3.3.2 Transfer of Non-Collegiate Credit

Credit for non-collegiate and/or corporate courses and training will be considered for transfer if such courses and/or training have received credit recommendation by the American Council on Education (ACE) or the Program on Non-collegiate Sponsored Instruction (PONSI). The student should request an ACE registry transcript verifying such by contacting:

> Center for Adult Learning and Education Credentials
> American Council on Education
> One DuPont Circle, Suite 250
> Washington, DC 20036-1193
> Attn: Registries

6C.3.3.3 Transfer of Military Credits

Transfer of credit for military education will be considered upon receipt of notarized appropriate documentation, such as DD Form 295 (Application for the Evaluation of Education Experience During Military Service) and/or FORM DD-214 (Service Separation Certificate). Such military education and experience should have received ACE credit recommendation; transcripts should be obtained from the ACE registry.

6C.3.3.4 Transfer of Quarter Credits

By standard academic practice, quarter credit hour courses are evaluated at a reduced number of full semester credit hours. Students transferring in quarter credit hour courses may satisfy certain course requirements with two (2) credits. However, additional elective courses may be required to reach the 123 credits required for graduation.

6C.3.3.5 Credit for Prior Learning

University credit may be obtained for such learning through standardized tests and/or the portfolio process, provided that the student has completed at least nine undergraduate classroom credits (three courses) at Holy Family University prior to requesting such credit.

A maximum of 18 credits (six courses) may be earned through a combination of portfolio, CLEP, and DSST exams. This option is available to currently enrolled and degree-seeking students. Students can use only one option to attempt to earn credit for their prior university-level learning, but not for courses for which they already have been granted credit.

6C.3.3.6 Portfolio

The prior learning portfolio assessment is a formal, multi-part document prepared by the student and submitted to a facilitator with a request for credit. The finished portfolio enables the facilitator to evaluate the student's prior experiential learning and award credit where appropriate. If the portfolio fails, it may not be resubmitted. All submitted portfolios become the property of Extended Learning at Holy Family University. The student may petition for up to 15 credits through this process; however, credits earned through the portfolio process do not apply toward fulfilling the 39 undergraduate residency requirement. Portfolio-earned credits in transfer from another, regionally accredited, institution will also be accepted. Students interested in completing a portfolio should contact an academic advisor for the *Student Guide for the Assessment of Experiential Learning for Academic Credit*.

6C.3.3.7   CLEP/DSST Exams

The following are acceptable DSST tests for use in substitution of a Holy Family University requirement.

Test Form	Name of Examination	Holy Family Univ. Degree Requirement Fulfilled*	Number of Credits	Holy Family Univ. Passing Score
SF500	Astronomy	Natural Science	3	48
SE 534	Business Law II	Elective	3	44
SF812	Business Mathematics	Mathematics	3	48
SG/SF498	Criminal Justice	Social Science	3	49/400
SE 495	Substance Abuse	Elective	3	49/400
SF/SG424	Fundamentals of University Algeb	Mathematics	3	47
SF/SG470	Human/Cultural Geography	Social Science	3	48
SF/SG511	Humanity (Race To Save the Planet)	Natural Science	3	46
SF494	General Anthropology	Social Science	3	47
SG/SF508	Here's to Your Health	Elective	3	48/400
SF536	Introduction to Computing	Elective	3	45/400
SG548	Money and Banking	Elective	3	48
SE550	Personal Finance	Elective	3	46/400
SF519	Physical Geology	Natural Science	3	46
SE512	Principles of Physical Science I	Natural Science	3	47
SE471	Rise and Fall of the Soviet Union	Literature/ Humanities	3	45

The following are acceptable CLEP tests for use in substitution of a Holy Family University requirement.

Name of Exam	Holy Family Univ. Degree Requirement Fulfilled*	Number of Credits	Holy Family Univ. Passing Score

Algebra, University	Mathematics	3	50
Algebra-Trigonometry, University	Mathematics	3	50
American Government	Social Science	3	50
Analyzing and Interpreting Literature	Literature/Humanities	3	50
Biology, General	Natural Science	3	50
Calculus	Mathematics	3	50
Chemistry, General	Natural Science	3	50
University Level French Language (Levels 1 and 2)	Literature/Humanities	6	50
University Level German Language (Levels 1 and 2)	Literature/Humanities	6	50
University Level Spanish Language (Levels 1 and 2)	Literature/Humanities	6	50

* All may also be used fulfill an Elective.

6C.3.3.8   Continuing Education Units

Continuing Education Units (CEUs) are not accepted for transfer credit.

