



Holy Family
UNIVERSITY

**POLICY MANUAL
VOLUME VID**

EXTENDED LEARNING
GRADUATE STUDENT HANDBOOK

July 2014

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Extended Learning Graduate Student Handbook

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Volume VID
EXTENDED LEARNING
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6D.1 General Information

6D.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.

6D.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.

6D.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.

6D.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 Programs and the new School of Business Administration and Extended Learning (SBAEL) was formed.

The Holy Family University Accelerated Degree programs believe 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.

6D.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.

6D.1.4.2 The Goals of the Graduate Program

The Graduate programs affirm the mission of the college. They further support the mission through their specific goals:

- To foster the development of professionals, scholars, and lifelong learners who can translate advanced study into effective problem solving skills;
- To facilitate the development of critical thinkers who can use their personal, professional,

spiritual, and academic experiences in the analysis of current issues;

- To produce informed users of research capable of making significant contributions in their chosen fields; and
- To support and encourage scholarship, intellectual inquiry, and professional responsibility that nurtures the growth and development of others.

Managerial competence and proficiency in a competitive environment is the goal of the educational efforts in Extended Learning at Holy Family University. The MBA program in particular integrates areas of expertise to produce leaders in the field of business, both profit and non-profit and to provide the opportunity for a transformative experience.

These goals incorporate the following outcomes:

1. **Skill with handling of numbers.** The graduate is comfortable with mathematical modeling, manipulation of financial data, and measurement and prediction techniques requiring numbers and quantitative abilities.
2. **Communication.** The graduate is adept at researching, organizing and presenting information in oral and/or written form that is clear, original and decisive. The graduate must be able to write and speak well to facilitate decision making.
3. **Knowledge of ethical/legal issues.** The graduate has a grasp of the ethical and legal issues. Sensitivity to gender, diversity and cultural issues is a must. Essential to the business enterprise is the integrity of the business person which facilitates relationships in environments based on trust.
4. **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.
5. **Creativity & Innovation.** The graduate is skilled in creative problem-solving so that she/he can deliver inventive business solutions and recommendations and can maintain an innovative environment which adds value to process, products and services.

6D.1.5 Nondiscriminatory Policy

Extended Learning will follow procedures/policies outlined in the [Graduate Catalog](#).

6D.2 General Policies

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

6D.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.

6D.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.

6D.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.

6D.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.

6D.2.5 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.

6D.2.6 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 Newtown.

6D.2.7 Smoking

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

6D.2.8 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 [Graduate Catalog](#).

6D.3 Academic Policies

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

6D.3.1 Admissions Requirements

- Bachelor's degree from an accredited four-year institution
- Official transcripts from all institutions attended
- A statement of professional goals of at least 750 words
- Two professional recommendations
- A current resume
- A personal interview
- Completed application form and nonrefundable application fee, made payable to 'Holy Family University'
- Students must show competency at the undergraduate level through standardized tests or through work experience in:
 - Financial and Managerial Accounting
 - Business/Corporate Finance
 - Business Statistics
 - Marketing

Students lacking such competency may be required to take prerequisite business courses.

- Applicants with a grade point average less than 3.0 may be required to take the GMAT.

6D.3.1.1 Admissions Requirements for International Applicants

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.

6D.3.1.2 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.

6D.3.2 Degree Requirements

The Master of Business Administration (MBA) program will prepare today's managers to become tomorrow's leaders. Our curriculum is designed to help those with a minimum of three years of managerial experience reach their highest potential in the corporate environment.

The MBA program consists of 10 three-credit courses, totaling 30 credits. Optional concentrations are offered requiring an additional fifteen credits. Courses are offered in eight-week sessions, and each course meets once a week for four hours throughout the session. The New Professionals MBA program includes 12 three-credit courses, totaling 36 credits.

Students should take BUS 502 as their first course. MGT 591 must be the last class taken.

Due to the accelerated format of this program, students should expect to spend a minimum of 20 hours outside of class preparing for each class meeting. In addition, students come to the first class having already prepared the first assignment.

