



Philadelphia University

Academic Catalog 2015-2016

4201 Henry Avenue

Philadelphia, Pennsylvania 19144-5497

215.951.2700

www.PhilaU.edu/catalog

Mission Statement

Philadelphia University is a student-centered institution that prepares graduates for successful careers in an evolving global marketplace. By blending the liberal arts and sciences, professional studies, interdisciplinary learning and collaborations in and out of the classroom, students learn to thrive in diverse and challenging environments. Our students are encouraged to form supportive relationships with each other as well as faculty, staff and alumni in an academically rigorous setting that is focused on intellectual and personal growth. Philadelphia University is an experiential learning community where integrity, creativity, curiosity, ethics, responsibility and the free exchange of ideas are valued.

Anti-Discrimination Policy

Philadelphia University does not discriminate on any condition of ethnicity or ancestry, or on the basis of creed, race, color, sex, age, religion, national origin, marital status, sexual orientation or disability in its admissions, education programs, activities or employment practices. This policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Responsibility to Keep Informed

The programs, policies, procedures, requirements, tuition and fees described in this catalog are subject to change without notice, at the discretion of the University.

Students are ultimately responsible for their own progress toward graduation; they are expected to use the academic catalog as a reference handbook and to familiarize themselves with the principal policies and procedures contained therein. The online version of this academic catalog (www.PhilaU.edu/catalog) is updated annually. Students are responsible for monitoring the website concerning changes to policies and procedures that might affect their progress toward graduation and for regularly checking campus mailboxes and Philadelphia University email as a means of keeping informed.

Accreditation

Philadelphia University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

A Brief History of the University

Philadelphia University was founded in 1884 as the Philadelphia Textile School in the wake of the 1876 Centennial Exposition. A group of textile manufacturers, led by Theodore Search, noticed a sizeable gap between the quality and variety of American textile products and those displayed by European mills. To address this, the group established the School to educate America's textile workers and managers.

Several years later, the School affiliated with the Pennsylvania Museum (now the Philadelphia Museum of Art) and School of Industrial Art. By the mid-1890s, the School had settled at Broad and Pine streets in downtown Philadelphia. It survived the Depression and entered a new period of growth at the outset of World War II. In 1941, the School was granted the right to award baccalaureate degrees and changed its name to the Philadelphia Textile Institute (PTI).

By 1949, PTI, which was no longer affiliated with the museum, began conducting classes at its present site in the East Falls section of Philadelphia. Throughout the 1950s, it continued to grow, and, in 1961, changed its name to Philadelphia College of Textiles & Science.

The student population doubled from 1954 to 1964, and again by 1978. Programs in the arts and sciences and business administration were added. The College purchased an adjoining property in 1972, doubling the size of its campus.

As Philadelphia College of Textiles & Science, the institution offered its first graduate degree, the Master of Business Administration, in 1976. With the purchase of properties in 1980 and 1988, the size of the campus nearly doubled again and grew to include additional classrooms, research laboratories, student residences and athletic facilities. In 1992, the 54,000-square-foot Paul J. Gutman Library was built.

The College continued throughout the '90s to provide its students with the highest-quality education and real-world experience demanded by their chosen professions, adding majors in a wide range of fields. To better reflect the institution's breadth and depth, the College applied for and was granted university status by the Commonwealth of Pennsylvania in 1999. And, in a historic move, the Board of Trustees voted to change the School's name to Philadelphia University on July 13, 1999.

The University now has three colleges and three schools, including the Colleges of Architecture and the Built Environment; the Kanbar College of Design, Engineering and Commerce; the College of Science, Health and the Liberal Arts; the School of Design and Engineering (part of Kanbar College); the School of Business (part of Kanbar College); and the School of Continuing and Professional Studies.

The University Today

Philadelphia University is the model for professional university education. Through Nexus Learning—our signature approach to teaching and learning that is active, collaborative, connected to the real world and infused with the liberal arts—we are educating the next generation of leaders for the 21st-century work world.

For more than 125 years, Philadelphia University has fostered a culture of market-driven innovation. Students at PhilaU learn to integrate knowledge, develop broader decision-making skills and untangle complex problems.

Complementing our curriculum, our three Colleges give students the freedom to learn vital skills outside of their discipline through collaboration. We bring together liberal arts and science disciplines such as sociology, environmental science, languages and history with studies in professional areas like business, fashion design, management, communications, health and architecture to provide an integrative experience relevant to today's practices. From day one, we bring industry leaders to campus to partner with our students. It's an approach that mirrors industry and makes companies very excited about hiring our graduates.

No other university has our unique intersection of expertise in a transdisciplinary environment at the same scale. Weaving these areas of study, combined with our passionate and dedicated faculty, PhilaU produces graduates with a pioneering combination of professional skill, breadth of perspective and synthesized decision-making abilities—all developed while working on real-world challenges.

Our students feed off the entrepreneurial DNA of the campus and graduate with the skills necessary to turn their innovative ideas into commercial successes. It's one of the reasons that today Philadelphia University's alumni are global leaders in design, architecture, fashion, business, engineering, health professions, textiles, materials technology, sustainability and science.

Philadelphia University is a private university with 3,700 part- and full-time undergraduate and graduate students from 45 states and 40 countries. The University offers more than 60 undergraduate and graduate degree programs in the Colleges of Architecture and the Built Environment; the Kanbar College of Design, Engineering and Commerce; the College Science, Health and the Liberal Arts; and the School of Continuing and Professional Studies leading to the Bachelor of Science, Bachelor of Science in Engineering, Bachelor of Architecture, Bachelor of Landscape Architecture, master's degrees and a doctoral degree in Textile Engineering and Science.

The Campus

The 50+ buildings on the University's 100-acre campus range from historic Victorian mansions to contemporary classrooms, library and residential facilities. In January 2013, Philadelphia University opened the DEC Center: a new, innovative academic building housing the Kanbar College of Design, Engineering and Commerce built specifically to foster interdisciplinary collaboration.

The Kanbar Campus Center, a 72,000 square-foot social hub for the campus community, along with The Gallagher Athletic, Recreation and Convocation Center have helped transform our main campus and are making a dramatic impact on the academic and social environment for all members of the University community. The Gallagher Athletic, Recreation and Convocation Center is home to three regulation-size basketball courts, a state-of-the-art fitness center, aerobics studio, racquetball court and elevated jogging track, as well as a 251-space underground parking garage. In addition, athletic facilities on campus include a baseball field, softball field, tennis courts, and soccer and lacrosse fields.

The University is located close to beautiful countryside, big-city life, concert venues, galleries and museums, great restaurants and theaters. The tree-lined Main Campus is located on the edge of Philadelphia's Fairmount Park in the beautiful residential area of East Falls, just 15 minutes from historic Center City Philadelphia. Most students live in on-campus housing, including co-ed and single-sex residence halls, townhouses and two- or three-bedroom apartments. One of our highlighted housing facilities is the recently opened PhilaU Residences at Falls Center; apartments in the complex include state-of-the-art kitchens, spacious bathrooms and beautiful views of the city of Philadelphia. The facility has an auditorium, studio and lounge space, and convenience store.

The Philadelphia University campus is wireless and provides for a highly sophisticated technology environment.

Alphabetical List of Philadelphia University Undergraduate Degree, Concentration, Certificate and Minor Programs

Program	Bachelor	Associate	Concentration	Specialization	Certificate	Minor
Accounting	BS (Online only)	A		S		M
Animation & Digital Media	BS					M
Architectural History/Theory						M
Architecture	BArch					
Architectural Design Technology			Con			
Architectural Studies	BS					
Behavioral and Health Services	BS (Online only)					
Biochemistry	BS					
Biodiversity						M
Biology	BS					
Biopsychology	BS					
Business	BS					M
Business Administration		A				M
Buying and Merchandising				S		
Business Management	BS (Online only)					
Chemistry	BS					
Childhood Trauma Studies					Cer	
Communication	BS					M
Construction Management	BS					M
Design Technology				S		
Engineering	BSE					
Entrepreneurship				S		M
Environmental Science			Con			
Environmental Sustainability	BS					M
Fashion Apparel Production				S		
Fashion Design	BS					
Fashion Entrepreneurship				S		
Fashion Industry Management						M
Fashion Materials Insight				S		

Fashion Merchandising and Management	BS					
Fashion Product Management				S		
Fashion Retail Experience				S		
Fashion Technology				S		
Finance				S		M
Foundation Design						M
Genetics						M
Global Brand Management				S		
Graphic Design Communication	BS					M
Health Sciences	BS					
Health Sciences/Athletic Training	BS/MS					
Health Sciences /Community Trauma Counseling	BS/MS					
Health Sciences/ Occupational Therapy	BS/MS					
Health and Human Services		A				
Health and Human Services – Radiologic Technology		A				
Health Services Management	BS (Online only)					
Health Services Management: Business	BS (Online only)					
Health Services Management: Psychology	BS (Online only)					
Historical Preservation			Con			M
Human Resources Management	BS (Online only)					M
Industrial Design	BS					
Information Systems						M
Information Technology Management	BS (Online only)					
Interactive Design and Development	BS					
Integrated Fashion Communication				S		
Interior Design	BS					
International Business				S		M

Landscape Architecture	BLA					M
Landscape Arch/Geodesign	BLA/MS					
Landscape Design						M
Landscape Planning						M
Law and Society	BS					M
Law Enforcement Leadership	BS (Online only)					
Leadership in Emergency Services	BS					
Leadership in Homeland Security	BS					
Management				S		M
Marketing				S		M
Mechanical Engineering	BSE					
Multimedia and Visualization						M
Occupational Therapy Assistant		A				
Organizational Leadership	BS (Online only)					
Photography						M
Physician Assistant Studies	BS/MS					
Pre-Medical Studies	BS					
Pre-Occupational Therapy			Con			
Professional Communication and Emerging Media	BS (Online only)					
Psychology	BS					M
Psychology/Occupational Therapy	BS/MS					
Psychology/ Community Trauma Counseling	BS/MS					
Public Health						M
Social Sciences						M
Textile Design	BS					
Textile Materials Technology	BS					M
Visual Studies						M
Web Design and Development						M

Alphabetical List of Philadelphia University Graduate Degree Programs

DEGREE PROGRAMS

Clinical Doctorate in Occupational Therapy

Doctor of Philosophy in Textile Engineering and Science

Doctor of Management in Strategic Leadership

Master of Architecture

Master of Business Administration (Innovation MBA – Hybrid program; Innovation MBA Online; or Strategic Design MBA)

Master of Science in Architecture

Master of Science in Athletic Training

Master of Science in Community and Trauma Counseling

Master of Science in Construction Management

Master of Science in Disaster Medicine and Management – Hybrid program

Master of Science in Global Fashion Enterprise

Master of Science in Geodesign

Master of Science in Industrial Design

Master of Science in Interior Architecture

Master of Science in Midwifery

Master of Science in Modeling Simulation and Data Analysis

Master of Science in Occupational Therapy

Master of Science in Physician Assistant Studies

Master of Surfacing Imaging

Master of Science in Sustainable Design (Online option)

Master of Science in Taxation

Master of Science in Textile Design

Master of Science in Textile Engineering

Master of Science in User Experience Interaction Design

COMBINED DEGREES

B.S./MBA Program

B.S./M.S. Programs

M.S./M.S. Sustainable Design and Construction Management

GRADUATE AND POST-GRADUATE CERTIFICATE PROGRAMS

Advanced Studies in Trauma Counseling

Business and Organizational Continuity

Disaster Medicine and Management

Influencers of childhood Development: A Trauma-informed Exploration

Midwifery – Hybrid program

Sustainable Practices

Student Life

The Division of Student Life offers comprehensive programs and services that foster an educational environment conducive to the holistic development of students. By building bridges between the curricular and co-curricular experiences, Student Life educators provide opportunities for students to become successful, competent, lifelong learners. Information on specific programs and services follow.

In support of the University mission, the Division of Student Life supports Philadelphia University graduates ...

- To thrive in multiple, varied and diverse environments.
- To construct an understanding of self to inform decisions.
- To employ their influence to improve the greater community.
- To develop skills and knowledge for personal and professional advancement.

ATHLETICS

215.951.2720

www.philaurams.com

Mission

The Department of Athletics and Recreation affords students opportunities to participate in a challenging and competitive varsity sports program and engaging recreation and wellness activities. The ultimate goal is to enrich students' lives in college and enhance their preparation for full and rewarding lives after college. All programs are designed to enhance physical and emotional health and to complement academic success. The varsity sports program complies with the principles of fair play and amateur competition as defined by the Central Atlantic Collegiate Conference and National Collegiate Athletic Association (Division II)

Program Learning Goals

The Department of Athletics achieves its mission by establishing the following learning goals for students:

- To construct a greater understanding of self through their experiences in athletics.
- To demonstrate the ability to perform as a collaborative unit.
- To engage in experiences to enhance community relations.
- To challenge the viewpoints of themselves and others to expand awareness of difference.
- To choose behaviors, skills and habits that support their overall health and well-being.

The University offers 16 intercollegiate sports competing at the NCAA Division II level: men's and women's basketball, cross country, soccer, track and tennis; men's baseball and golf; and women's lacrosse, rowing, softball and volleyball. The University holds membership in the National Collegiate Athletic Association (NCAA) and the Central Atlantic Collegiate Conference (CACC). Athletic scholarships are available, and interested students should contact the Department of Athletics at 215.951.2720 for more information.

Physical Education is an optional elective course, available through the Department of Athletics.

Recreation Program

215.951.2723

The Department of Athletics organizes and promotes structured and competitive recreational, fitness and wellness activities that are open to full-time students, faculty and staff. The Recreation Program provides an opportunity for everyone to participate in enjoyable physical activity and to develop an appreciation for the benefits of physical exercise. Activities are offered in league/tournament format, fitness programs, instructional programming, informal recreation, club sports and special recreation events for student organizations.

Fitness & Wellness

215.951.2906

The Fitness and Wellness program promotes health through all dimensions in order to enhance longevity and the quality of life to all students, faculty, and staff. We offer programs such as group exercise, personal training, and “lunch and learn” seminars. Our Fitness Center features state of the art exercise equipment including Life Fitness cardiovascular and resistant machines and Hammer Strength multi-racks and Olympic bars. Each year the department holds the annual Wellness Fair, where the University has the opportunity to further its education and knowledge in an ever-changing fitness field.

Facilities

Philadelphia University hosts athletic events in The Gallagher Athletic, Recreation and Convocation Center, as well as the Alumni Field and Ravenhill Athletic field. The campus also features six newly refurbished tennis courts, a softball field, a state-of-the-art fitness center, racquetball court, aerobics studio and an elevated track. Off-campus facilities include the Legacy Indoor Tennis Center, Penn Charter High School turf field, the ACE Golf Club, and the Whitemarsh Boat Club, home of our Women’s Crew program. Check out Athletics at Philadelphia University by visiting www.philaurams.com.

Go Rams!

MARIANNE ABLE CAREER SERVICES CENTER

The Career Services Office is located in the Kanbar Campus Center, Suite 313.

215.951.2930

careerservices@PhilaU.edu

<http://www.philau.edu/careerservices/>

Mission

In collaboration with internal and external partnerships, the Career Services Center provides centralized and comprehensive career exploration, professional development, and internship and job search assistance.

Consistent with the university’s multi-disciplinary, professionally focused education, the Career Services Center strives to assist students and alumni in defining and achieving their individual professional goals, connecting with industry partners through experiential education and professional opportunities.

Services

The Career Services Center offers all students and alumni assistance with their careers and professional development, and many opportunities to develop the skills for a meaningful career. Career Services provides individual advising by qualified counselors as well as opportunities to connect with employers via online job listings, employer networking receptions, career seminars and on-campus recruiting.

Starting freshman year, students can work with counselors to identify their skills, values and interests to help them develop a solid, individualized career plan.

Career Services partners with faculty from all schools to present meaningful instruction on various topics, including résumé writing, interview skills, internship and job-search strategies and networking. All students and alumni may post résumés and apply for positions through CareerLink, the Career Services Center's online job posting system.

Career Services manages the academic internship program and provides support and resources to students for securing an internship position and academic credit for the experience. Students who are interested in learning about earning academic credit for an internship experience should visit the Internships section of the Career Services website. Employer networking receptions, Career Fairs, Design Expo, Alumni Portfolio Showcase, career panels, mock interviews, on-campus interviews and other activities allow students to interact personally with employers and alumni to learn more about career opportunities in a more personalized setting.

The most important factor contributing to student success in entering the job market is student engagement in the career-development process. The Career Services Center encourages students to meet one-on-one with a counselor early on for career planning and throughout their academic careers to learn the latest job search strategies that contribute to a student's ability to secure meaningful career positions and acceptance into graduate programs.

COMMUNITY SERVICE PROGRAMS

*The Office of Community Service Programs is located in The Kanbar Campus Center, Room 317.
215.951.2856*

Philadelphia University believes that community service initiatives are a central part of the undergraduate experience. Accordingly, the Office of Community Service Learning works to increase student access to the community service opportunities, serves as an informational resource about community agencies, supports students' civic engagement and promotes service as a tool for learning.

The goal of the Office of Community Service Learning is to develop students into community-conscious leaders who have an active and engaged relationship with the city of Philadelphia, surrounding neighborhoods, and the broader context of society. Participation in community service projects and initiatives provides opportunities for students to relate classroom theory to real-world experiences. Students will gain a better understanding of the world around them and the importance of acting as agents of positive change.

There are several ways in which students can take advantage of these opportunities. Students can enroll in SERVE-101: Learning and Serving in Philadelphia. Students have two enrollment options: earn a free-

standing credit or use the course to satisfy one or both of their PE graduation requirements. SERVE-101 is designed to create an opportunity to understand the reciprocal nature and responsibility of citizenship through both practical applications and critical reflection. Additionally, annual service-based traditions on campus include the Special Olympics, Habitat for Humanity, AIDS Walk, Relay for Life and the Red Cross Blood Drive.

Students interested in finding a way to serve in the community can contact the Office of Community Service Learning at communityservice@PhilaU.edu, and the staff will help connect students with local organizations meeting their areas of interest.