6C.3.4   Enrollment Classification

All degree seeking students in Extended Learning are classified as part time.

6C.3.5   Timeline for Degree Completion

In general, a student in the Holy Family University Accelerated Degree program has seven years from date of entry to complete all requirements. Some restrictions may apply on specific programs. Be sure to check with an academic advisor for such restrictions.

6C.3.6 Academic Advising

Individualized advising is available to all accelerated program students by phone, email or personal appointments. Assistance will be provided in:

- transfer of previous University credit
- transfer of non-collegiate, ACE sponsored credit
- course prerequisites
- registration procedures
- declaration of concentration
- official degree audit
- portfolio process
- CLEP/ DSST testing
- international study opportunities
- graduation requirements (including exit interviews)

6C.3.7   Academic Support

A variety of academic support services are available to students including workshops, tutoring and mentoring opportunities. Holy Family University Library Services at both the Philadelphia Campus and the Newtown location provide research assistance to all students.

6C.3.8   Course Enrollment Information

6C.3.8.1   Academic Calendar

The academic calendar is broken up into nine five-week sessions and one four-week session.

6C.3.8.2   Cancellation of Courses

Extended Learning reserves the right to change or cancel, without notice or obligation, any course offering and/or location because of insufficient enrollment or any other reason. Cancellation can occur up to and including the first week of class.

6C.3.8.3   Course Numbering System

Generally courses are organized into lower and upper division courses. Courses which require prerequisites are clearly indicated in the course catalogs.

6C.3.8.4   Modules

The accelerated programs at Holy Family University use a module for each course. Modules will be made available to students two weeks prior to the class start date.

All students must obtain the course module in advance of each session start date, as the first assignment must be completed prior to the first class meeting. Information on textbooks or other course materials will be contained within the module.

6C.3.8.5   Course Schedule

To view the most updated course schedule, access the Holy Family University website at *http://www.holyfamily.edu/choosing-holy-family-u/academics/38-accelerated-programs/450-extended-learning-student-resources*.

6C.3.8.6   Independent Study

Independent study requests are for extraordinary circumstances, such as accommodating a student nearing degree completion or the inability of a student to take a regularly scheduled course due to sudden changes in work or travel schedules. A student must be matriculated and must have completed nine credits (three 3-credit courses) at Holy Family University and have a GPA of at least 3.0 in order to request independent study. Independent study involves the completion of a regular course through fulfillment of a learning contract developed by a facilitator; the student undertaking independent study should be academically qualified for this type of learning. Students should contact an academic advisor for guidelines. Not all courses lend themselves to this option and prior approval is required; independent study is also dependent on facilitator availability.

6C.3.9 Registration

6C.3.9.1　Registration Procedures

All students are required to communicate with an academic advisor prior to registration. Academic advisors process all registrations.

6C.3.9.2　Course Limitation Policy

Generally, students may register for one course per session. The nature of the work required in an accelerated program dictates this policy. Any exceptions to this policy must be approved by an advisor and Director of Extended Learning. Students should contact an academic advisor for guidelines and requirements to take more than one course.

6C.3.9.3　Auditing Courses

Students interested in auditing a course must first consult an academic advisor.

6C.3.9.4　Class Attendance

Students are expected to attend all scheduled class meetings. Facilitators have full authority and discretion to evaluate punctuality and attendance and reflect this in course grades. Students should be certain to understand the attendance policy for each course.

Students should avoid scheduling courses if they know they will not be able to attend all course workshops. If absence or lateness is unavoidable, the student should contact the course facilitator in advance of the scheduled course meeting time. Students who miss a class session should expect extra work. Typically, students who miss two classes can earn a maximum grade of C for the course. Generally, students can miss no more than two classes in any given five-week session.

6C.3.9.5　Enrollment Adjustments

Registration for a course means that a student is financially and academically responsible for that course. If a student registers for a course in the same week the course begins, payment will be required upon registration. All drop and withdrawal requests must be mailed or faxed to Extended Learning, dated and signed by the student by the appropriate deadline. If a student neither drops nor withdraws from a course, but simply does not attend, an F grade will be assigned. In this case, the student is responsible for the tuition for that course. The accelerated degree tuition refund policy is as follows:

100% Refund	No Grade Penalty	Any drop received prior to first class
80% Refund	No Grade Penalty	Any drop received within 48 hours after the first class
0% Refund	W Grade	Any withdrawal received after the 48-hour period and prior to the fourth class. Students may only withdraw from a course prior to the fourth class meeting.