6D.3.3 Transfer of Graduate Credits

Upon application to a graduate program, a student may present an official transcript of graduate credits completed elsewhere within the last three years for transfer evaluation. Acceptance of such credits will depend upon whether or not the courses are directly related to the program, that the student has obtained a grade of B or better in the course(s), and whether or not the college giving credit for the course(s) would consider the course as acceptable for application to its degree program. No transfer credit will be awarded for credits which have been previously counted toward completion of another graduate or undergraduate degree. Transfer of credits are not posted on a student's record until the student successfully earns six graduate credits at Holy Family University and the official transcript documenting the completion of transfer credits has been received by the Director of Academic Services.

After admission, all courses taken at other institutions for transfer credit require prior approval from the Director of Extended Learning. Maximum allowable transfer is six graduate credits.

6D.3.4 Timeline for Degree Completion

A maximum period of three years is allowed for degree completion. Students completing an optional concentration may take up to four years.

6D.3.5 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
- independent study plan
- portfolio process
- CLEP/DSST testing
- international study opportunities
- graduation requirements (including exit interviews)

6D.3.6 Course Enrollment Information

6D.3.6.1 Academic Calendar

Courses are offered in eight-week sessions, and each course meets once a week for four hours throughout the session. Six regular sessions will be offered during the course of a year. Additional opportunities to earn credits may be presented through participation in periodic intensive sessions and other innovative nontraditional formats.

6D.3.6.2 Cancellation of Courses

The division 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.

6D.3.6.3 Course Numbering System

All graduate courses in Extended Learning are 500 level.

6D.3.6.4 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.

6D.3.6.5 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>.

6D.3.7 Registration

6D.3.7.1 Registration Procedures

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

6D.3.7.2 Course Load

Graduate students in Extended Learning may enroll in one course per session.

6D.3.7.3 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 sessions. If absence or lateness is unavoidable, the student should contact the course facilitator in advance of the scheduled course meeting time and 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 eight-week session.

6D.3.7.4 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. No student will be permitted to register for a class later than 48 hours after the start of the class. 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:

<i>100% Refund</i>	No Grade Penalty	Any drop received prior to first class
<i>80% Refund</i>	No Grade Penalty	Any drop received within 48 hours after the first class
<i>0% Refund</i>	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.

6D.3.7.5 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.

6D.3.8 Grading

A	94-100	(4 points)	superior performance
B+	90-93	(3.5 points)	
B	86-89	(3 points)	satisfactory performance
C+	81-85	(2.5 points)	competence below that expected for graduate work
C	77-80	(2 points)	<u>credit will not count towards graduation and the course must be repeated for credit</u>

F	Below 77 (0 points)	failure to demonstrate competence in the course (credit can be earned only by repeating the course – requires special permission from the instructor and the program coordinator)
I		Work not completed within the eight week session with approval to complete later (see related policy on incomplete grades)
M		Temporary grade assigned when no grade submitted by course facilitator
W		Authorized withdrawal from course
AU		Audit; carries no grade

6D.3.8.1 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. If the course work is not completed within eight weeks of the end of the session, the I grade will automatically become an F.

6D.3.8.2 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.

6D.3.8.3 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.

6D.3.8.4 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 C or below is earned may be repeated. Courses may be repeated only once.

6D.3.9 Transcripts

Extended Learning will follow procedures/policies outlined in the [Graduate Catalog](#).

6D.3.10 Academic Standing, Retention, and Dismissal

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. A student may graduate from a program with one grade of C+. A second grade of less than a B earned in any course must be repeated the next time the course is offered. If a third grade less than a B is earned in any course, the student will be dismissed from a program.

6D.3.11 Academic Honesty

Extended Learning will follow procedures/policies outlined in the [Graduate Catalog](#).

6D.3.12 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 in 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.

6D.3.13 Graduation Requirements

In order to graduate from Holy Family University all graduate students in Extended Learning must complete at least 30 credits in total, with the proper course distribution for each concentration.

Degree candidates must make an appointment with the Director of Extended Learning for an exit interview where they will receive a degree petition. 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 six tickets for the ceremony. There are no guarantees for extra tickets. Students should consult the graduation fact sheet, the Holy Family 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 located in the Campus Center. 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.

6D.3.14 Disabilities Services for Students

Extended Learning will follow procedures/policies outlined in the [Graduate Catalog](#) and [Student Handbook](#). Further information may be found at [Disability Services](#) on the University website.

6D.3.15 Family Educational Rights and Privacy Act of 1974

Extended Learning will follow procedures/policies outlined in the [Graduate Catalog](#).