COMMUTER SERVICES

The Office of Commuter Services is located in the Department of Student Activities in The Kanbar Campus Center, Room 301.

215.951.2744

commuterservices@PhilaU.edu

www.PhilaU.edu/commuters

Commuter Services provides resources, programs and information to meet the needs of off-campus and commuting students as well as potential off-campus students. We provide a range of engagement and involvement opportunities that assist in their connection to the campus community and one another. Whether it is welcoming new commuters to PhilaU, assisting students in finding off-campus housing and/or roommates, or continuing to build the commuter community, the Associate Director of Student Activities and Commuter Leaders are dedicated to serving the needs of commuting and off-campus students.

What makes PhilaU commuter services stand out?

Association of Commuting Students

ACS is a student-run organization that provides a forum for off-campus students to voice concerns and issues that affect those who do not live on campus. It's also a channel for off-campus students to sponsor PhilaU activities and to meet others.

Commuter Cash (C-Cash)

C-Cash is an incentive program to promote campus connection and involvement for first-year students who live off-campus. Students can earn C-Cash for attending campus events, turning in good grades and participating in campus life. At the end of the semester, students can use C-Cash to win various prizes.

Commuter Leaders (CLs)

Commuter Leaders are upper class, off-campus students who serve as resources and guides for first-year commuters. A CL's primary responsibility is to help introduce new commuters and off-campus students to Philadelphia University and to assist them in their transition into college life. First-year commuters are assigned a CL before the academic year begins according to the first letter of their last name. Commuter Leaders are the main tool in connecting new commuting students with the campus community and one another.

COUNSELING SERVICES

The Office of Counseling Services is located in The Kanbar Campus Center, Suite 323.

215.951.2868

Counseling for personal concerns—including anxiety, adjustment to college, depression, stress, misuse or abuse of alcohol or other drugs, and other issues—is available to all full-time students at no charge. Counseling is provided on a short-term basis by licensed professionals who understand the special needs of University students. Referrals to area agencies and practitioners are made for those who need more specialized or long-term care. Students are encouraged to make appointments in advance by calling ext. 2868 or sending an email to counselingservices@philau.edu.

Students experiencing more urgent concerns are directed to use the Drop-In Hour, 4 to 5 p.m. each weekday during the regular academic year. All information shared with counselors is held in strict confidence, as long as there is no clear and imminent danger to the student or others.

DINING SERVICES

215.951.2924

diningservices@PhilaU.edu

The Ravenhill Dining Hall provides students with a large variety of meal selections, including many healthy choices, with unlimited seconds for students dining in. It features creations from all over the world at Bravisimo, fresh dough pizzas from Pepperazzi's, delicious fresh salads and mouth-watering sandwiches from the Deli, as well as fresh-stock soups and favorite home-cooked foods.

The dining hall is open regular hours during the day Monday through Friday, serving breakfast from 7:15 to 10:15 a.m., continental breakfast from 10:15 to 11 a.m., lunch from 11 a.m. to 2 p.m., lite lunch from 2 to 5:00 p.m. and dinner from 5:00 to 8:30 p.m. Monday through Thursday and until 7:00 p.m. on Fridays. On the weekends, it is open for brunch from 10:30 a.m. to 2 p.m., lite lunch from 2 to 5:00 p.m. and dinner from 4:30 to 7:00 p.m. Saturday and 8:30 p.m. Sunday. Ravenhill operates Sunday to Thursday as a retail Late Night option and lounge from 8:30 p.m. to 11:00 p.m. offering "On-the-Go!", pizza, street foods and sweets.

The Kanbar Campus Center offers a variety of dining options, including The Common Thread, The Common Thread Express and Ted's.

The Common Thread, located on the lower level, offers fresh burgers and hand-cut french fries, Philadelphia cheesesteaks and other favorites at the grill. The deli offers whole roasted turkey and roast beef along with other deli favorites and sides. Homemade fresh-stock soups, baked pastas and entrées cooked to order also are available. Common Thread is open from 8 a.m. to 7 p.m. Monday through Thursday, and 8 a.m. to 2:30 p.m. on Friday.

The Common Thread Express is our convenient online ordering system. Place your order for your favorite wrap, hoagie, salad quesadilla or pizza and pick up at your designated time. The pick-up window is adjacent to Common Thread and open Monday-Friday 11 a.m. to 3:00 p.m.

Ted's, located on the main level, offers "On-the-Go!" and convenience items in the store as well as fresh dough pizzas, hot subs, Starbucks coffee, ice cream and fresh baked products. Ted's is open continuously Monday through Friday from 7:30 a.m. to midnight, and noon to midnight on Saturdays and Sundays.

The Falls Center Convenience Store, located in the Falls Center Apartment Building, offers grab and go products including microwavable meals, beverages, and snacks for those living in the apartment building. Falls Center is open nightly 3:00pm-9:00pm

The Tuttleman Cafe, located in The Tuttleman Center, offers coffee and lite fare. It is open 7:45 a.m. to 6:30 p.m. Monday through Thursday, and 7:45 a.m. to 2:30 p.m. on Friday.

All students living on campus, with the exception of those residing in the townhouses or apartments, are required to purchase a meal plan. Commuting, townhouse and apartment students may purchase a meal plan or use the dining facilities on a cash basis.

DISABILITY SERVICES

The Office of Disability Services is located in The Kanbar Campus Center, Suite 102.

215.951.6830

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215.951.6830

Philadelphia University does not discriminate on the basis of disability, in accordance with the Americans with disabilities act and section 504 of the rehabilitation act of 1973. The University provides accommodations for students with disabilities, who are eligible for accommodations and who seek accommodations. All students interested in receiving accommodations must contact the Office of Disability Services by email at disabilityservices@philau.edu, phone at (215.951.6830) or by visiting our office (Kanbar 102D). Information on services may also be obtained by visiting our website:

<http://www.philau.edu/disabilityservices>. Students requesting accommodations in the classroom must present a current accommodation letter from the Office of Disability Services to the instructor, before accommodations may be provided. Philadelphia University works with students with disabilities regarding equal access to all services and programs. Requests for accommodations may be made at any time (although accommodations are not retroactive). The University encourages all students who have any inquiries to contact disability services.

Further information on documentation requirements and services can be found at

www.philau.edu/disabilityservices.

HEALTH SERVICES

The Student Health Center is located in Scholler Hall, lower level.

215.951.2986

Fax: 215.951.6867

Contact the Business Office at 215.951.2960 to purchase University-sponsored health insurance.

Student Health Services is comprised of our administrative assistant/vaccine/insurance coordinator and board-certified nurse practitioners. The Student Health Center (SHC) is open weekdays during the academic year to provide the assessment and treatment of illnesses and injuries.

For students with SICK VISIT/URGENT CARE needs:

SHC hours are 9:30 a.m. - 12:30 p.m. Monday - Friday

No appointment is needed; visits are walk-in. Occasionally students may require care beyond the services offered at the Student Health Center. In these cases, we assist students with pursuing follow-up care with appropriate healthcare providers. Additionally, we offer a waiting room full of health

education materials and resources, as well as a Self-Care Station stocked with common over-the-counter medications and supplies that students can access during office hours.

For students desiring WELLNESS visits:

SHC hours are 2 p.m.- 5 p.m. Monday - Friday

Appointments are needed for afternoon well-visits. Examples of services we offer in the afternoons include physicals, annual well-woman exams, STI testing, and tobacco-cessation consults. All information discussed and care received in the SHC remains confidential between the student and his/her practitioners; however, please note that if a concern arises in which a student is considered to be a danger to him/herself or to others, confidentiality may be breached to access appropriate and immediate care for the student.

Getting Started

All incoming, full-time undergraduate students, transfer students, and all international students (including NSE and The Bridge Program) are required to submit a completed Student Health Medical Record form that includes a medical history, recent physical exam and documentation of certain required immunizations. International, Physician Assistant, and Midwifery students may require titers and proof of tuberculosis testing/treatment, if applicable. The Student Health Medical Record forms are included in the student's admissions packet, are in the student health center and are online at the SHC website (www.philau.edu/healthservices).

Cost

All undergraduate and international students are entitled to access the SHC as often as needed. Part-time and graduate students may utilize SHC services as long as they have submitted a completed Student Health Medical form.

Students are responsible for lab fees and prescription costs. Students who require additional or alternative treatment may be referred to local health care providers at their own expense.

Medical Insurance

All full-time students and all international students (including NSE and The Bridge Program) are required to be covered by a medical insurance policy. All incoming undergraduate, Physician Assistant, Midwifery, OT, and OTA students must sign the waiver online by the second Friday in September (fall Semester) or the first Friday in February (spring semester). If documentation of adequate health insurance is not provided, the Business Office reserves the right to charge the appropriate health and accident insurance fee to the student's account.

Note: In adherence to immigration laws, all international students must demonstrate minimal standards of adequate health insurance. Insurance will be considered adequate if the coverage is for the academic year and the carrier is licensed to do business in the United States with a U.S.-based office and telephone number.

It is each student's responsibility to ensure that he/she is covered either through private insurance or through the University-sponsored health insurance plan. To purchase the University-sponsored plan, students may contact the Business Office at 215.951.2633. Any changes in insurance coverage should be reported to Student Health Services.

The Philadelphia University Student Health Center is dedicated to providing confidential, comprehensive and accessible health care for all students so they may achieve their maximum intellectual and academic potential. Through student-centered programs and services, we encourage healthy behaviors and holistic lifestyle choices in order to support a foundation of wellness in our students. Our mission is to help students become their own health advocates as they strive to reach an optimal state of well-being, and at the same time, to teach them how to best navigate the health care system to uphold their needs.

INTERNATIONAL AND EXCHANGE STUDENT PROGRAMS

The Office of International and Exchange Student Programs is located in The Kanbar Campus Center, Suite 102.

215.951.2660

www.PhilaU.edu/international

The University has a long history of educating students from all over the world, representing approximately 30 different countries. The Office of International and Exchange Student Programs implements two orientation programs a year for undergraduate and graduate international students. The Office also provides ongoing support in terms of immigration advising, work permission paperwork, and educational and recreational programming. The director also serves as the advisor to the International Student Association (ISA).

More information and resources are available in the director's office where business and social information for new international students can be found.

Upon arrival, all international students, including transfer students, must report to the director's office, located in Suite 102 of The Kanbar Campus Center.

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students is located in The Kanbar Campus Center, Suite 321.

215.951.2740

The Office of the Dean of Students oversees all departments in the Division of Student Life: Athletics and Recreation, the Career Center, Counseling, Disabilities Services, Health Services, International Student Advising, Residence Life, and Student Engagement. The Dean of Students is the chief grievance officer for student concerns, and serves as the Title IX Coordinator for the University.

RESIDENCE LIFE

The Office of Residence Life is located in The Kanbar Campus Center, Room 311.

215.951.2741

The Office of Residence Life is comprised of a diverse staff committed to building a safe, welcoming environment that fosters an appreciation for differences and empowers students to become lifelong citizens of their communities. We accomplish these goals by providing quality educational experiences, exceptional customer service, and advocacy for service on behalf of our students with other University departments. Through these efforts our staff is determined to provide resources and services that enhance our resident students' academic endeavors.

The Office of Residence Life achieves its mission by establishing the following learning goals for resident students:

1. Develop a greater knowledge of self through the exploration of personal identity.
2. Develop a greater understanding of others to thrive in diverse environments.
3. Act on areas of personal interest to enhance the community.
4. Evaluate situations to arrive at an informed decision.

The University provides on-campus housing for approximately 1,600 undergraduate students in traditional and apartment-style residence halls. First-year students are housed primarily on the Ravenhill Campus, while returning and upper-class students are housed on the Main Campus and the Residences at Falls Center. Housing on the Ravenhill Campus consists of three residence halls: Fortress Hall, Partridge Hall and Ronson Hall. Students reside in rooms accommodating one to four students with community bathrooms in each building. First-year students may also be placed in Scholler Hall which is on Main Campus.

Housing on the Main Campus consists of three apartment complexes: Independence Plaza, the Townhouses and one residence hall, Scholler Hall. The apartment-style units range from one to five bedrooms, accommodating two to five people. Each air-conditioned unit contains a full kitchen, living room and bathroom. Scholler Hall is a traditional residence hall with double-occupancy rooms. Mott Hall is a traditional style residence hall that has a variation of single, premium single, and premium double spaces. In addition, upper-class students are housed in the Residences at Falls Center, a newly renovated, open-concept, independent apartment-style residence, which is located on Henry Avenue. The University provides shuttle service from the Residences at Falls Center to Main Campus.

Each resident is provided with an extra-long bed, desk, desk chair, and dresser/wardrobe unit. In addition, one data port is provided for each resident in most of the residence halls. At least one cable connection with basic service is provided for each room or apartment. Apartment-style units are additionally furnished with living room and kitchen furniture as space permits.

Recognizing that students spend a significant amount of their time outside of the classroom setting, the Office of Residence Life strives to create a communal-living environment in which each student is afforded an opportunity to develop as an individual in an atmosphere that encourages emotional and intellectual growth.

The environment within a student's residence area significantly influences his/her success and personal satisfaction while at the University. Each resident contributes to making residential living a positive experience. A sense of community is achieved through mutual consideration, cooperation and responsible behavior. Community living places responsibility on individuals to demonstrate self-discipline and awareness, to be more aware of their needs as members of the community, and to become more active citizens in the residential community.

Each residence area is supervised by a Residence Life staff member. Residence Coordinators (RCs), Residence Managers (RMs), and Resident Assistants (RAs) work with students to develop a sense of community in their residential area and to create an atmosphere conducive to mutual respect and consideration. Residence Life staff members are also instrumental in assisting students to develop

positive attitudes and behaviors to deal responsibly with the establishment of an independent lifestyle and the social freedoms of adult life.

OFFICE OF STUDENT ENGAGEMENT

The Office of Student Engagement is located in the Kanbar Campus Center, Room 317.
215.951.2634

studentengagement@PhilaU.edu
www.philau.edu/studentengagement

The Office of Student Engagement promotes opportunities for co-curricular involvement that enhances personal growth, leadership development, intellectual inquiry and civic responsibility all within an inclusive environment. In addition to events we provide student services through Commuter Programs, Community Service, First Year Programs, Clubs and Organizations and Greek Life, the Kanbar Campus Center and Spiritual Development. They support the University's Mission by creating empowered student leaders who are connected to their communities, more responsible world citizens and more prepared to be successful in their careers.

There are approximately 70 social, club sport, cultural, professional, co-curricular, performing arts, spiritual and special interest clubs and organizations at the University. Philadelphia University has two national social fraternities and two national social sororities in addition to multiple professional and honors Greek organizations.

The **First-Year Experience (FYE) program** is coordinated through the Office of Student Engagement, in cooperation with various student life partners and academic programs. The central theme of the six FYE components is "Finding Philadelphia", learning about the history, culture, diversity, and wealth of activities in the city, our extended campus. The comprehensive approach to the first-year experience begins with New Student Orientation (NSO), includes faculty-oriented academic advising; and is centered on the residential community/commuting experience. FYE also includes the First Year seminar which, is a required success course that helps all new students better navigate their first year at PhilaU. The FYE program is designed to provide support and encouragement to new students at Philadelphia University and help ensure they succeed personally and academically. Research is clear, and our experience has demonstrated, that students who actively engage in all of the FYE components are more likely to be successful and have a more enriching college experience.

University Academic Resources and Services

PAUL J. GUTMAN LIBRARY

www.PhilaU.edu/library

The 54,000-square-foot, 400-seat Paul J. Gutman Library blends a traditional book and journal collection with an extensive electronic environment. Through its website, the library delivers a wide range of information resources to members of the University community on and off campus. Electronic resources include: Avery Index to Architectural Periodicals, Art Index, EBSCO, S&P's NetAdvantage, Hoover's, LexisNexis, ProQuest, AccessMedicine, JSTOR, WGSN/Stylesight and many more. These online databases and electronic book, newspaper and journal collections offer students convenient 24/7 research and study access to a continually expanding world of knowledge and information.

The availability of electronic resources, including 55,000 online journals, supplements a book collection of more than 150,000 volumes, with special emphasis in the areas of art and architecture, design, textiles, science and business. The Gutman Library Special Collections Department <<http://www.philau.edu/library/Collections/speccoll.html>> maintains one of the largest collections in the United States devoted to the history of the textile industry. A contemporary reading collection of best-sellers and popular materials is also available. Other print publications include 450 current journal, trade and newspaper subscriptions. Materials not available in the Gutman Library collection can be obtained through an interlibrary loan network that links more than 14,000 libraries around the world, or through EZBorrow, a self-service loan system for books from more than 50 of Pennsylvania's largest academic libraries.

The award-winning Paul J. Gutman Library building provides individual study carrels, seven group study rooms, more than 80 PCs and Macs for individual or collaborative work, and student lounge areas. Wireless access in Gutman allows students to use personal or library-provided laptops at any location in the building. To help students become effective and efficient researchers, librarians work with faculty to educate students about the resources available and the most effective ways to access and use them. Classroom presentations and one-on-one, hands-on instruction are aimed at creating an information-literate student body.

THE ARLEN SPECTER CENTER FOR PUBLIC SERVICE

www.philau.edu/spectercenter

The mission of the Arlen Specter Center for Public Service is to facilitate and promote public service and civic education in a cross-disciplinary, nonpartisan setting. The work of the Center includes programming inspired by Senator Specter's long-term interests and accomplishments.

Managed by the Paul J. Gutman Library and a Faculty Director, the Center sponsors programming around relevant public policy and educational topics for the benefit of the local university community and the public. Under a collaboration agreement, the University of Pittsburgh's library system is preserving, organizing and processing the rich and deep collection of resources comprising Arlen Specter's archives collection, while Philadelphia University retains ownership of this material. The two universities are collaborating on providing research access to the collection, and digitizing portions of it. The home of the Arlen Specter Center for Public Service is the historic Roxboro House, which was fully renovated and historically preserved, and is currently used for classes, meetings, and events, while showcasing many of the late Senator's photographs and memorabilia.