The official start time for online classes is 6 pm on the first Monday of each session. Drops for an online class must be received before 6 pm on the first Monday of each session to be eligible for 100 percent refund. In order to receive 80 percent refund, drops must be received before 6 pm

on the first Wednesday of each session. After this time there is 0 percent refund.

6C.3.9.6   Withdrawal from the University

Students may withdraw from the University. Requests should be submitted to the Director of Extended Learning. Officially withdrawn students who return to the University at a later date must reapply under the catalog that is current at the time of readmission.

6C.3.10 Grading

The official grading system is as follows:

$$94\text{-}100= A \qquad 4.0 \text{ grade points per semester hour}$$

A is an honor grade. It is not automatically given to a student who ranks highest in class and is reserved for accomplishment that is truly distinctive and decidedly outstanding. This grade represents a high degree of attainment and demands evidence of originality, independent work, an open and discriminating mind, completeness, accuracy and effective use of knowledge.

$$90\text{-}93= B+ \qquad 3.5 \text{ grade points per credit hour}$$
$$86\text{-}89= B \qquad 3.0 \text{ grade points per credit hour}$$

B is a grade that denotes achievement considerably above the acceptable standard. It involves excellence in many aspects of the work, such as initiative, serious industry, and the ability to organize, to comprehend and retain subject matter, and to apply it to new problems.

$$81\text{-}85= C+ \qquad 2.5 \text{ grade points per credit hour}$$
$$77\text{-}80= C \qquad 2.0 \text{ grade points per credit hour}$$

C indicates a satisfactory degree of attainment and is the acceptable standard for graduation. A C grade implies familiarity with the content of the course, evidence of improvement in the work of the course, and the ability to express oneself in intelligible English. A C grade requires full participation in the class work, completion of assignments on schedule, and making up work missed because of absence.

$$73\text{-}76= D+ \qquad 1.5 \text{ grade points per credit hour}$$
$$70\text{-}72= D \qquad 1.0 \text{ grade points per credit hour}$$

D denotes a limited mastery of subject matter. It signifies work which in quality or quantity falls below the acceptable standard. It is, however, of sufficient weight to be counted in the hours of graduation if balanced by superior work in other courses. This grade is usually not accepted by another university if the student transfers.

$$\text{Below } 70=F \qquad 0 \text{ grade points}$$

F indicates inadequate or unsatisfactory attainment. It signifies that the student is not capable of doing or understanding the work or has made little or no effort to do so.

NG   =   No grade.
I   =   Incomplete grade. See explanation and conditions governing incomplete grades below.

M	=	Missing Grade. Temporary grade assigned when grades have not been submitted by the facilitator.
W	=	Authorized late-drop. Must be completed through Registrar's Office within the time allowed.
AU	=	Audit. Carries no credit.

6C.3.10.1   Incomplete (I) Grades

When the required work for a course is incomplete due to extraordinary circumstances, a grade of I may be determined by the course facilitator. The student must request, in writing, from the facilitator, that an I grade be assigned; a copy of this request should be sent to academic advising. For the five-week sessions, if the course work is not completed within five weeks of the end of the session, the I grade will automatically become an F.

6C.3.10.2   Grade Point Average

A student's academic standing is measured by the grade point average (GPA). The final step in ascertaining this average is to multiply the number of credit hours attempted by the grade point value of each letter grade received. The sum of these equals the total grade points the student has earned. The GPA is obtained by dividing the total grade points by the total number of credit hours.

6C.3.10.3   Grade Reports

Final grades are issued to students via WebAdvisor and are part of the student's permanent official record. Official grade reports may be requested through the Registrar's Office.

6C.3.10.4   Repeating Grades

The second grade of a repeated course will replace the first in the cumulative GPA but will not remove the original grade from the transcript or from the previous semester calculation. Only courses in which a grade of F, D, or D+ is earned may be repeated. Courses may be repeated only once.

6C.3.11 Transcripts

Extended Learning will follow procedures/policies outlined in the *Undergraduate Catalog*.

6C.3.12 Academic Standing

Accelerated students must maintain a cumulative grade point average (GPA) of at least 2.0. Students whose GPA falls below 2.0 will be placed on academic probation. Failure to raise the GPA to 2.0 after two sessions on probation results in dismissal from the program.

Nursing students in the BSN program must maintain an overall GPA of 2.75. A student whose GPA falls below the 2.75 requirement may be dismissed from the program.

6C.3.13 Academic Honesty

Extended Learning will follow procedures/policies outlined in the *Undergraduate Catalog*.