THE TEXTILE AND COSTUME COLLECTION

<http://philau.edu/library/textileandcostume/>

Part of the University's Special Collections, the Textile and Costume Collection is a remarkably diverse and wide-ranging museum-quality collection used for teaching, inspiration, research, and scholarship.

Aside from a group of about 145 Coptic textiles dating as early as the 1st century A.D. and a smaller group of Pre-Columbian textiles from the 12th to 14th centuries, the Collection dates primarily from the seventeenth century to the present, with a few European chasubles, some lace, and smaller European and Persian textile fragments comprising the bulk of the earliest items. The majority of the garment and accessory collection, as well as the Western and non-Western flat textile collection, dates from the mid-18th century onward. The largest elements of the collection are 19th- and 20th-century in date, including most of the lace collection, the industrial swatches, swatchbooks, traditional and non-Western garments, interiors furnishing samples, and tools and technology-related artifacts.

A particular strength of the collection is textiles and garments manufactured or owned in the Philadelphia region. These artifacts range from the John Hewson quilt block and a Germantown stocking knitting frame of the 18th century to early 20th-century upholstery samples from the Orinoka mills, 19th- and 20th century carpet samples from Joseph Lomax and Hugh Nelson, 1920s carpet point papers by Philadelphia designer J. G. Speck, and 19th-century furnishing trims and braids from F. W. Maurer & Sons of Germantown.

The collection is housed in the Goldie Paley House, a 1955 "modern-rancher-style" residence, designed by Earle Bolton, Jr. for Blanche Paley Levy's in-laws, Ike and Rita Levy. Bolton himself described the style as a "Hollywood ranch." Called The Design Center at Philadelphia University, the building is owned and operated by the University.

INFORMATION LITERACY

Mission

To help students become "wise information consumers" and lifelong learners by developing in them the abilities to effectively find, evaluate and apply information.

Information Literacy Goals

Philadelphia University's Information Literacy program includes six overarching goals for all students.

1. When confronting information-based problems, students will identify and clearly articulate their information needs in order to fill the information gap.
2. Students will generate a continuously expanding knowledge base of information sources and resources that are relevant to their information needs, including a variety of formats and delivery mechanisms.
3. When solving information-based problems, students will deliberately and critically evaluate and apply the most appropriate information, information sources, resources and information technologies to solve the problem.
4. When solving information-based problems, students will demonstrate ethical application of information and will use information sources, resources and information technologies in an ethical manner.
5. Students will use appropriate information sources, resources, and information technologies to effectively engage with global cultures.
6. Students will exhibit the perseverance and self-direction characteristics of lifelong learners, as supported by information literacy.

Information Literacy Learning GOALS are appropriate for discussion at the University Level. Information Literacy Learning OUTCOMES are devised and stated at the Programmatic Level, contextually expressing of the spirit of these Goals.

Information Literacy Description

Information literacy is embedded in the curricula and programs of each college. Students are exposed to information literacy concepts in the context of both their major and Hallmarks courses. Students learn how to use the information resources and technologies relevant to their lives as scholars on campus and as professionals in their fields. Throughout their undergraduate careers, students gain practical experience in the critical application of data and information to various information needs and problems.

The 21st-century workplace recognizes the value of information-literate employees. Today's technology- and knowledge-driven economy demands highly skilled workers who are adaptable, resourceful, intrinsically motivated and able to learn. Through the University's efforts to create information-literate graduates, students engage in the same process of information problem-solving that will continue for the rest of their lives.

Information Literacy at Philadelphia University is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and University administrators. Faculty, administrators and librarians work together to incorporate Information Literacy into programs, courses and assignments, and to assess Information Literacy Learning Outcomes. Librarians also support students, faculty and staff as they seek to become information-literate, lifelong learners.

HONORS PROGRAM

Mission

The Honors Experience offers a platform for students to discover and pursue their academic interests within a dynamic intellectual and socially vibrant community.

Program Description

The Philadelphia University Honors Experience provides students a unique opportunity to tailor a dynamic and challenging experience guided by their interests and goals. Anchored by the Honors Core of academic offerings, the customized curriculum offers specialized activities and courses that address four Cornerstones: Community Engagement, Global Awareness, Professional Development, and Program Expertise. These cornerstones combine to offer students a distinctive and comprehensive Honors Experience. This enriching program platform provides opportunities for students to tailor their experience and distinguish themselves as graduates with a global perspective, an ability to lead, a sense of their responsibility, and advanced knowledge in their fields of practice.

Honors facilitates collaborative opportunities that promote the development of the following **Core Values/ Program Goals**:

- Confidence to **act** and apply knowledge in real-world conditions,
- Empathy to **adapt** with respect to diverse perspectives,
- Courage to **contribute** ideas that make a difference.
- Curiosity to pursue your own **questions**,

Program Learning Outcomes

- ACT: Students will be able to apply knowledge and skills gained to collaborate and work effectively in diverse professional settings.
- ADAPT: Students will be able to recognize and assess the interdependence of complex issues to negotiate unfamiliar contexts.
- CONTRIBUTE: Students will be able to create dialog among peers that elevates and advances the articulation of ideas.
- QUESTION: Students will be able to pursue research questions using appropriate resources and articulate conclusions persuasively across disciplines.

The Honors Experience is student-centered and promotes taking risks, experimentation and innovation in teaching and learning. It brings together students from all majors to **build peer groups that:**

- work across the professional landscape,
- share a priority around academic achievement,
- deepen intellectual engagement with faculty,
- contribute to the social and academic life of the campus, and
- advance collaborative, academic and professional pursuits.

In order to be admitted to the Honors Experience, students must have an admit GPA of 3.50 and 1100 SAT score (math/verbal)

Requirements for completion of Honors program:

- 4 Honors Courses in the Hallmarks Core
- 2 Honors Courses/ Projects in the Major
- 1 Co-curricular/ Curricular experience in each of the 4 Cornerstones (Act, Adapt, Contribute, Question)
- Cumulative GPA of 3.40 by graduation

Honors welcomes highly motivated students who have demonstrated academic excellence in high school or in the early semesters at Philadelphia University. Participants enjoy advanced levels of inquiry and seminar-style instruction in Honors sections of Hallmarks core courses and special projects in the major. In many cases, Honors classes offer opportunities to take advantage of co-curricular experiences in the form of field trips, guest lectures, etc., that help interpret the course material. Honors freshman can opt to live in the Honors Residence Hall-- a built in peer group grounded in a shared value of academic excellence; and Program students enjoy extended borrowing privileges at the University library.

Honors Scholars receive the Honors Certificate with University Seal, the Honors Medallion and Stole to be worn at commencement, along with earned Latin Honors cords. All work completed at the honors level as well as the Honors Scholar and Latin Honors designation appear on the transcript.

The Honors Program Director serves as an academic administrator and on the faculty in the College of Science, Health and Liberal Arts. The Director has earned degrees in American Culture Studies, Mass Communication and Broadcast Journalism. The program holds institutional membership in the National Collegiate Honors Council and Northeast Regional Honors Council.

THE ACADEMIC SUCCESS CENTER

The Academic Success Center is the primary resource for students at all levels who wish to get the most from their academic experience at Philadelphia University. We are a “one-stop shop” offering free tutoring in all Philadelphia University courses, and Supplemental Instruction (SI) in specific first-year courses. We have a staff of professional tutors for writing, math and study skills, and trained peer tutors for content areas.

We provide academic advising for first-year and transfer students. Advisors are full-time faculty representing all the schools and majors at the University. Go to www.philau.edu/successcenter for more information..

Mission

The first-year advising program at Philadelphia University instructs students in how best to use and appreciate the resources of the University in order to meet their educational and professional goals. Advisors provide opportunities and assist students to make decisions that are consistent with their abilities and interests. Deliberate and intentional academic advising guides students in setting goals, making choices, collaborating with others and valuing the contribution of higher education to real-world problem solving.

Learning Outcomes

Students will:

- Value the role of the academic advising process in their University learning experience.
- Make sound decisions concerning degree and career goals based upon their abilities and interests, and University policies and procedures.
- Develop an educational plan for successfully achieving their goals.
- Appreciate collaboration with others across programs and disciplines, including the college studies curriculum.
- Use campus resources and services to assist them in achieving their academic, personal and career goals.

Academic Advising

Academic advisors assist students in meeting their educational goals and utilizing campus resources. The Academic Success Center provides advising for first-year students in the day division. Upper-level, day division students are assigned advisors in their colleges. An important tool for advisors is STARFISH early alert. Other faculty and student affairs staff may “flag” students who are experiencing difficulty in a class or exhibiting at risk behaviors. The academic advisor will outreach to the student to discuss solutions, provide referrals, and advice to the student. STARFISH also provides students with an opportunity to view their success networks, support services, and a calendar displaying appointments for academic and personal support.

The School of Continuing and Professional Studies advises Continuing Studies students. The office maintains regular evening hours. In addition, students may seek advising via telephone or email.

Majors Advising

Students who have not yet declared a major or students who are thinking about changing their major are encouraged to meet with their advisor or the college Advising Advocate for specialized advising. Students also are encouraged to make one-on-one appointments with the staff of the Career Services Center in order to participate in career inventories and assessments so that they may choose a major that links their interests with their skills and abilities. Students will be advised to discuss possible majors and to talk with appropriate professionals on campus about the fields they are considering.

Undeclared students are encouraged to work intensively with their academic advisors to select courses that will help them to prepare to enter a specific major. Undeclared students are encouraged to declare a major after they have completed 30 credits. Students are required to declare a major after they have completed 60 credits.

TUTORING SERVICES

Mission

The tutoring program at Philadelphia University provides opportunities and assistance for all students to develop the writing, quantitative, content-based learning and critical thinking strategies required for both academic and professional success. Our tutoring staff, which is comprised of trained peer and professional Nexus Learning practitioners, forms supportive relationships with students, assisting them to practice the active, collaborative and real-world learning strategies they will use when navigating the evolving global marketplace.

Learning Outcomes

Students will:

- Use resources and opportunities provided by the tutoring program to improve their abilities to learn and achieve academic and professional success.
- Exhibit comprehension about how they learn.
- Articulate the methods used to achieve their learning goals.
- Demonstrate study strategies that lead to academic success.
- Appreciate the value of the university resources that provide academic assistance.

Free professional and peer tutoring are available to all Philadelphia University students who wish to improve performance or maintain high grades in a variety of subject areas. Students work one-on-one or in small groups with professional or peer tutors. Workshops are offered in areas such as time management, note-taking, test-taking strategies, and other study strategies. Review sessions and disciplinary-specific workshops target skills needed for particular courses. All of these services are available at no cost to Philadelphia University students. Go to www.philau.edu/successcenter and click on the STARFISH log-in to make an appointment for any of the services.

Included in the Academic Success Center are the following tutoring services:

- **Professional and peer tutoring** are available for all levels of math courses.
- **Writing assistance** is available at all stages of the writing process, from help with organizing ideas and getting started on papers to revising final drafts. Specialized help is also available for writing research papers and for problems with documenting sources, grammar and punctuation.
- **Study Skills/Test Taking Strategies:** Specialized help is available for students who want to read, study and take tests more effectively.

- **English as a Second Language:** Students speaking English as a second language can receive both specialized professional help and assistance in coursework and general language skills.
- **Peer Tutoring:** Peer tutoring related to specific academic courses is offered by fellow students experienced in the subject. Students are recommended by faculty and trained in learning techniques.

Students may schedule appointments for all services through STARFISH at <https://philau.starfishsolutions.com/starfish-ops/support/login.html>

OFFICE OF GLOBAL EDUCATION AND INITIATIVES

The Office of Global Education and Initiatives at Philadelphia University provides students with various opportunities to participate in global and international activities, programs and events while pursuing their degree. The Office is made up of the following departments and programs on campus:

- International and Exchange Student Services
- Study Abroad Program
- Faculty-Led Programs
- National Student Exchange (NSE)
- The Global Portfolio, and
- Fulbright US Student Program

The Office of Global Education and Initiatives provides an array of study away opportunities for both undergraduate and graduate students through the Study Abroad Program, Faculty-Led Programs and NSE. While away, students take courses toward their degree and develop a professional awareness of their discipline in a global context. Students may study away for one semester, a full academic year, on a summer program, or on a faculty-led “short course” during the winter, spring or summer term.

Learning Outcomes for Domestic and International Study Away Programs

Study Away enriches the PhilaU educational experience by organizing programs that allow students to:

- Demonstrate knowledge of the political, economic, and/or cultural developments of a particular geographic region.
- Apply resourcefulness and flexibility while attempting to adapt to new cultural environments.
- Engage with and be open to people, ideas, and activities from other cultures as a means of personal development.

Study Abroad Program

The Study Abroad Office provides individualized attention to each student, reviews his/her academic needs and career goals, and advises on program options. To ensure students stay on track for graduation, students must have all study abroad courses reviewed and approved by their Academic Advisor/Program Director and the Study Abroad Office during the application period. Only pre-approved courses and credits taken abroad will be accepted by Philadelphia University and reported on a student’s Philadelphia University transcript.

Students have program options all over the world: Italy, England, Scotland, Germany, France, Spain, Denmark, Costa Rica, Australia, New Zealand, China, Japan, etc. In Italy, students can participate in one of Philadelphia University’s own study abroad programs: Philadelphia University’s Center for Architecture, Design and Fashion Studies in Rome. For more information approved on study abroad programs, the application process, deadlines and requirements, please contact the Study Abroad Office or visit their website: www.philau.edu/studyabroad.

Basic Requirements for Study Abroad:

- Foreign program must be approved by the Study Abroad Office
- Completion of the online study abroad application and all supporting materials (Letters of recommendation from two faculty members, essay questions and course approval from Academic Advisor/Program Director)
- Individual appointment with the Study Abroad program manager, or attend one of our approved program advising sessions.
- Certification from the Office of Student Life that the student is not on disciplinary probation
- Completion of 60 credits prior to departing for a summer/semester/year-long program. (The completion of 60 credits may apply for participation in short courses; see guidelines by course.)
- A minimum cumulative GPA of 2.5 (Please note: many foreign institutions may require a higher GPA of 2.75 or 3.0) and certification that the student is not on academic probation.

Additional documents and/or a portfolio of work may be required and will be noted on the Study Abroad application.

National Student Exchange

The University is a member of the National Student Exchange. The National Student Exchange is a unique, not-for-profit consortium of nearly 200 accredited, baccalaureate-granting colleges and universities in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands. Through NSE, these member institutions provide exchange opportunities for the multitude of undergraduate students for whom an overseas experience is not appropriate, comfortable or affordable.

Basic Requirements for National Student Exchange:

- Must be a full time student at the home campus.
- Must be in good academic standing with no incomplete grades from previous terms.
- Certification from the Office of Student Life that the student is not on disciplinary probation.
- No outstanding financial obligations to the home campus.
- May not be on probation, parole, or have pending legal judgments.
- Completion of 60 credits prior to departing for a summer/semester/year-long program.
- Must have a minimum cumulative grade point average of 2.5 (4.0 scale)

Additional documents and/or a portfolio of work may be required and will be noted by the host institution.

**TECHNOLOGY RESOURCES
INFORMATION TECHNOLOGY**

215.951.4648

For technology support visit the Technology Help Desk, second floor, Search Hall or call 215.951.40IT (x4648) or email HelpDesk@PhilaU.edu.

Technology is at the heart of much of what happens at Philadelphia University. In fact, a sophisticated technological infrastructure supports the entire University community. The network provides high-speed wired (1 gigabit) and wireless (a,b,g,n) service throughout campus, from residence halls and administrative offices to classrooms and labs. The University network and email systems support nearly all wired and wireless devices including smartphones, tablets, and gaming controllers.

The campus has nearly 1,200 University-owned desktop computers connected to the network. Through the Microsoft Office 365 service, each student receives an email account that includes 50 GB of mail space. A number of academic programs such as graphic design, digital design, industrial design and architecture are assigned enhanced network storage space. All students are provided with University network drive space and can obtain additional storage space through the Office 365 agreement. Students are also provided with space for hosting their own University-related website.

Philadelphia University is a technology-rich environment. Both the departmental and general-purpose computing labs provide an extensive array of software applications including AutoCAD, 3ds Max, Rhino, and SketchUp. Industrial and interactive design students are required to use applications such as Final Cut Suite, Maya, SolidWorks, and Adobe titles such as Photoshop, Illustrator, InDesign, Acrobat and After Effects. Desktop computing equipment in these specialized programs is on an aggressive migration cycle that provides hardware upgrades and new equipment every 24 months.

Philadelphia University requires that all students have a laptop for use on campus and especially in all classrooms, studios and labs. Please refer to the OIR website for the most updated requirements for laptops and software

<http://www.philau.edu/oir/StudentPersonalTechnologySupport/ComputerPurchasing.html>

WEBADVISOR

WebAdvisor is a web-based information-management tool that allows Philadelphia University students, staff and faculty to access numerous online resources. Using WebAdvisor, prospective students can view their application status and find financial aid information. Enrolled students can review course schedules, check account status, check grades and register for classes. Faculty can monitor rosters, post grades and review advisee information. Staff are able to manage departmental budgets.

The University supports the Blackboard learning-management system. This tool provides faculty and students with online and supplemental course materials through the web. The integration of technology into curriculum is one of the university's strategic goals.

The Office of Information Resources (OIR) provides a broad range of support for faculty and students including a comprehensive Technology Help Desk operating nearly 100 hours per week, a team of analysts devoted to desktop and computing lab support, and resources delivered from more than 60 enterprise servers operating around the clock.

WRITING ACROSS THE CURRICULUM

Mission

The Writing Program teaches students the critical thinking, reading, rhetorical and information literacy skills they will need to be leaders in their professions and in their communities.

Learning Outcomes

As a result of the Writing Across the Curriculum Program, students will be able to:

- Articulate and evaluate the purpose, audience and context of written work.
- Recognize and assess their own multi-step writing process.
- Use writing to foster inquiry.
- Demonstrate fluency in disciplinary conventions.

Program Description

Philadelphia University recognizes the vital role of written communication in college, the workplace and in the community. All undergraduate students take courses in the Writing Program, which includes a wide range of academic and professional writing and is integrated throughout the institution's professional majors and the general education core. The Writing Program is made up of two components: Writing Across the Curriculum and Writing in the Hallmarks Core. Courses in both areas are based on the idea that writing is a process of inquiry that leads students to understand and interpret the world around them. These courses also teach students that writing is a complex process that hinges on the intersections between purpose, audience, and context.

Before graduating, all Philadelphia University undergraduate students must complete two writing-specific courses and four courses designated in the University Catalog as writing-intensive (WI). Because writing is an integral part of learning, students also complete numerous and diverse writing assignments in courses, studios and labs that are not designated as writing intensive. Professional writing tutors in the Academic Success Center support students in all subjects and at all levels of the curriculum.

University Academic Programs

OVERVIEW

Programs at Philadelphia University offer a unique education that dynamically integrates liberal and professional education within an active and engaged learning environment.

The curricula seek:

- a) To advance students' knowledge and abilities.
- b) To broaden students' ways of thinking.
- c) To enhance students' awareness of the ideas, practices and values of their own and other cultures.
- d) To prepare students to synthesize general and specialized knowledge and apply it to a full personal and professional life.

The academic programs offered at Philadelphia University are administered by the College of Architecture and the Built Environment; the Kanbar College of Design, Engineering and Commerce; the College of Science, Health and the Liberal Arts; the School of Continuing and Professional Studies; the Office of Student Development Programs; and the Department of Physical Education.

ASSESSING STUDENT LEARNING

Philadelphia University is committed to providing excellent and innovative educational opportunities for all students. In order to maintain this quality and assure that students are learning all that they should, the University takes its responsibility for assessment seriously. The assessment of student learning occurs at all levels of the curriculum and is a central aspect of measuring institutional effectiveness. Learning outcomes are stated in the syllabus for each course and program, and student learning is assessed on a continuous basis at the course and program levels to ensure the continuous improvement of the curricula, programs and teaching, in order to increase student attainment. Students may be required to provide faculty with representative examples or copies of their work at various points in their curriculum in order for faculty to evaluate achievement of programmatic learning outcomes.

All curricula at Philadelphia University combine theory and application and offer integrative and active learning experiences for students. Assessment helps faculty in understanding how well students are achieving these outcomes, and reflects the commitment to the importance of learning through active engagement. Assessment also helps to ensure that the University's programs meet the institutional learning outcomes and fulfill the University's mission to provide students with a distinct balance of liberal and professional education.

Institutional Learning Outcomes

All Philadelphia University graduates will:

1. Possess a breadth and depth of professional skills informed by the liberal arts and sciences.
2. Apply multidisciplinary and collaborative approaches as a means of succeeding in dynamic, complex career environments.
3. Integrate theory and practice to inform research and guide creative decisions in their professional fields.
4. Interpret and value diversity in both local and global communities.
5. Be prepared to be ethically responsible citizens in the personal, professional and civic spheres.

6. Be prepared to bring innovation to their fields and anticipate future directions in their professions by adapting to social, environmental and economic change.

Graduate students meet these outcomes, but demonstrate learning at a higher level.

BACHELOR'S DEGREE COMPONENTS

General Education

Beginning in fall 2014, Philadelphia University launched the Hallmarks Core, the next generation of our innovative general education core curriculum. Incoming first-year students will begin their general education in the Hallmarks Core curriculum, while our students who matriculated prior to 2014 or on the 2013-14 catalog will complete the College Studies program. In both cases, our students benefit from a rigorous and coherent approach to general education that is based on essential learning outcomes and structured to build relevant skills and knowledge over four years.

Study in the liberal arts and sciences encourages students to be integrative thinkers who can see connections across disciplinary boundaries and within a wide range of knowledge. Through exposure to complex, real-world issues and studies in history, humanities and the social sciences, mathematics and the natural and physical sciences, students become graduates who are well-read, well-spoken, worldly, flexible and adaptable—individuals who never stop learning and making connections in everything they do.

The College of Science, Health and the Liberal Arts oversees the Hallmarks Core and College Studies and develops these programs to promote the best of a strong liberal arts and sciences tradition integrated with a professionally oriented curriculum. Our general education core curriculum forms the backbone of every undergraduate student's major, bringing classmates together to share a common educational experience and to learn from one another's diverse perspectives.

Professional Studies

Strongly integrated with general education, the course of study in each professional major broadly prepares students to engage with the professional world and inquire about its political, economic and social contexts through the perspective of their practices. Professional studies provide the knowledge and skills to be successful in a profession and to become lifelong learners who are able to adapt to the changing conditions and demands of their careers.

Minor

A minor is a set of courses that provides enhanced study in a particular subject area. A student may choose a minor with the assistance of an academic advisor upon completion of 60 semester hours. Options for minors are determined by the academic program and consist of a minimum of twelve credits in the subject area. A student may not use the same course for credit in both the major and the minor areas, and restrictions apply for the use of the same course for credit as a free elective and in a minor. For more information and guidelines, see the "Minors and Concentrations" section of the catalog.

Concentration

A concentration allows for an in-depth exploration of a focused area within the scope of the student's major discipline. Concentrations are available for study by majors within the appropriate area only. Options for concentrations are specified by the academic program. Similarly, the number of credits required to complete the concentration as well as the sequence and selection of required and elective

courses are determined by the program. For more information, see the “Minors and Concentrations” section of the catalog.

Specialization

A specialization allows for a thematic grouping of courses within the scope of the student’s major discipline. Specializations are available for study by majors within the appropriate area only. Options for specializations are specified by the academic program. The number of credits, sequence and selection of courses required to complete the concentration are determined by the program.

Designated Electives

Designated electives allow students to select a course from a pre-approved set of courses. Designated electives enable both freedom of choice with some degree of programmatic guidance.

Free Electives

Free electives allow students to tailor their degree program to meet their personal interests and educational goals. Students who participate in an internship may use these credits to partially satisfy the free elective requirement.

OPTIONAL RELATED ACADEMIC EXPERIENCES

Service Learning and Physical Education

Service Learning

Community service initiatives are a central part of the undergraduate experience at Philadelphia University. SERVE-101, a one-credit course, provides an opportunity for students to contribute to and learn from Philadelphia, its neighborhoods and people. These experiences allow students to explore their interests and expand their knowledge through hands-on projects with a community outside of the University.

Learning Outcomes for Service Learning

Students who have completed SERVE-101 will:

- Develop a sense of responsibility and commitment toward public service and citizenship through critical reflection and action.
- Improve their understanding of societal problems that affect members of the Philadelphia-area community and beyond.
- Relate community service experiences and issues to assigned journal questions and readings.
- Develop a commitment to full participation in the life of their communities.
- Consider civic obligations as a professional to improving quality of life of communities.

SERVE-101 is part of an initiative in the University called “Serving and Learning in Philadelphia,” a phased program in the curriculum that provides opportunities for students to apply their classroom education to real-world settings. The initiative encourages the development of students as active citizens and professionals by supporting the ways they contribute to their communities and develop personal and professional responsibility. Go to www.PhilaU.edu/community/forfaculty.html for more information.

Physical Education

Physical education course options offer a variety of activities, including traditional instruction, making it possible for students to fulfill this requirement in a constructive and enjoyable manner.

PE options are PE 00-Varsity Athlete and/or PE-02 Recreation & Wellness.

PE-00: Varsity Athlete

Students who have participated on one of the University's 16 intercollegiate sports teams for one season will satisfy the requirement for this course and receive .05 credit. Students must register for this course in the semester they expect to receive the course credit. Students must register for two separate semesters of PE-00 and complete an intercollegiate season in each semester to receive full physical education credit.

**Note: There will be no retroactive credit or arrangement for students other than those in his/her graduating (last) semester. For any concerns contact the Associate Director of Athletics.*

PE-02: Recreation and Wellness

Students participate in recreation and wellness activities offered through the Department of Athletics. Opportunities include participation in intramural sports, recreational courses in team and individual sports, and wellness courses such as yoga, stress management, and tailored exercise programs. All activities must be validated by a representative from the Department of Athletics to earn credit. Students must register for the course at the beginning of the semester to receive course credit.

- All Students who register for two separate semesters of PE-02 and would receive .5 credits per 15 hours of pre-approved classes/events/participation for each semester.
- If a student is currently enrolled in the graduating semester of his/her senior year and needs a PE credit to make their total required credits for graduation, s/he must directly speak and have approval from the Director of Fitness and Wellness to move forward with any exceptions.
- If a student is in the graduating semester of his/her senior year and wants to take a .5 PE credit to make their total required credits for graduation, s/he will be expected to enroll for the class in his/her final semester.

Undergraduate Academic Internships

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship. Go to www.philau.edu/careerservices/students/internships for details.

Academic internships are offered during the fall, spring and 12-week summer term, and they are taken for credit as an elective with a course syllabus focused on professional skill-building and written assignments. The undergraduate internship course, INTRN-493, exists in 0.5, 3 or 6 credit options. Students may only enroll in an internship course during the semester of the internship experience; credit is not issued retroactively or for future experiences.

While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development. The Career Services

Center and designated Faculty Internship Advisor (FIA) from the student's major provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategy prior to the internship.

At the conclusion of the internship semester, all students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. All internships, regardless of credit registration, require a minimum of 12 weeks in length. Additionally, the 0.5 and 3 credit internship courses require a minimum of 12 hours per week on site, and the 6 credit internship course requires a minimum of 35 hours per week on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.

Internship course registration may only occur once an offer has been received and accepted from the employer. Several steps are required in order to register, and the Registrar's Office ultimately enrolls each student in the internship course once all required paperwork is completed and submitted. The deadline to register for academic internships is the last day to add class for the semester of intended participation as established each semester by the Registrar's Office. (Refer to the academic calendar for specific dates.) Students are strongly encouraged to apply early and to contact Career Services for assistance, which provides the best success in finding an appropriate experience in time to meet registration deadlines. To learn more about the registration process, visit www.philau.edu/careerservices/students/internships.

Undergraduate Minimum Requirements for Participation:

- Full-time status during the regular academic year (fall/spring semesters)
- Completion of 60 credits by the start of the internship experience (90 credits for Architecture majors)
- 2.5 cumulative GPA in the semester preceding the internship
- If a transfer student, at least 15 credits earned at PhilaU

International Students:

- Meet criteria above as relevant to program enrollment
- Must be eligible for Curricular Practical Training (CPT)

Visit www.philau.edu/careerservices/students/internships for details

Note: Students not meeting minimum requirements may be considered by submitting a formal appeal.

Contact [Career Services](#) for additional information.

To learn more about academic internships at Philadelphia University, visit www.philau.edu/careerservices/students/internships or contact Career Services at intern@philau.edu or 215-951-2930.

College of Architecture and the Built Environment

Executive Dean: B. Klinkhammer

Associate Dean: D. Breiner

Manager of Academic Operations: L. Irwin

Faculty: S. Ageloff, L. Baumbach, D. Breiner, J. Carnell, D. Chung, J. Doerfler, K. Douglas, D. Dunham, R. Fleming, S. Frosten, R. Fryer, M. Gindlesparger, C. Griffen, C. Harnish, C. Hermann, E. Keeter, D. Kratzer, K. Ku, M. Livingston, A. Messinger, G. Ozcan-Deniz, C. Phillips, L. Phillips, A. Plata, J. Query, S. Singletary, J. Tucci

The College of Architecture and the Built Environment recognizes that design professionals require an in-depth understanding of aesthetic, technical and economic-issues within a complex social, cultural and environmental framework. Building on the University's goal to provide professional skills combined with a broad general education, our mission is to prepare students to be creative, independent thinkers and innovative problem-solvers. We emphasize critical excellence, balanced with the fundamental knowledge and skill required for meaningful contributions to professional design practice. In congruence with the mission of the University, we encourage students to establish a "foundation for success, lifelong learning and active citizenship," as stewards of a sustainable society.

The College draws from the academic context, location and professional orientation of the University in pursuing its mission. Eight different career options are offered in an intimate collegiate setting and cooperative faculty/student-learning environment. The College encourages interdisciplinary and collaborative work in all the professionally related degree programs.

The College of Architecture and the Built Environment requires the purchase of a laptop computer and a specific software bundle of graphic/modeling/simulation, and/or productivity tools for the first year of each program: Bachelor of Architecture, Bachelor of Science in Construction Management, Bachelor of Science in Architectural Studies, Bachelor of Science in Interior Design, Bachelor of Landscape Architecture, Master of Science in Sustainable Design, Master of Architecture, Master of Science in Architecture, Master of Science in Construction Management, Master of Science in Interior Architecture, and Master of Science in Geodesign. The University bookstore makes every effort to offer the lowest possible prices of the required software for coursework.

Visit: <http://www.philau.edu/oir/StudentPersonalTechnologySupport/ComputerPurchasing.html> for hardware and software requirements. All C-ABE students are required to bring to school a laptop computer capable of running Windows software. Students using a Mac must have Windows running on their laptop before the first class in order to use course specific software immediately.

Throughout the course of studies, laptop and software requirements may change due to software and hardware updates, and it is the student's responsibility to keep hardware and software requirements up to date.

COLLEGE UNDERGRADUATE DEGREE PROGRAMS

Five-Year Bachelor of Architecture (B.Arch.)

The five-year Bachelor of Architecture (B.Arch.) program, accredited by the National Architectural Accrediting Board (NAAB), is committed to an interdisciplinary approach at all levels of the curriculum. In the first semester, it shares an integrated curriculum with landscape architecture, architectural studies and interior design, providing students with opportunities for collaboration and time to experience aspects of allied design disciplines. The studio, which is considered the core of the architecture program, is the center of activity where course material and learning are synthesized. Opportunities are provided for professional internships, study abroad, elective enrichment, specialization and independent pursuits.

Four-Year Bachelor of Science in Architectural Studies (B.S.)

The four-year Bachelor of Science in Architectural Studies (B.S.) program allows students to focus on a field that is allied to the profession of architecture. After common first-year studios that lay the foundation for visual thinking, students select a concentration in architectural design technology or historic preservation, as they begin the second or third year depending upon their area of interest. Each concentration features collaborative studios, field work, study abroad opportunities, professional internships and elective offerings. The historic preservation curriculum has been designed to meet the standards of the National Council for Preservation Education (NCPE).

Four-Year Bachelor of Science in Construction Management (B.S.)

The four-year Bachelor of Science in Construction Management (B.S.) program provides an industry-centered learning experience led by faculty who remain active in the fields they teach. Courses in construction, architecture, engineering, business and liberal arts prepare students to be ethical, innovative problem-solvers who understand the full construction business model. In addition to time spent in class, students are encouraged to pursue study abroad and a variety of internship opportunities made possible by our close association with industry professionals.

Four-Year Bachelor of Science in Interior Design (B.S.)

The four-year Bachelor of Science in Interior Design (B.S.) program prepares graduates to be articulate, creative and socially aware design professionals, and is accredited by the Council for Interior Design Accreditation (CIDA). The studio, considered the core of the interior design program, is the center of activity where course material and learning are synthesized. Opportunities are provided for interdisciplinary collaboration, study abroad, professional internships, elective enrichment, independent pursuits, community service, and student membership in professional organizations.

Four-Year Bachelor of Landscape Architecture (BLA)

The four-year Bachelor of Landscape Architecture (BLA) program meets the needs of landscape architecture students who are pursuing a first professional undergraduate degree. The program promotes sustainable urban planning and design. The landscape architecture program provides a comprehensive professional education that develops the knowledge, skills, vision and leadership necessary for students to understand contemporary global issues and the varied needs of society. The program is fully accredited by the Landscape Architecture Accreditation Board (LAAB).

MINORS

The following minors are offered through the college. For more information about the minors, see the "Minors and Concentrations" section of the Academic Catalog:

- Architectural History/Theory
- Historic Preservation
- Landscape Design
- Landscape Planning
- Multimedia and Visualization Minor
- Photography

COLLEGE UNDERGRADUATE/GRADUATE DEGREE (4+1) OFFERINGS

B.S. in Interior Design/M.S. in Sustainable Design Degree Option

B.S. in Interior Design/M.S. in Sustainable Design degree option (4+1) is designed for those interior design students who want to pursue advanced work in sustainability and sustainable design. B.S. in Interior Design students will apply for admission into the MSSD program prior to their senior year. Students must meet the standards for admission to the MSSD program as well as the established university standards in order to register for graduate credits. The interior design students can take up to 9 graduate credits during their senior year, which will be simultaneously counted as electives in the interior design program and also as required courses in the M.S. in Sustainable Design program. The result is that students complete a minimum of 120 unique credits in interior design program, and an additional 9 credits are applied to the MSSD program, reducing the total credits remaining for the degree from 34 to 25 credits.

B.L.A. in Landscape Architecture and M.S. in Geodesign

The Bachelor of Landscape Architecture (BLA) /M.S. in Geodesign degree option (4+1) is designed for those landscape architecture students who want to pursue advanced work in Geodesign. BLA students will apply for admission into the Geodesign program prior to their senior year. Students must meet the standards for admissions to the Geodesign program as well as the established university standards in order to register for graduate credits. BLA students can take up to 12 graduate credits during their undergraduate degree. These credits will be simultaneously counted as one required course (Larch 515) plus two to three electives in the BLA program and also as required courses in the M.S. in Geodesign program. This is accomplished through a sub-matriculation process and as such will allow graduate credits to satisfy elective and/or required credit in the BLA Program and required credits in the M.S. in Geodesign program. Students must complete a minimum of 120 unique credits in the Bachelor of Landscape Architecture program. The 9-12 credits will count towards the Geodesign Program reducing the total credits remaining for the degree from 36 to 24-27 credits.

COLLEGE GRADUATE DEGREES

- Master of Architecture
- Master of Science in Architecture
- Master of Science in Construction Management
- Master of Science in Interior Architecture
- Master of Science in Sustainable Design

Options:

- 2-Year Full-Time Program
- 2-Year Part-Time Online Program
- Hybrid / Flex Program in consultation with program director

1+1 GRADUATE DEGREE OFFERING

- Master of Science in Sustainable Design and Construction Management

COLLEGE GRADUATE CERTIFICATES

- Graduate Certificate in Sustainable Practices (6-month online program)

C-ABE undergraduate Programs

ARCHITECTURE (Five-Year Bachelor of Architecture (B.Arch.))