6C.3.14 Grade Disputes

Students may appeal grades given for written work only by requesting a re-grade of that work. Students wishing to appeal a grade may do so by contacting the Director of Extended Learning for the appropriate re-grade request forms within two weeks of receiving the final course grade.

The Director of Extended Learning will select another facilitator in the same area of expertise to read and grade the written work. This grade will then be used to recalculate the final grade for the course. No changes will be made to grades related to the following: oral presentations, group projects, class absences, lateness or early departures, class participation and online discussion boards. These are the sole responsibility of the course facilitator.

After the written work has been read and graded by another facilitator, the comments and recommended grade change, if any, will be sent to the original course facilitator for his/her approval. *Please note:* only the original course facilitator may actually change a final course grade.

 A student appealing a course grade must realize that the grade may go up, remain the same, or be lowered in this process. The grade resulting from the appeal process is final and binding; there is no further appeal.

6C.3.15 Graduation Requirements

In order to graduate from Holy Family University all business administration students in Extended Learning must complete 123 credits in total, with the proper course distribution for each concentration or degree. Nursing students in Extended Learning must complete 123 credits in total, with the proper distribution.

Degree candidates must make an appointment with an academic advisor in Extended Learning for an exit interview. Candidates should do this when they reach 90 credits and no later than December 1 for the May ceremony. All course work needs to be completed by the end of spring 2 for the May ceremony.

The Academic Affairs office will send out a graduation fact sheet with information specific to each graduation; however, students should keep in mind the following:

- While the number of tickets a student receives varies depending on the number of students graduating, students typically receive four tickets for the ceremony. There are no guarantees for extra tickets. Students should consult the graduation fact sheet, the Holy Family Commencement website, or contact the Academic Affairs Office regarding how, when and where tickets can be picked up.

- Student attire is obtained from the University Bookstore. For specific information on pick-up, delivery, and sizes, students should consult the graduation fact sheet, the Holy Family website, or contact the Bookstore directly.

- Holy Family University provides each graduating student with one original diploma.

All graduating students are charged the graduation fee. These bills are sent directly from the Business Office.

6C.3.16 Academic Honors

6C.3.16.1   Dean's List

Dean's list distinction is awarded once during the academic year. Students in Extended Learning will be eligible for honors if they complete 21 graded credits between the summer 2 and summer 1 sessions with an overall GPA of 3.5 and with no grade less than a B.

6C.3.16.2   Alpha Sigma Lambda National Honor Society

Alpha Sigma Lambda National Honor Society recognizes the special achievement of part-time undergraduate students, who demonstrate academic excellence while facing competing interests of home and work. It is represented on campus by the Delta Delta Chapter, which awards membership annually to the highest twenty percent (20%) of all part-time students who satisfy the necessary minimum eligibility requirements.

To be eligible, a student must be matriculated in an undergraduate degree program and have completed at Holy Family University a minimum of twenty-four (24) college semester hours in regular courses (not including transfer credits, CLEP, ACT-PEP, DANTES, or challenge exam credits).

These hours shall include at least twelve (12) semester hour credits in the Liberal Arts/Sciences. If the student has not earned twelve (12) Liberal Arts/Science credits within the twenty-four credits completed at the matriculating institution, accepted transfer credits may be used to meet this requirement.

 The student must also have attained a minimum of 3.2 cumulative average based on a 4.0 scale and have been a part-time student for a minimum of 4 consecutive semesters in the traditional programs or been active in the last 4 out of 6 session in the extended learning programs.

6C.3.16.3   Division Honors

Division honors are awarded at graduation and recognize those students who have demonstrated outstanding academic achievements and who have made significant contributions to the life of the division (for example, serving on committees, participating in faculty assessments, or speaking to new students). Students are nominated by administration and facilitators for these honors.

6C.3.16.4   Degrees with Honors

Degrees with honors are conferred upon students who attain the required minimum cumulative average and appropriate number of credits earned at Holy Family University:

Summa Cum Laude	GPA of 3.90
Magna Cum Laude	GPA of 3.70
Cum Laude	GPA of 3.50

Students must have earned at least 60 graded credits at Holy Family University (not including CLEP or portfolio) to be eligible for degrees with honors.

6C.3.17 Disabilities Services for Students

Extended Learning will follow procedures/policies outlined in the *Undergraduate Catalog* and

Student Handbook. Further information may be found at *Disability Services* on the University website.

6C.3.18 Family Educational Rights and Privacy Act of 1974

Extended Learning will follow procedures/policies outlined in the *Undergraduate Catalog*.