Program Director: James Doerfler

Mission

The architecture program at Philadelphia University prepares students to engage critically in the complex discourse of architectural practice and theory. In keeping with the University's legacy of craft, materials and technology, the curriculum balances the creative and technical aspects of making architecture. Through research, analysis and exploration, students discover that design is found at the dynamic intersection of our social and physical environments. Faculty members with diverse perspectives guide students in their investigations of contemporary issues that supersede trends. Encouraged by interdisciplinary study, they craft varied ideas for the environment, finding passion and delight in the consideration of architecture.

Program Learning Outcomes

At the completion of the Bachelor of Architecture program, students will demonstrate the ability to:

- Integrate knowledge of liberal arts and sciences with the design of the built environment.
- Appreciate the value of collaboration, including multidisciplinary collaboration, in solving design problems.
- Synthesize theory, function, technology and aesthetics in an integrated and creative way.
- Understand and respect the people, places and contexts that bear upon the built environment around the world.
- Examine the characteristics of professionalism in architectural practice.
- Practice design as integrated process that respects existing contexts and/or inevitable transformations in the field.

Program Description

The Bachelor of Architecture (B.Arch.) program provides a comprehensive professional education that will develop the knowledge, skill and vision necessary for the student to understand contemporary global issues and address the varied needs of society. Fundamental to the program's philosophy is a commitment to design excellence and innovation, including the nurturing of creative individuals. A diverse faculty, traditional campus setting and dynamic urban context combine to create an ideal environment for the development of the intellectual rigor and imagination necessary to achieve the program's goals.

The faculty of the architecture program includes individuals accomplished in research, design and professional practice. Adjunct faculty and visiting critics complement full-time faculty, bringing contemporary theory and practical experience from the region's leading architectural practices. In the professional architecture program, the design studio is the focus of activity where coursework and learning are synthesized and design fundamentals are stressed.

During the first year, foundation studies courses are conducted in an interdisciplinary environment, introducing principles, values and the common vocabulary necessary for effective professional teamwork. The second-year foundation studies courses continue teaching the building blocks for future design studios. Also, during the first two years, general education courses are emphasized, and digital, technical and history of architecture and interiors courses are introduced. During the last three years of the curriculum, more advanced theoretical, technical and professional courses support studio design

projects of increasing complexity and scope. In the fourth year, students are encouraged to take an interdisciplinary studio or to study abroad. The architecture program's study abroad options include: Rome, Italy, as part of a consortium of institutions at the University of Arkansas Rome Center; the Danish Institute for Study Abroad in Copenhagen; and a number of other exchange programs in Europe and Australia. Fourth-year focused research papers lead to fifth-year studio instruction emphasizing independent research, programming and critical analysis, all of which establish the theoretical basis for design work. At this level, students' designs articulate a physically and theoretically comprehensive resolution of a capstone project.

Course options at the advanced levels are designed to encourage students to develop their individual interests and professional directions. In addition to courses in other colleges and programs, opportunities for specialization and enrichment are also available in areas such as housing, experimental structures/materials, furniture design, historic preservation, design theory, photography and visualization techniques.

The architecture program is committed to providing state-of-the-art computer technology and software to facilitate the integration of digital technologies in the design process and project development.

Professional Accreditation

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture and the Doctor of Architecture. A program may be granted an 8-year, 3-year or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

Philadelphia University's architecture program offers the following NAAB-accredited degree program:

B. Arch. (165 undergraduate credits)

Next accreditation visit: 2018

To better understand the body of knowledge and skills that constitute a professional education in architecture, visit the college website, which provides links to The 2014 NAAB Conditions for Accreditation, The NAAB Procedures for Accreditation, and other useful resources, including additional websites.

ARCHITECTURAL STUDIES

Program Director: James Doerfler

Mission

Contemporary architecture encompasses a number of discrete, though intersecting, disciplines and requires individuals trained to fill a variety of roles beyond that of designer. To develop each student's specific interest, the architectural studies program offers an array of concentrations, ranging from areas that are intrinsic to making and constructing buildings and environments, such as **architectural design technology**, to fields that support the rehabilitation and documentation of architecture and sites, such as **historic preservation**. After completing a foundation sequence of studio and technical courses, architectural studies students select an area of concentration as they begin the second or third year depending upon their area of interest. Through required courses, elective offerings, internship

opportunities as well as study abroad options, the architectural studies program encourages each student to develop proficiency in the concentration appropriate to the B.S. level. For those students seeking graduate studies, the concentration furnishes the groundwork for master's degrees in a number of fields, including architecture, construction management, sustainable design, historic preservation, urban planning, environmental art and real estate development.

Historical Preservation Concentration

Studies in historic preservation allow students to acquire skills in the documentation, assessment, interpretation and restoration of historic buildings and sites. Students apply these tools in formulating intervention plans respectful of a building's salient historical features and its role as transmitter of cultural and architectural meanings. Through hands-on fieldwork and interdisciplinary studios, coursework encompasses historic building technologies and structural systems, period styles and building types, material properties and processes of deterioration, research methodologies and diagnostic criteria as well as methods of technical and graphic documentation.

The program underscores the relationship between historic preservation and sustainable design practices. As adaptations to climate, site and available materials, historic buildings are often models of energy efficiency, conservation of natural resources and sustainable construction. The reuse, restoration and retrofitting of historic structures and the revitalization of existing neighborhoods constitute "recycling" on a grand scale and are crucial steps in combating climate change and promoting environmentally, economically and socially sustainable development. The curriculum highlights techniques and methods of historic preservation as applied to urban public spaces on multiple scales, from streets and neighborhoods to citywide systems and metropolitan districts. Students focus on vital preservation issues regarding spatial typologies and density to develop frameworks that order the urban fabric into viable communities, and facilitate "place-making" through incorporation of historic structures as part of overall community development.

A recommended study abroad semester in Rome places preservation of both historic and modernist architecture within a global context, complementing classroom instruction and fieldwork at historic sites and in local and National Register historic districts in the Delaware Valley and archival research at various collections in the Philadelphia region. Also recommended are professional internships that further the student's academic experience. The historic preservation concentration has been designed to meet the standards for undergraduate programs set by the National Council for Preservation Education (NCPE).

Due to the broad scope of the field, graduates can pursue careers in the public, non-profit or private sectors, including building conservation and restoration, historic architecture, city and regional planning, architectural history, preservation consulting, cultural site management, and heritage tourism and advocacy. This highly rigorous concentration equips graduates for entry-level job opportunities and provides the basis for master's programs in historic preservation, material conservation, architecture, architectural history, urban design, urban planning and public policy and museum studies.

Learning Outcomes of Historical Preservation Concentration

Students will:

- Demonstrate knowledge of history and theory of historic and modern periods, styles and places, and apply knowledge to archival research of preservation.
- Demonstrate expertise and professional-level competency in technical and graphic methods used to document historic structures and places.
- Apply acquired knowledge base and skill sets to analyze and assess the condition of historic buildings, systems and materials, with special emphasis on issues of sustainability, adaptive reuse and regeneration of historic neighborhoods and places.

- Demonstrate knowledge of law, advocacy, public policy issues and the ecological impact of preservation.
- Possess knowledge and experience of the historic preservation practice on multiple scales (from micro to macro) and in myriad contexts, from local to international.

Curriculum

Required courses: 40 credits

- ARCST-221 Introduction to Historical Preservation
- ARCST-266 Preservation Technology I
- ARCHDSN-208 Visualization 1: Digital Modeling
- PHOTO-436 Historic Preservation Documentation: Photography
- AHIST-206 Renaissance/Baroque (1300-1750)
- ARCST-324 Historic Preservation Documentation: Drawing
- AHIST-305 Early Modern Architecture & Interiors (1750-1930)
- ARCST-428 Restoration/Rehabilitation Interiors
- ARCST-341 American Architecture
- AHIST-306 Modern/Contemporary Architecture & Interiors
- ARCST-268 Preservation Technology 2
- ARCST-302 Archival Research for Historic Preservation
- ARCST-4xx Capstone Studio Adaptive Reuse

Recommended electives: 12 credits

- UARC-3xx Historic Preservation Seminar, Rome
- UARC-3xx History and Theory of Urban Forms, Rome
- ARCST-300 Exhibition Design and Planning
- LARCH-507 Cultural and Landscape Preservation
- INTRN-493 Internship

Architectural Design Technology Concentration

Studies in architectural design technology (ADT) allow students to focus on the technical and business aspects of architectural practice. Of the five phases of a building project, which include schematic design, design development, construction documents, bidding and construction administration, the latter three account for approximately 80% of the entire process, while the conceptual design stage occupies only about 20%. This concentration is geared toward this 80% of architectural practice and foregrounds the later stages required to actualize a design project.

The architectural design technology concentration grooms students to enter the architecture and design fields with strong computer and building technology skills that will prove valuable to prospective employers. Students receive in-depth training in the latest software, including Building Information Modeling (BIM) and Geographic Information System (GIS), so they will be able to quickly contribute this vital expertise to a design firm. The curriculum also covers a wide range of topics, from business and

sustainable practices to design and architectural history, providing a broad understanding of the process of documenting, detailing and administering a building project. In addition, through a sequence of recommended electives, each student may choose to focus on a subject of particular interest in consultation with an advisor, such as Building Technology, Construction Management, Sustainability, Visualization or Business, thereby enhancing his/her knowledge base and skill sets in a selected area.

Graduates with a concentration in architectural design technology are prepared for various employment opportunities within design firms, including project administrator, design/build manager, design firm business manager, specification writer, BIM manager, design firm LEED coordinator or office CAD manager. Since this is a pre-professional degree, the concentration will also provide a solid springboard for entry into a graduate program of study. These may include Architecture, Construction Management, Sustainable Design, Interior Architecture, Geodesign or Historic Preservation.

Learning Outcomes of Architectural Design Technology Concentration

Students will:

- Illustrate expertise and professional-level competency in current digital CAD and GIS software used to research and document building designs.
- Demonstrate acquired knowledge base and skill sets to the selection and analysis of structural dynamics, construction methods, environmental control systems, sustainable technologies and the properties of materials.
- Acquire knowledge of the legal, financial, marketing and management issues relevant to administering a design-based practice.
- Apply basic principles of architectural drawing and design to projects of differing scales and typologies.
- Demonstrate knowledge of history and theory of historic and modern periods, styles and places in the built environment.

Curriculum

The first two years of the program are exactly the same as the five-year Bachelor of Architecture program. This will facilitate easy transfers between the BArch and the ADT concentration.

Concentration Courses taken during the first and second years:

Required core courses: (37 credits)

- ADFND-101 Design 1
- ADFND-102 Design 2
- DRAW-101 Drawing 1
- DRAWING 2 Visualization Elective
- ARCH-213 Design 3
- ARCH-214 Design 4
- ARCHDSN-210 Tech 1: Materials and Methods
- ARCH-212 Tech 2:
- AHIST-206 History 2: Renaissance/Baroque
- ARCH-303 Structures 1

Concentration Courses taken during the third and fourth years:

Required core courses: (33 credits)

- ARCH 304 Structures 2
- ARCH 313 Tech 3 Dynamic Systems
- ARCH 314 Tech 4:
- AHIST-305 History 3: Early Modern (1750-1930)
- AHIST-306 History 4: Modern/Contemporary
- ARCH 416 Tech 5 (BIM):
- LARCH 310 GIS for Landscape Architecture
- ACCT 101 Financial Accounting
- BLAW 301 Business Law
- LARCH 515 Advanced GIS
- ARCH 503 Professional Management

Recommended electives: (12 credits)

- SUST 204 Sustainable Planning & Land Use
- SUST 300 Sustainable Technologies for Architecture
- ARCH 413 Experimental Structures
- ARCH 414 Experimental Materials
- ARCH 426 Design/Build
- MKTG 102 Principles of Marketing
- MGMT-301 Principles of Management
- MGMT-310 Organizational Behavior
- FINC 301 Financial Management
- ECON 205 Macroeconomics
- ECON 206 Microeconomics
- CMGT 102 Intro to Construction Industry
- CMGT 104 Intro to Construction Management

CONSTRUCTION MANAGEMENT

Program Director: Edward Keeter

Mission

The Bachelor of Science in Construction Management program mission is to prepare students to be ethical, innovative problem-solvers who understand the full construction business model.

Program Learning Outcomes

Graduates from the Bachelor of Science in Construction Management program will demonstrate the ability to:

- Find and evaluate relevant cost, schedule, quality and safety data, and reach and defend conclusions based on sound analysis.
- Communicate effectively with a variety of audiences such as owners, design professionals and code officials using appropriate media.
- Create sound, innovative approaches to challenges faced by construction project teams.
- Identify and evaluate the ethical choices faced by construction management professionals and formulate value-based responses.
- Collaborate across disciplines of construction project stakeholders and appreciate the benefit of that collaboration.

Program Description

Construction managers play an integral role in the development, construction and maintenance of commercial, residential, institutional and industrial buildings, as well as civil and transportation infrastructure. Degree programs in construction management have become the preferred higher-education option for students interested in leadership positions within this multifaceted and competitive field.

This four-year professional curriculum has been developed based upon the guidelines of the American Council for Construction Education (ACCE) and is pursuing ACCE accreditation according to that institution's established timeframe. The curriculum combines traditional business management and construction-specific coursework with a comprehensive liberal arts and sciences program of studies to acquaint students with the full business model of construction management.

The program strives to produce graduates familiar with industry-specific management practices who have developed an ethical, global and sustainable problem-solving approach. Thus, our graduates will be prepared to meet the challenges of a variety of career options which include: construction project management, construction field management, construction project estimating, scheduling, project supply chain management, real estate management, construction company marketing, specialty contract services management, capital projects management, installation management, facilities management, and construction material and equipment sales.

Construction management courses explore the basic disciplines of cost, time, quality and safety. Upper-level courses offer students the opportunity to collaborate and innovate across these disciplines, incorporating the business management skills as well as the liberal arts core to explore innovative approaches to hands-on project management challenges.

The teaching faculty brings a wide variety of rich industry experience to the program. Many are current practitioners who bring their daily professional challenges to the classroom, enriching the student experience.

The proximity to Philadelphia's active urban economy presents opportunity for a wide variety of jobsite experiences and exposure to innovative, state-of-the-art practices.

Housed in the University's highly regarded College of Architecture and the Built Environment, the program allows students to learn collaboratively with students in the Architecture, Interior Design, Architectural Studies and Landscape Architecture programs.

Students are encouraged to participate in optional study abroad programs and internships.

INTERIOR DESIGN

Program Director: Lauren Baumbach

Mission

Building on the University's mission to "prepare graduates for successful careers in an evolving global marketplace," the interior design program's mission is to prepare students to be independent thinkers, innovative problem-solvers, collaborators and leaders with high standards of professionalism, integrity and excellence in design. With an emphasis on creativity, balanced with the knowledge and skills required for meaningful contributions to professional design practice, the program strives to instill in students an awareness and understanding of the global, cultural, social, aesthetic, technological, environmental and ethical responsibilities involved in the design of interior environments.

The program is grounded in the belief that the interior designer mediates between human experience and the built environment, and that our graduates should enter the global marketplace as articulate, creative, inspired and socially aware design professionals.

Program Learning Outcomes

Students will:

- Examine global issues and the implications of a diverse cultural and socioeconomic society and the impact of these on the design of the built environment.
- Evaluate the diverse values, behavioral norms, physical, psychological and spatial needs of different demographics and user groups in the context of designing interior environments.
- Design interior spaces using sustainable practices as they relate to environmental and ecological issues.
- Research and problem-solve in order to generate innovative and creative solutions in the design of interior environments.
- Apply historical and theoretical knowledge of interiors, architecture, art and the decorative arts to the design and analysis of interior environments.
- Engage in working collaboratively and with a multidisciplinary approach.
- Comply with ethical and professional standards of practice and the laws, codes, standards and guidelines that impact the health, safety and welfare of building occupants.
- Select and apply colors, furniture, fixtures, equipment, finish materials and lighting in the design of interior spaces.
- Demonstrate knowledge of interior construction and building systems.

Program Description

The interior design program is a four-year undergraduate degree program that leads to a Bachelor of Science in Interior Design. The interior design program provides an extensive education to meet the demands and challenges of this exciting and creative profession. In preparation for a rapidly evolving, technology- and information-driven society, interior design requires an in-depth understanding of the aesthetic, cultural, technical, environmental, global and economic issues pertaining to the built environment.

The program strives to instill in our graduates the highest standards of professionalism and professional practice, integrity, competence and excellence in design. A multidisciplinary faculty, a close-knit campus community and prime location in Philadelphia provide a stimulating setting for the informed and inventive academic development of every student.

The emphasis of the program is to provide a holistic and comprehensive education in interior design with a balance between the theoretical, conceptual, creative and technical aspects of the discipline. This education is delivered through the core interior design curriculum, which is informed and enriched by the liberal arts and science curriculum and free electives.

At the program's core are design studios in which students explore the creative process through a series of varied and progressively more complex projects, covering the range of practice from residential to commercial and institutional design. The functional knowledge necessary for design is introduced through formally structured courses focusing on such varied topics as space planning, ergonomics, universal design, sustainable design, computer visualization, detailing, design, color theory, furniture design, materials and textiles. Students also study the history of architectural interiors from pre-history to contemporary works and understand and analyze their cultural relevance. The interior design studios foster an interdisciplinary environment centered on creative experimentation, where material from other courses is synthesized through the act of design. Each year, the student will build upon earlier courses and integrate functional and cultural issues into the design studio. In the fourth year, the Capstone Experience is the culmination of all previous studies, integrating design research, programming, history, theory, human behavior, technology, innovative design solutions, construction detailing, furniture and materials—all important aspects of creating meaningful interior environments.

Students may follow secondary specializations such as business, construction management, textiles, photography or furniture design. The interior design program also offers valuable opportunities for internships in design firms, memberships in professional organizations, a junior semester studying abroad in the cities of Copenhagen or Rome, and discipline-based community service. The program is grounded in the belief that interior designers should enter the global marketplace as articulate, creative, inspired designers and socially aware professionals. The program seeks to instill in students an awareness and sensitivity to the social, technological, aesthetic, cultural and ethical responsibilities involved in the design of living and working environments.

Accreditation

The Council for Interior Design Accreditation (CIDA), the national organization solely responsible for accrediting such programs, accredits this professional program. This first professional degree, combined with interior design work experience, qualifies our graduates to sit for the National Council for Interior Design Qualification (NCIDQ) Exam after graduation. Passing this exam leads to NCIDQ professional licensure or certification, which is required in some states in the U.S. and the Canadian provinces. As the principal steward of the creation of space and place, the interior designer is responsible for the safety, shelter, support and enrichment of human occupancy, a duty that can be fulfilled through the resolution of the form of space and design details in the built environment.

LANDSCAPE ARCHITECTURE

Program Director: Kimberlee Douglas

Mission

The four-year Bachelor of Landscape Architecture (BLA) program meets the needs of landscape architecture students who are pursuing a first professional undergraduate degree. The program promotes sustainable planning and design. The landscape architecture program provides a comprehensive professional education that develops the knowledge, skills, vision and leadership

necessary for students to understand contemporary global issues and the varied needs of society. The program is fully accredited by the Landscape Architecture Accreditation Board (LAAB).

Program Learning Outcomes

At the end of four years, our graduates will be able to:

- Apply knowledge of the liberal arts and sciences to design solutions.
- Collaborate in intra- and interdisciplinary teams, particularly through our experiential learning based design studios.
- Exhibit critical understanding of history/theory and apply it to the design process
- Explain the reciprocal relationship between the design of places and their socio-cultural, environmental and economic contexts through service learning projects.
- Use and relate government regulations, professional practice and ethical responsibilities to the design process.
- Analyze, interpret, and apply cutting edge research in all stages of the design process.

Program Description

The landscape architecture program supports local and regional leadership in confronting ecological issues of the natural and built environments within the Philadelphia Metropolitan corridor (New York City to Washington, DC). The focus is on urban ecological issues while searching for environmentally sustainable solutions to human problems of growth and development. The program is committed to providing leadership in confronting issues that affect urban neighborhoods, particularly those that are in need of revitalization.

Philadelphia University is uniquely positioned on the edge of the Wissahickon Valley Park, a 1700-acre park within the Fairmount Park System, where natural systems and restoration techniques can easily be studied. The area has a vast concentration of cultural, social, historic and natural systems that present a vast resource to the students.

Throughout the education process, students are challenged to develop a thorough understanding of a site, including its socio-cultural and environmental factors. At the core of the program are experiential learning-based planning and design studios in which students focus on the development of sustainable responses and solutions to site problems and opportunities. The goal is to challenge students to create site-appropriate designs, as well as to enhance the value and sustainability of places.

During the first year, there are two foundation design studios: one with other C-ABE students and the other for landscape architecture majors. Here students are introduced to principles, values and the common vocabulary necessary for effective professional work. The second-year courses continue teaching the building blocks of design for future design studios; design studio topics are Site Design and Urban Design I. Also during the first two years, liberal arts courses are emphasized, and digital, technical and history of landscape architecture courses are introduced.

During the third year, more advanced technical and professional courses are added to the curriculum, supporting design studio projects of increasing complexity and scope. The design studios focus on community design and restoration management. These studios are supported by courses in human behavior, plant community ecology and urban hydrology.

In the first semester of the fourth year, an interdisciplinary design studio focuses on larger-scale urban design issues, e.g., waterfront development, industrial site redevelopment or neighborhood design. In the construction documents course, students develop a full set of construction documents based on a previous design. During the final semester, each student completes an independent design project of

his/her choosing that articulates the physical, spiritual and theoretical objectives of the project and demonstrates full resolution of sustainable landscape architectural design.

In support of the goals for professional education, the landscape architecture program is committed to providing state-of-the-art computer technology and software to facilitate the integration of digital technologies in design process and project development. For example, GIS software is introduced in the second year and is incorporated in all upper level design studios.

Accreditation

The landscape architecture program is fully accredited by the Landscape Architecture Accreditation Board (LAAB).

C-ABE GRADUATE PROGRAMS AND CERTIFICATES

MASTER OF SCIENCE IN ARCHITECTURE

Program Director: James Doerfler

Mission

The Master of Science in Architecture is a post-professional research-based degree designed to provide students who have already earned an accredited undergraduate degree in architecture or related area of design, engineering or construction, an opportunity to specialize in a field of study that is critical to the profession today. The M.S. in Architecture program prepares students for specialist and consulting positions in the broad field of the built environment in the Architecture, Engineering and Construction (AEC) industry. Each student will be required to select a research focus as a concentration composed of existing graduate courses and independent study. Its format of guided and independent research requires discipline and self-direction from the student.

PROGRAM LEARNING OUTCOMES

Graduates of the M.S. in Architecture will:

- Articulate, analyze critically and synthesize established theories and building science related to architecture and buildings.
- Review and critically analyze original research in architecture and related disciplines.
- Apply and synthesize architectural and building science research.
- Conduct cutting-edge, applied research that makes a contribution to the body of knowledge.
- Demonstrate expertise in a chosen area of research.
- Demonstrate professional presentation and communication skills.
- Demonstrate the integration of knowledge, analysis and research through the final thesis project.

PROGRAM DESCRIPTION

The Masters of Science in Architecture is a post-professional research-based degree designed to provide students who have already earned an accredited undergraduate degree in architecture or related area of design or the built environment disciplines, an opportunity to specialize in a field of study that is critical to the profession today. Each student will be required to select a focus topic as a concentration composed of existing and strategically developed graduate courses and independent study opportunities. Its format of independent research requires discipline and self-direction from the student.

The Master of Science in Architecture program recognizes the architecture profession is constantly changing and is therefore designed to be adaptable to the requirements of the industry. To this end it gives students the opportunity to focus their studies on a specific area of architecture to be able to directly apply their research to benefit the discipline. These areas of concentration are selected by documented evidence of industry need and are flexible enough to be easily replaced by other concentrations as demands change. Upon completion of the degree, students will acquire specific skills

sought after by employers that they can directly utilize in the workplace as contributing members of the profession.

CURRICULUM DESIGN

The full program is designed as a 30-36 credit curriculum and can be completed in one full year. Placement in the program with advanced standing is dependent on the previous education and experience of the student. The Program Director reviews each applicant's academic and work history to determine specific placement in the program.

The core curriculum consists of 12 credits; Interdisciplinary Sustainable Design Studio (6), Research Methods (3) and Principles and Methodologies of Sustainable Design (3).

Directed research consists of 9-12 credits; a customized aggregate of 3-credit elective courses, which are a combination of electives in concentration areas, imbedded research experience in an office or directed research in a focus area with an advisor.

The Master's Graduate Thesis Project consists of 9 total credits, taken over two semesters, or extended into three, 3 credit courses over three semesters.

Summer Semester – Pre-Year 1

MARCH601 Introduction to Design (optional)

Fall Semester – Year 1

SDN-621 Ecological Design Studio (4)

SDN-623 Landscape Ecology Seminar (2)

MSARC-631 Architectural Research Methods (3)

SDN-601 and Methodologies of Sustainable Design (3).

Spring Semester – Year 1

MSARC-901 Graduate Thesis Project (6)

Elective or Independent Study (3)

Elective, Internship or Independent Study (3)

Summer Semester – Year 1

MSARC-902 Graduate Thesis Project (3)

Elective, Internship, or Independent Study (3)

Students may apply for advanced standing for one Focus Elective (3) or internship experience

CONCENTRATIONS

High Performance Buildings

Courses in the concentrations will come from existing curricula in CABE's other master's programs – Geodesign, Interior Architecture, Sustainable Design, and Construction Management – as well as cross-listed Bachelors of Architecture courses. Additional elective courses may be selected from other programs such as Engineering, Health, and Business upon approval by the program director.

MASTER OF SCIENCE IN CONSTRUCTION MANAGEMENT

Program Director: Edward Keeter

Mission

The Master of Science Degree in Construction Management is designed to provide students with the knowledge and skills to plan and manage each phase of the construction process as applied to complex commercial, infrastructure and residential building projects. The mission of the program is to offer a comprehensive construction and management education consistent with the mission of the University and the College of Architecture and the Built Environment to improve the quality and sustainability of the construction industry and thus the built environment.

Program Learning Outcomes

Graduates of the M.S. in Construction Management will:

- Evaluate relevant cost, schedule, quality, and safety data and formulate and defend management decisions based on sound analysis.
- Lead and/or effectively contribute to the success of complex project management teams of stakeholders such as owners, design professionals, code officials, colleagues and subordinates.
- Formulate policies and procedures that anticipate challenges faced by construction project management teams.
- Identify and evaluate the ethical choices faced by construction management professionals and formulate policies that promote ethical choices.
- Foster and contribute in collaboration across all disciplines of construction project stakeholders and appreciate the benefit of that collaboration.

Program Description

The Master of Science in Construction Management will provide students with the knowledge and skills to plan and oversee each phase of the construction process as applied to complex commercial, infrastructure and residential building projects. Areas of study will include: project planning, scheduling risk management, construction information modeling techniques and documentation, legal and contractual issues, project finance and cost control, and health and safety. Moreover, a key component of the program will be the integration of techniques, materials and methods of sustainable building into the construction process. Future construction managers will be trained in the principles of sustainability and Leadership in Energy and Ecological Design (LEED) standards. By definition, construction management is a cross-disciplinary practice that synthesizes aspects from the fields of business, architecture, engineering and construction. This degree program will provide a balance among various skill sets with emphasis upon practical application, thereby ensuring that a graduate has the necessary knowledge base to be simultaneously successful on a construction site and in an office setting.

Curriculum Design

The program is designed as a 37-credit, 12-course curriculum that can be completed in one to two years depending on the course load and sequencing taken by the student. The courses will be offered in two 15-week semesters per year, as well some offerings in the 12-week summer semester. In addition to

coursework, a student will be required to complete a minimum of 400 hours' work experience in a construction firm under the supervision of an academic and a professional advisor.

Conditional Requirements

Before matriculation in the fall semester, a student must have acquired specific skill sets and introductory-level knowledge bases. The Program Director will review each applicant's academic and work history to determine readiness for graduate-level study. Students who are judged deficient in certain content areas will be admitted conditionally upon completion of designated prerequisite coursework. Prerequisite courses can be completed by taking classes on campus or, if available, online during the summer before entering the program.

PROGRAM REQUIREMENTS

MCM 600	Construction Estimating and Scheduling	3
MCM 602	Construction Information Modeling	3
SDN 601	Sustainable Design Methodologies	3
MBA 625	Management Communications and Negotiations	3
MCM 603	Construction Law: Roles and Responsibilities	3
MCM 604	Project Finance and Cost Control	3
MCM 606	Construction Risk Management	3
SDN 603	Sustainable Systems	3
MCM 612	Advanced Construction Project Management	3
MCM 901	Master's Project	3
	Elective	3
	Elective	3
MCM-791	Construction Management Internship	1
Total Credit Hours: 37 Credits		

MASTER OF SCIENCE IN GEODESIGN

Program Director: Jim Query

Mission

Geodesign involves the application of advanced geospatial technologies to define and solve problems related to development and re-development of the built environment. Using state-of-the-art spatial modeling techniques, this geographic approach fuses ideas and concepts that allow visualization and quick iteration of design alternatives to also measure the success of solutions. . Geodesign takes an interdisciplinary, synergistic approach to solving critical problems and optimizing location, orientation and features of projects that are both local and global in scale. What makes this approach unique is that designers are the drivers of the process.

Program Learning Outcomes

Graduates of the M.S. in Geodesign will:

- Articulate, critically analyze and synthesize design and planning theories and philosophies related to the built environment.
- Review and critically analyze original research in geodesign as related to the allied design disciplines.
- Apply and synthesize geodesign -related research.
- Conduct cutting-edge, applied geodesign research that makes a contribution to the body of knowledge.
- Demonstrate expertise within the interdisciplinary field of geodesign.
- Demonstrate professional presentation and communication skills.
- Demonstrate the integration of knowledge, analysis and research through final small group research-based planning/design projects.

Program Description

Philadelphia University's M.S. in Geodesign is the first of its kind in the country and was created in response to a rapidly growing demand for geospatial expertise within the allied design professions. Emphasizing sustainable practices, collaboration and innovation within an integrated process, the program is intended for students and practitioners of design and planning disciplines, as well as allied professions such as engineering and geography, to find resilient solutions to 21st century urban conditions such as population growth, decreasing resources, disaster mitigation and climate change. Geodesign is sustainability in practice, and our graduates are leaders in this innovative process.

Geodesign students are directly involved in collaborative applied research projects with industry partners, state and federal agencies, and community partnerships. They work with advanced technologies including GIS, 3D Modeling, parametric design and modeling, 3D field data collection technologies (such as LiDAR), and BIM while they help develop and test new tools that inform future industry software. Our faculty and collaborators include leading industry professionals. Graduates possess sought-after skills and are well prepared for dynamic careers in interdisciplinary firms, state and federal agencies, NGOs, academia and more.

This post-professional degree program will provide students with a comprehensive, innovative and multidisciplinary education that is intimately linked to the needs of the allied disciplines of landscape architecture, architecture, urban planning, and engineering.

Curriculum Design

The M.S. in Geodesign curriculum consists of 36 graduate credits. There is a series of three design studios complemented by GIS/modeling technology and other support courses.

Course Sequence Chart

Course	Credits
GEOD-610: Accelerated Intro to GIS or <i>equivalent prerequisite</i> (Summer)	3
GEOD-600: Geodesign Studio I (Fall)	3
GEOD-615: Geospatial Analysis I (Fall)	3
GEOD-621: Environmental Policy (Fall)	3
SDN-601: Sustainable Design Methodologies (Fall)	3
GEOD-602: Geodesign Studio II (Spring)	6
GEOD-617: Geospatial Analysis II (Spring)	3
GEOD-616: Information Modeling (Spring)	3
GEOD-605: Applied Research Studio (Summer)	6
GEOD-607: Geodesign Explorations (Summer)	3
Graduate elective (Summer)	3
Total:	36

MASTER OF SCIENCE IN INTERIOR ARCHITECTURE

Program Director: Lauren Baumbach

Mission

The M.S. in Interior Architecture program meets the needs of students who hold a non-design undergraduate degree and seek to obtain a comprehensive, professional-level education. It also offers up to one year of advanced standing for those already in the field who are interested in refining their knowledge and skills at the graduate level. So whether students are seeking an introduction or want to build on previous academic and/or work experience, this program prepares students to reach their full potential and to join both large and small firms specializing in many areas of practice including corporate, residential, health care, hospitality, retail and educational facilities.

Program Learning Outcomes

Graduates of the M.S. in Interior Architecture will be able to:

- Research, analyze and synthesize appropriate contextual information as a means of informing design.
- Engage in working collaboratively and with a multi-disciplinary approach.
- Acquire a broad understanding of the historical and theoretical body of knowledge of the profession.

- Develop a global view and be able to explain that design decisions are influenced by variations of culture, construction technology, economics, and environmental factors.
- Explain and apply ethical and accepted standards of professional practice in the discipline.
- Demonstrate ability to produce innovative designs in response to current cultural, socio-economic and technological conditions and forecasted trends.

Program Description

The M.S. in Interior Architecture program provides a balance between theory and application, and immerses students in the use of current technologies and sustainable practices. The curriculum ensures that students will be fully prepared to join the profession immediately upon graduation and assume roles in design, production, management or principal positions during their careers. In addition, it incorporates an international perspective and prepares graduates to contribute to projects across international boundaries and to work anywhere in the world. Graduates of the MSIA program will be qualified to sit for the National Council for Interior Design Qualification (NCIDQ) certification exam after accruing the required work experience in the field. NCIDQ certification is recommended and recognized throughout the U.S. and Canada.

Areas of study include: foundation two-dimensional and three-dimensional design, advanced spatial/interior design, analogue and digital representation techniques, programming, sustainable design, construction methods and technologies, building systems and lighting, color theory, design detailing, materials, finishes, codes, barrier-free design, universal design, professional practice and ethics. An optional internship for credit provides students with practical work experience in an interior design or architecture firm under the supervision of an academic advisor and a professional mentor. The name interior architecture is a further reflection of the program's underlying educational philosophy and pedagogy, emphasizing the design of the entire interior environment encompassing all parts of the interior volume, and acknowledging the continuum between interiors and architecture. This is a pedagogical strength of the program and presents a considerable advantage to students.

A focus of the program is its holistic approach to the design of interior environments along with a complete knowledge of the interior building technologies and construction. Additionally, the teaching of sustainable and ecological design is integrated throughout the curriculum. The demand for interior design practitioners who possess a thorough understanding of ecological/sustainable design and who go on to acquire Leadership in Energy and Environmental Design (LEED) certification is high.

Curriculum Scope and Sequence

The program is designed as a 49- to 69-credit, 15- to 21-course curriculum that can be completed in two to three years depending on a student's background and pending course requirements. Students with undergraduate degrees from allied fields may be able to complete the program in two years (49 credits/15 courses). Those with undergraduate degrees in unrelated fields, such as liberal arts and sciences, may need the full three-year, 69-credit /21-course sequence. All courses, except the optional summer study-away experience, will be offered in two 15-week semesters per year. The optional study-away experience is for 6- or 7-weeks in the summer after Year 2.

The audiences for this degree program are two distinct groups: 1) graduates from undergraduate programs in interior design or architecture, and allied fields such as landscape architecture, industrial

design, architectural engineering, visual arts and other design related fields; and 2) graduates from undergraduate programs in unrelated fields such as liberal arts, business and the sciences who are seeking a career change. The program is designed as a 2 to 3 year program with 69 credits required over three years for students with unrelated bachelor's degrees and 49 - 69 credits for those with related bachelor's degrees.

Before matriculation, the Program Director reviews each applicant's academic and work history to determine specific placement in the program. The student may then be admitted into the program for the full three-year sequence, or be required to take only select courses from the Year 1 curriculum, or be permitted to enter starting at Year 2.

Course Sequence Chart

YEAR 1

Fall Semester

(Required for those with unrelated undergraduate degrees)

IARCP501	Design I for I.A.	4 credits
IARCP503	Graphic Representation	3 credits
IARCP505	History of Design I for I.A.	<u>3 credits</u>
		10 credits

Spring Semester

(Required for those with unrelated undergraduate degrees)

IARCP502	Design II for I.A.	4 credits
IARCP504	Visual Communication I	3 credits
IARCP508	Presentation Techniques	<u>3 credits</u>
		10 credits
<u>Year 1</u>	<u>Subtotal</u>	<u>20 credits</u>

YEAR 2

Fall Semester

(Required)

IARC601	Design III for I.A.	4 credits
IARC603	History of Design II for I.A.	3 credits
IARC607	Technology I for I.A.	3 credits
IARC610	Textiles and Materials	<u>3 credits</u>
		13 credits

Spring Semester

(Required)

IARC602	Design IV for I.A.	4 credits
IARC604	Visual Communication II for I.A.	3 credits
IARC608	Technology II for I.A.	3 credits
SDN601	Sustainable Design Methodologies	<u>3 credits</u>
		13 credits
<u>Year 2</u>	<u>Subtotal</u>	<u>26 credits</u>

Summer Term

(Optional)	Study-Away from Campus	
Elective*		3 credits
Elective*		3 credits

YEAR 3*Fall Semester*

(Required)		
IARC702	Design V for I.A.	4 credits
IARC707	Technology III for I.A.	3 credits
IARC708	Professional Practice and Ethics	3 credits
IARC709	Research and Programming	<u>3 credits</u>
		13 credits

Spring Semester

(Required)		
IARC710	Thesis for I.A.	4 credits
Elective*		3 credits
Elective*		<u>3 credits</u>
		10 credits
Year 3	Subtotal	<u>23 credits</u>

YEAR 2 + YEAR 3 SUBTOTAL	49 CREDITS
TOTAL CREDITS REQUIRED FOR GRADUATION	49-69 CREDITS

*Electives can be taken during summer between Year 2 and Year 3 or during the last semester of the third year.

MASTER OF SCIENCE IN SUSTAINABLE DESIGN

Program Director: Rob Fleming

www.PhilaU.edu/green

Mission

Building on the University's mission to provide professional skills combined with a broad general education, the sustainable design program seeks to prepare students for the built environment industry by teaching specific skill sets necessary to conceptualize, measure and construct a sustainable environment. This is balanced by broader, theoretical avenues of study that emphasize systems thinking, which place the technical knowledge gained in the program into context. The program culminates with a two-semester thesis project that is meant to provide a component of depth in a specific built-environment discipline or a particular subset of sustainability.

The M.S. in Sustainable Design is a post baccalaureate master's degree program that serves students from a wide array of disciplines that range from architecture to engineering to design to construction. The faculty members of the program are drawn from similar disciplines to underscore the transdisciplinary nature of the program. The emphasis of the program is on the sustainable built environment with students exploring different avenues of study including design, entrepreneurship and policy development. This approach is supported by a curriculum that comprises four "platform" courses, followed by a collaborative studio and culminating in the thesis project. Electives are used to provide opportunities to explore related topics involving sustainability, or for a short study abroad experience. The total credit requirement for the degree is 34 credits and features multiple pathways for completion including full-time and part-time online study.

Program Learning Outcomes

Graduates of the M.S. in Sustainable Design will:

- Apply the core skill sets necessary to accomplish an effective sustainable design project as a response to environmental, social and economic forces.
- Provide leadership, team building and organizational skills for diverse groups through the integrated process.
- Work effectively within groups of varied disciplines.
- Synthesize theories of sustainability into comprehensive research and design projects.
- Develop diversity initiatives that are integral to the sustainability problem-solving process as a reflection of an emerging global marketplace.
- Apply ethical values to the integrated design process and to the selection of systems and materials for a built project.
- Embrace the realities of prevalent societal structures as a base to build new enterprises focused on the optimization of environment, equity and economic goals.

Curriculum Design

The Curriculum of the MSSD Program features three teaching/learning strategies:

Lectures build an overall knowledge base about sustainability while providing detailed information on green materials, construction systems, life-cycle analysis and green-building documentation metrics such as the Leadership in Energy and Environmental Design (LEED) rating system.

Labs will develop an "informed intuition" about the relationship between the forces of nature, built environments and human comfort as the basis of sustainable design.

Studios will synthesize the sustainability knowledge-base and informed intuition into larger, more complex projects that draw upon, collaboration and innovation as key approaches to problem-solving and design conceptualization. Studio-based learning incorporates one-on-one communication with faculty, group projects and with other students from diverse disciplines.

Thesis Projects are the culminating educational experience that allows each student to conduct a specialized research or design project.

Foundation Course Requirements

Foundation course requirements will vary according to the applicant's completed undergraduate major as well as his/her professional experience. The foundation courses are geared toward students without a background in the built-environment professions. Credits earned in the Foundation courses do not count toward the requirements for graduation. Applicants will be advised on an individual basis by the graduate program director concerning prerequisites and the required foundation courses.

Degree Options

The MSSD Program offers students three ways to complete their degree: a 2-Year Full-Time Program, a 2-Year Online Program, and a Hybrid/Flex Program. There is also a Graduate Certificate in Sustainable Practices.

M.S. in Sustainable Design – 2-Year Full-Time Program

(34 credits)

This full-time program allows students to spend the time needed to delve deeply into the more detailed aspects of sustainable design, engineering and architecture. This track is required for Graduate Assistants or for international students seeking educational opportunities in this country.

YEAR I

Fall Semester

SDN 601	Principles & Methods for Sustainable Design	3
SDN 602	Adaptive Design	3
SDN 603	Sustainable Systems	3

Spring Semester

SDN XXX	Elective	3
SDN 621	Ecological Design Studio	4
SDN 623	Landscape Ecology Seminar	2

YEAR II

Fall Semester

SDN 900	Thesis in Sustainable Design I	3
SDN 622	Sustainable Design Studio	4
SDN 604	Green Materials and Life Cycle Assessment	3

Spring Semester

SDN 901	Thesis in Sustainable Design II	6
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TOTAL CREDIT HOURS: 34 Credits

M.S. in Sustainable Design – 2-Year Online Program

(34 Graduate Credits)

This program is ideal for students who can't move to Philadelphia but still want to complete the degree. All courses are offered completely online.

YEAR I

Fall Semester

SDNX 601	Principles & Methods for Sustainable Design	3
SDNX 602	Adaptive Design	3

Spring Semester

SDNX 603	Sustainable Systems	3
SDNX 604	Green Materials	3

Summer Semester

SDNX-XXX	Elective	3
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YEAR II

Fall Semester

SDNX 621	Ecological Design Studio	4
SDNX 623	Landscape Ecology Seminar	2

Spring Semester

SDNX 622	Sustainable Design Studio	4
SDNX 900	Thesis in Sustainable Design I	3

Summer Semester

SDN 901	Thesis in Sustainable Design II	6
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TOTAL CREDIT HOURS: 33 Credits

M.S. in Sustainable Design – Hybrid/Flex Program

(33 Credits)

This program is designed to accommodate those who do not wish to pursue the traditional two-year day program or the 100% online program. Those who wish to accelerate their degree, or attend part time, or start online and finish on campus would select this option. Interested students will be directed to meet with the MSSD Program Director to design a course sequence that will meet the student's unique needs. Students will receive a written detailed course of study that details a clear progression of courses leading towards graduation in the time frame agreed upon by the student and Program Director.

Graduate Certificate in Sustainable Practices

(12 graduate credits)

The online Graduate Certificate in Sustainable Practices program is geared toward working professionals seeking to build their knowledge-base and credentials in the field of sustainable design, engineering and construction of the built environment. The program offers a wide array of critical skills including the LEED® rating system, passive design, and the basics of energy modeling and life cycle assessment. Credits earned in the certificate program are transferable into the M.S. in Sustainable Design program. Students must apply for, and be accepted into, the M.S. program. For additional information, please refer to the University website.

Learning Outcomes

- Apply the core skill sets necessary to accomplish an effective sustainable design project as a response to environmental, social and economic forces.
- Synthesize theories of sustainability into comprehensive research and design projects.
- Develop diversity initiatives that are integral to the sustainability problem-solving process as a reflection of an emerging global marketplace.
- Apply ethical values to the integrated design process and to the selection of systems and materials for a built project.

YEAR I

Spring Semester

SDN 601	Sustainable Design Methodologies	3
SDN 604	Adaptive Design	3

Summer Semester

SDN 603	Sustainable Systems	3
SDN 604	Green Materials and Life Cycle Analysis	3
TOTAL CREDIT HOURS: 12 Credits		

MASTER OF ARCHITECTURE

Program Director: James Doerfler, Director of Architecture Programs; Donald Dunham, Associate Director, Master of Architecture

Mission

The Master of Architecture Program is a first-professional graduate degree program designed to prepare students for the new challenges of professional architectural practice in the 21st century through the development of high-level sustainable design and technology skills, knowledge of project management and innovative delivery methods, and collaborative experiences in an interdisciplinary environment. The M.Arch program is designed for students with undergraduate degrees in any field of study and offers advanced standing for students with undergraduate degrees in pre-professional architecture or related design programs, such as interior design, historic preservation or industrial design. This graduate program complements the already proven NAAB accredited PhilaU 5-year Bachelor of Architecture program.

Program Learning Outcomes

Graduates of the Master of Architecture program will be able to:

- Address social and cultural issues through informed design solutions.
- Research, analyze, and compare design options in a global environment.
- Function collaboratively to connect beyond the expertise of architects.
- Organize and direct heterogeneous teams.

- Demonstrate the ability to apply design history and theory, sustainable practices, and technology in design projects.
- Demonstrate familiarity of diverse needs, values, behavioral norms, physical abilities, and social and spatial patterns of different cultures and individuals.
- Exhibit the implication of this familiarity on the role and responsibilities of the architect.
- Demonstrate an understanding of the sustainable practice of building.
- Integrate professional practice with issues of public health, safety, and welfare regulations.
- Demonstrate an understanding of dealing with clients and consultants, and integrating community service.
- Exhibit an awareness of structural, environmental, and other building systems that support a healthy environment.
- Demonstrate familiarity with current research and best practices.

Program Description

The Master of Architecture program is a graduate program with a professional bias and outcome. The general profile of students are post-graduates, with many having had some professional working experience. It is the intention of the program to prepare students for a career in architecture as a registered professional architect. Balancing current sustainable design practices and high-performance building systems along with architecture history and theory, the Master of Architecture program culminates with a final thesis project. Students employ traditional drawing and fabrication tools and techniques as well as use current digital technologies in representation, fabrication and architectural production. Underlying this program is a real-time response to the needs of the industry and the individual student. Courses are structured to support integrated and experiential learning combined with the students' academic and professional experience. The Master of Architecture program benefits from *Nexus Learning*, the interdisciplinary academic model at Philadelphia University.

Curriculum Design

The 48 to 99 credit curriculum can be completed in two to three academic years. Advanced placement is determined by the program director and is based on previous education and experience. Elective courses come from curricula in other master's programs: Geodesign, Interior Architecture, Sustainable Design, and Construction Management, as well as cross-listed Bachelor of Architecture courses. Additional courses may be selected from other programs such as Engineering, Health, and Business. Below is a typical curriculum sequence for the full 99 credits.

PRE-YEAR 1

<i>Summer Semester</i>	<i>Credits</i>
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MARCH-601: Introduction to Design	3
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MARCH-602: Introduction to Visualization	3
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YEAR 1

Fall Semester

MARCH-611: Design 1	6
MARCH-621: Visualization 1	3
MARCH-631: History 1	3
MARCH-641: Technology 1	3

Spring Semester

MARCH-612: Design 2	6
MARCH-632: History 2	3
MARCH-651: Structures 1	3
MARCH-642: Technology 2	3

YEAR 2

Fall Semester

SDN-621: Sustainable Design Studio	4
SDN-623: Landscape Ecology or Elective	2-3
MARCH-633: History 3	3
MARCH-652: Structures 2	3
MARCH-643: Technology 3	3

Spring Semester

MARCH-614: Design 4	6
MARCH-622: Visualization 2	3
MARCH-634: History 4	3
MARCH-644: Technology 4	3
Elective	3

YEAR 3

Fall Semester

MARCH-615: Design 5	6
MSARC-631: Research Methods	3
MARCH-645: Technology 5	3
Elective	3

Spring Semester

MARCH-616: Design 6 Thesis	6
MARCH-661: Professional Management 3	
Elective	3
Elective	3

BACHELOR OF SCIENCE IN INTERIOR DESIGN AND MASTER OF SCIENCE IN SUSTAINABLE DESIGN 4+1 DEGREE OPTION

Program Directors: Lauren Baumbach and Rob Fleming

The B.S. in Interior Design and M.S. in Sustainable Design 4+1 Degree program allows students to add graduate study in sustainable design to their work in the Interior Design program. It also allows for an accelerated pathway towards the completion of the graduate degree.

Procedures and Important Information

- Prior to the end of their junior year, B.S. in Interior Design students must complete the following:
 - Meet with an advisor from the Interior Design program
 - Submit an Intent to Apply form indicating a desire to enter the 4+1 degree
- B.S. in Interior Design program students must complete a minimum of 120 unique undergraduate credits to receive their undergraduate degree. Elective credits earned above the number of 120 are used to complete the B.S. in Interior Design degree and a maximum of 12 of those credits can be applied to the completion of the M.S. in Sustainable Design program.
- In order to complete the M.S. in Sustainable Design program in one calendar year, some courses may need to be taken online and some courses will be taken out of sequence

Program Learning Outcomes

See the B.S. in Interior Design and M.S. in Sustainable Design catalog entries for Program Learning Outcomes for both programs.

Curriculum

Students will take some courses out of the conventional order for the M.S. in Sustainable Design program. Students may be asked to take an on-line course in order to maintain progress through the degree in a timely manner.

YEAR I*

Fall Semester

SDN 603 Sustainable Systems 3

Spring Semester

SDN 601 Principles and Methods for Sustainable Design 3

SDN 604 Green Materials and Life Cycle Assessment 3

YEAR 2

Fall Semester

SDN 622 Sustainable Design Studio 4

SDN XXX Elective** 3

SDN XXX Elective 3

Spring Semester

SDN 621 Ecological Design Studio 4

SDN 623 Landscape Ecology Seminar 2

SDN 900 Thesis I in Sustainable Design 3

Summer Semester

SDN 901 Thesis II in Sustainable Design 6

TOTAL CREDIT HOURS: 34 Credits

* Denotes Senior Year B.S. in Interior Design (only M.S. in Sustainable Design courses shown). See B.S. in Interior Design for details regarding the completion of that degree)

** This elective replaces SDN 602 Adaptive Design

College of Architecture and the Built Environment Combined Degree Options

MASTER OF SCIENCE IN CONSTRUCTION MANAGEMENT AND MASTER OF SCIENCE IN SUSTAINABLE DESIGN DUAL DEGREE (1+1)

Program Director: Rob Fleming and Edward Keeter

The MSCM and MSSD dual degree option (1+1) is designed for those students who want to pursue advanced work in sustainability and construction management. Graduate students may apply for the dual degree option prior to their enrolling at PhilaU or after they have started one program; either way, they must meet the standards for admission to both the MSSD program and the MSCM program. Once accepted into the dual degree option, students will enroll in one of the graduate programs and sub-matriculate into the other. Though the MSCM program requires 37 credits and the MSSD program requires 34, a student in the joint MSCM and MSSD (1+1) program can complete both programs in 63

credits instead of 71 credits. Credits are simultaneously counted as electives in the one program and as required courses in the other program, with a minimum of 30 unique credits in each program.

Procedures

- For those students already enrolled in the MSSD or MSCM degree who wish to enter the Combined Degree must complete the following steps:
 - Meet with the Program Directors from both programs at the same time to discuss the change and to develop a schedule of courses
 - Submit a signed change of major request
 - Meet with program directors on regular basis to monitor progress while moving through the combined degree program

Program Learning Outcomes

See the MS in Construction Management and MS in Sustainable Design catalog entries for Program Learning Outcomes

Program Schedule

In order to meet the two year schedule for the combined degree some courses will be out of sequence and students may be required to take on-line version course.

YEAR I

Fall Semester

MCM 600	Construction Estimating and Scheduling	3
MCM 602	Construction Information Modeling	3
SDN 601	Principles and Methods of Sustainable Design	3
SDN 603	Sustainable Systems	3

Spring Semester

MCM 603	Construction Law	3
MCM 604	Project Finance and Cost Control	3
MCM 606	Construction Risk Management	3
MCM 625	Management Communication & Negotiation	3

Summer Semester

MCM 612	Advanced Construction Project Management	4
MCM 791	Construction Management Internship	1
MCM 901	Master's Project	3

YEAR 2

Fall Semester

SDN 622	Sustainable Design Studio	4
SDN XXX	Elective	
SDN XXX	Elective*	3
SDN 604	Green Materials and Life Cycle Assessment	3

Spring Semester

SDN 622	Ecological Design Studio	4
SDN 623	Landscape Ecology Seminar	2
SDN 900	Thesis I in Sustainable Design	3
SDN XXX	Elective	3

Summer Semester

SDN 901	Thesis II in Sustainable Design	6
TOTAL CREDIT HOURS: 34 Credits		

* This elective replaces SDN 602 Adaptive Design

BACHELOR OF LANDSCAPE ARCHITECTURE AND MASTER OF SCIENCE IN GEODESIGN 4+1 DEGREE OPTION

Program Directors: Kimberlee Douglas and Jim Querry

The Bachelor in Landscape Architecture (BLA) and M.S. in Geodesign degree option (4+1) allows students to add graduate study in Geodesign to their work in the Landscape Architecture program. It also allows for an accelerated pathway towards the completion of the graduate degree.

Procedures and Important Information

- Prior to the end of their junior year, BLA students must complete the following:
 - Meet with an advisor from the Landscape Architecture program
 - Submit an Intent to Apply form indicating a desire to enter the 4+1 degree
- BLA students must complete a minimum of 120 unique undergraduate credits to receive their undergraduate degree. Elective credits earned above the number of 120 are used to complete the BLA degree and a maximum of 12 of those credits can be applied to the completion of the M.S. in Geodesign program
- In order to complete the M.S. in Geodesign in one calendar year, some courses may need to be taken out of sequence

Program Learning Outcomes

See the Bachelor of Landscape Architecture and M.S. in Geodesign catalog entries for Program Learning Outcomes for both programs.

Curriculum Sequence

Bachelor of Landscape Architecture (BLA) students complete 9-12 graduate level Geodesign credits in the BLA Landscape Architecture program

*Fall or Spring Semester (3rd Year of BLA)**

Credits

XXX	Graduate course for Undergraduate Free Elective	3
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*Fall Semester (3rd Year of BLA)**

LARCH-515	Advanced GIS (required for BLA)	3
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*Fall Semester (4th year of BLA)**

GEOD-621	Environmental Policy (LARCH 411)	3
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SDN-601	Sustainable Design Methodologies (Elective)	3
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Total	9-12	
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Students complete the remainder of the M.S. in Geodesign program in 12 months for a total of 36 credits

<i>Fall Semester</i>	<i>Course</i>	<i>Credits</i>
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GEOD-600	Geodesign Studio I	3
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XXX	Graduate Free Elective**	3
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Spring Semester

GEOD-602	Geodesign Studio II	6
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GEOD-616	Information Modeling	3
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Summer Semester

GEOD-605	Applied Geodesign Research Studio	6
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GEOD-607	Explorations in Geodesign	3
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Semester Total		9
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Total Credits for MS in Geodesign		36
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* Denotes 3rd or 4th year in the BLA program (only M.S. in Geodesign courses shown). See BLA program for details regarding the completion of that degree)

** This course required during the M.S. in Geodesign program if not completed during the BLA program

Kanbar College of Design, Engineering and Commerce

Executive Dean: R. Kander

Interim Academic Dean, School of Business Administration: P. Russel

Academic Dean, School of Design and Engineering: M. Leonard

Associate Dean of Graduate Studies: J. Klett

Director of Academic Operations: M. Sunderland

Faculty: F. Baseman, C. Beevers, J. Brady, C. Casano, H. Chang, S. Christoffersen, S. Connelly, T. Corlett, J. Crook, A. Datta, G. Frampton, T. Fung, B. George, L. Godley, M. Govindaraj, A. Hand, N. Harner, M. Havens, E.J. Herczyk, N. Howard, P. Kim, E. Karnes, M. Kradel-Weitzel, C. Kusy, M. Leonard, C.M. Lim, D. Loranger, D.K. Malhotra, E. Mariotz, R. Masoodi, J. Naidu, N. Nixon, C. Pastore, R. Poteau, C. Rusinko, P. Russel, L. Russow, D. Scott, E. Shirell, J. Solano, I. Stoyneva, L. Sztandera, F. Tovia, M. Traum, H. Ujii, M. Weiss, N. Wyatt

Philadelphia University's Kanbar College of Design, Engineering and Commerce (C-DEC) provides a multidimensional understanding of design, engineering and business by bringing together these rapidly evolving fields in an innovative, integrated educational experience that prepares students to think critically about the world.

The schools of Business Administration and Design and Engineering comprise the Kanbar College of Design, Engineering, and Commerce, and its programs provide students with strong disciplinary skills, a balanced grounding in the liberal arts and an understanding of the relationship of their fields to each other and the spectrum of professional careers and opportunities. Faculty from each discipline collaborate to promote in students a heightened self-awareness, the ability to work in multidisciplinary teams, to use methods for innovating in order to secure the job opportunities of today and to adapt to the emerging fields of tomorrow. The goals of the Kanbar College are to create a dynamic educational platform for students to:

- Become professionals who can adapt to the changing work place.
- Navigate complexity and understand its underlying frameworks.
- Integrate knowledge domains.
- Work effectively in teams and value diverse perspectives.
- Find new ways of adding value to the world.

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C-DEC Core Curriculum

The Kanbar College's core curriculum provides students majoring in design, engineering and business the ability to collaborate effectively across disciplines. In addition to studies in each major, four courses and an integrative capstone experience provide skills and knowledge that are relevant to today's careers, transferable to other fields and practices, and applicable to emerging opportunities. By gaining insights into creative processes, business models, systems-thinking and tools for empathy and human understanding, students learn effective strategies for innovating. The DEC Core Curriculum broadens the expertise of any one area, adds educational value to each major and ultimately prepares students for strategic leadership in their fields. With this foundation, C-DEC graduates will be informed and versatile professionals with knowledge and skills that are transferrable across increasingly dynamic professional boundaries.

Through the DEC Core Curriculum, students will demonstrate an ability to:

- Collaborate on multidisciplinary teams.
- Identify different problem-solving and decision-making styles.
- Appreciate disciplinary perspectives.
- Gain insights from people, their behaviors and cultural practices to inform a project.
- Evaluate the ways natural and human-made (political, social, cultural, economic) systems both shape and are influenced by new products, services or enterprises.
- Adapt to continually changing professional challenges.
- Integrate knowledge to find new ways of creating value.

School of Business Administration Undergraduate Programs

THE SCHOOL OF BUSINESS ADMINISTRATION'S MISSION, GOALS AND OUTCOMES

Mission

Our graduates have the disciplinary depth and interdisciplinary breadth to innovatively confront the challenges that exist today and that will emerge in the future. Our Nexus learning and teaching model focuses on the active learning and real-world problem-solving through collaboration between students and faculty across disciplines and with external partners.

Undergraduate Goals and Outcomes

Goal #1. Ethical Responsibility...students will:

- a) Use appropriate frameworks to make ethical decisions.
- b) Implement ethical decisions.

Goal #2. Functional Business Knowledge...Students will:

- a) Demonstrate knowledge of core concepts in functional business areas.
- b) Apply relevant knowledge and critical skills from their areas of concentration.

Goal #3. Analytical Skills....students will:

- a) Use quantitative tools to analyze business-related issues.
- b) Use technology to analyze business-related issues.

Goal #4 Communication Skills.....students will:

- a) Make effective business presentations.
- b) Write effective business documents.

Goal #5 Integrative Learning and Decision Makingstudents will:

- a) Demonstrate the ability to work together in cross-disciplinary teams.
- b) Blend knowledge and skills sets from different disciplinary areas to identify business opportunities and to provide solutions to real-world problems.

School of Business Administration Undergraduate Programs

The School of Business Administration offers two undergraduate degree programs accredited by the Accreditation Council of Business Schools and Programs (ACBSP): the B.S. Business (with disciplinary focuses in accounting, finance, international business, management, and marketing) and the B.S. Fashion Merchandising and Management. Regardless of degree program, all undergraduate business students complete the business core.

UNDERGRADUATE BUSINESS CORE (37 credits):

ACCT-101	Financial Accounting
ACCT-102	Managerial Accounting
BLAW-301	Business Law
ECON-111	Principals of Economics
FINC-301	Financial Management
MGMT-104	Management Foundations
MGMT-401	Operations Management (Fashion Merchandising and Management majors substitute FASHMGMT-451, Operations and Supply Chain Management)
MGMT-498	Business Capstone I
MGMT-499	Business Capstone II
MIS-202	Management Information Systems
MKTG-104	Marketing Foundations
STAT-201	Intro to Statistics
STAT-202	Applied Business Statistics

Business Degree (B.S.)

Program Director: P. Russel

Checksheet

Program Description

Today's top companies seek graduates who possess in-depth knowledge of their fields as well as the versatility to work at the intersection of traditional disciplines. School of Business Administration students are actively immersed in real-world challenges from day one, collaborating with team members from across disciplines and engaging with an array of industry partners. That's what makes PhilaU the model for professional education, and that's how our program provides students an exceptional advantage over other candidates in a rapidly changing job market.

Whether you're a student who wants a more traditional business program, or you're looking to customize a curriculum to meet your unique goals, PhilaU lets you choose the path that's right for you and your career. **All B.S. Business students start by taking our business core courses. Students then select three out of 15 possible specializations**, either all from the same disciplinary area, or by selecting specializations across disciplinary areas to create their own unique curricular focus. **A full list of specializations can be found at the end of this section.**

ACCOUNTING

The accounting track at PhilaU prepares students to become professionals with a broad understanding of public accounting and financial management of corporate and nonprofit organizations. Students have the opportunity to network with accounting industry professionals, participate in industry-sponsored projects, complete an exciting semester abroad, or help to run our Student Managed Investment Fund. They can also earn their iMBA degree in one additional year of study while preparing for the Certified Public Accountant (CPA) exam.

Accountants serve a variety of roles in every company. Our graduates have gone to work at the Federal Reserve Bank, Ernst & Young and KPMG, just to name a few.

Students interested in the deepest exposure to the accounting profession take all three of the following accounting specializations (each consist of three courses):

- Financial Accounting & Reporting
 - ACCT-203 Intermediate Accounting I
 - ACCT-204 Intermediate Accounting II
 - ACCT-303 Accounting Theory & Practice
- Tax, Auditing & Managerial Accounting
 - ACCT-309 Federal Taxes I
 - ACCT-316 Cost Accounting I
 - ACCT-409 Auditing
- Advanced Financial Accounting & Reporting
 - ACCT-412 Advanced Accounting
 - ACCT-4XX Accounting Systems
 - TAX-660 Individual Taxation
 - or TAX-662 Corporate Taxation
 - or TAX-795 Estate and Gift Taxation
 - or ECON-3XX Managerial Economics

or INTERN-493 Internship

FINANCE

The finance track at PhilaU prepares students to become professionals with a comprehensive understanding of global financial markets and financial institutions. Our graduates are prepared with skills to tackle complex financial problems, and have the professionalism to work effectively in any environment. Students have the opportunity to network with industry professionals, participate in international competitions, manage an investment portfolio through our Student Managed Investment Fund, study abroad for a semester, and earn their iMBA degree in one additional year while preparing for the Chartered Financial Analyst Level I (CFA) exam.

Finance professionals are a vital part of businesses' success in every industry. Our graduates have gone on to work at JP Morgan Chase, Lockheed Martin and Vanguard, just to name a few.

Students interested in the deepest exposure to the finance profession take all three of the following finance specializations (each consist of three courses):

- Finance Core
 - FINC-303 Intermediate Financial Management
 - FINC-318 International Finance & Development
 - FINC-322 Capital Markets & Financial Institutions
- Portfolio Management and Financial Planning
 - FINC-411 Personal Fin Planning/Risk Mgt.
 - FINC-321 Investments and Portfolio Management
 - FINC-4XX Financial Modeling
- CFA Preparation
 - ACCT-203 Intermediate Accounting I
 - ACCT-204 Intermediate Accounting II
 - IMBA-776 Speculative Markets
 - or IMBA-777 Fixed Income Securities
 - or ECON-3XX Managerial Economics

INTERNATIONAL BUSINESS

The international business track at PhilaU prepares students to become professionals with a distinct ability to understand and excel in the global marketplace. As a student in this track, you have the opportunity to become bilingual through advanced study of another language, travel abroad extensively to experience cultural immersion in places like London and Vietnam, and the opportunity to broaden your experience by taking a specialization from another discipline.

International business skills are increasingly valuable in our globalized world. Our students have gone to work at multinational companies including Aramark, Merrill Lynch and Citibank, just to name a few.

Students interested in the deepest exposure to global business take the following specializations (each consist of three courses):

- Global Culture & Communications

- Global Diversity and Global Citizenship (6 cr. beyond Hallmark requirements)
 - ECON-401 International Economics
- Global Business Studies
 - MKTG-324 International Marketing
 - MGMT-307 International Management
 - FINC-318 International Finance & Development
- Third Specialization
 - Choose a specialization from any other disciplinary area

MANAGEMENT

Management students acquire the skills to manage and lead innovation, either in existing companies or their own entrepreneurial ventures, while gaining valuable expertise in teamwork, professional communication, change management, human resources, and problem solving. Many students interested in management choose to select one specialization from another disciplinary area to round out their management skills.

Many management students acquire a paid internship and professional work experience before graduation. Our alumni excel in a variety of fields, including retail, banking and finance, insurance, global manufacturing, service firms and public agencies, while many graduates start their own businesses.

Students interested in the deepest exposure to management take the following specializations (each consist of three courses):

- Sustainability in Organizations
 - SUST-421 Economics of Sustainability
 - SUST-402 Managing Sustainable Organizations
 - SUST-421 Environmental Policy
- Managing People & Teams
 - MGMT-310 People and Teams in Organizations
 - MGMT-320 Human Resource Practices & Tools
 - MGMT-412 Seminar: Leading Organizational Innovation & Social Responsibility
- Entrepreneurship
 - MGMT-111 Essentials of Entrepreneurship
 - MGMT-411 Venture Creation
 - MGMT-310 People and Teams in Organizations
 - or MGMT-320 Human Resource Practices & Tools
 - or MKTG-207 Consumer in the Marketplace
 - or MKTG-302 Product Development & Innovation
 - or MKTG-310 Integrated Marketing Communications
 - or MKTG-305 Contemporary Brand Management
 - or ECON-3XX Managerial Economics

MARKETING

The marketing track at PhilaU prepares students to become professionals with a broad understanding of business, communication, sales and research. Marketing students benefit from dynamic,

multidisciplinary training in multimedia communications and business. Additionally, they learn to analyze demand and market segments, design budgets and campaigns, increase a company’s brand equity, and formulate marketing plans from start to finish.

Marketing is key to creating and maintaining a business’ presence to consumers and related businesses. Our graduates are prepared for careers in advertising, public relations, sales management and more. Our students have gone to work at companies including Target, Toys’r’Us, and others.

Students interested in the deepest exposure to marketing take the following specializations (each consist of three courses):

- Advertising & Promotion
 - MKTG-310 Integrated Marketing Communications
 - MKTG-305 Contemporary Brand Management
 - COMM-307 Public Relations and Media Writing
 - or MTKG-207 Consumer in the Market Place
- Consumer Insights
 - MKTG-207 Consumer in the Marketplace
 - MKTG-391 Marketing Research
 - MKTG-412 Marketing Strategy Seminar
- Digital Media Marketing
 - MKTG-315 Marketing in a Digital Environment
 - MKTG-408 E-Business Strategy
 - COMM-214 Technologies of Communication
 - or MKTG-207 Consumer in the Marketplace
 - or MKTG-305 Contemporary Brand Management
 - or MKTG-310 Integrated Marketing Communications

CUSTOMIZED SPECIALIZATION GROUPINGS

By completing a simple form explaining their personal career goals, and with their advisor’s input and guidance from Career Services, students can select any three of the 15 specializations available to B.S. Business majors (listed below) as long as they have the necessary pre-requisites.

For Example:

- To hone entrepreneurial skills a student might pick the following specializations: **“Entrepreneurship” + “Digital Media Marketing” + “Financial Accounting & Reporting”**
- If a student is interested in a career in global sustainability and the green movement, he or she might consider **“Sustainability in Organizations” + “Global Business Studies” + “Finance Core”**
- If a career in brand management is the student’s passion, then the following specializations might be a good fit: **“Consumer Insights” + “Digital Media Marketing” + “Managing People & Teams”**
- The career-focused combinations are endless

Complete List of B.S. Business Specializations

Specialization Name	Required Courses	Designated Electives (0, 1, or 2 as needed to make up the 9 credit cluster)	Area

Advertising & Promotion	MKTG-310; MKTG-305	COMM-307; MKTG-207	Marketing
Consumer Insights	MKTG-207; MKTG-391; MKTG-412	None	Marketing
Digital Media Marketing	MKTG-315; MKTG-408	COMM-204; MKTG-207; MKTG-310; MKTG-305	Marketing
Sustainability in Organizations	SUST-202; SUST-402; SUST-421	None	Management
Managing People and Teams	MGMT—310; MGMT-320; MGMT-412	None	Management
Entrepreneurship	MGMT-111; MGMT-411	MGMT-310; MGMT-320; MKTG-207; MKTG-302; MKTG-310; MKTG-305; ECON-3XX	Management
Finance Core	FINC-303; FINC-318; FINC-322	None	Finance
Portfolio Mgmt and Financial Planning	FINC-411; FINC-321; FINC-4XX	None	Finance
CFA Preparation	ACCT-203; ACCT-204	iMBA-776; iMBA-777; ECON-3XX	Finance
Financial Accounting and Reporting	ACCT-203; ACCT-204; ACCT-303	None	Accounting
Tax, Auditing, and Managerial Accounting	ACCT-309; ACCT-316; ACCT-409	None	Accounting
Advanced Financial Accounting and Reporting	ACCT-412; ACCT-4XX	TAX-660; TAX-662; TAX-795; ECON-3XX; INTRN-493	Accounting
Global Culture and Comm	GDIV or GCI (6 cr.)*, ECON-401	None	Intl. Bus.
Global Business Studies	MKTG-324; MGMT-307; FINC-318	None	Intl. Bus.
Applied Economics	ECON-3XX	ECON-401; SUST-202; FINC-322	Economics

*beyond Hallmark requirements

Custom Specialization for Transfer Students (must include 9 credit hours of course work)

A custom specialization is a thematic grouping of three business or related courses; these courses need not exist within the University. Custom specialization must be declared at the time of transfer student's admission or at the time of a degree change in order to ensure the harvesting of relevant courses. The custom specialization must be approved by SBA program director or associate dean. The custom specialization option is available exclusively to transfer students.

FASHION MERCHANDISING AND MANAGEMENT DEGREE

Program Director: E. Mariotz

Program Description

Advancements in technology and globalization of the marketplace make the fashion industry an ever-changing, challenging place to work. This trillion-dollar industry needs bright, talented executives to guide the rapid pace of today's technological revolution. Skilled managers are required to deal with an increasingly complex variety of products and manufacturing techniques and tasks, such as planning product lines months before they will appear in the stores. Once developed, new products must be sourced globally and then delivered to the consumer within a very short period of time.

The fashion merchandising and management curriculum combines the fundamentals of business, including and accounting, economics, marketing, finance and management, with textile and apparel courses taught by industry savvy professionals. Students learn the process of apparel design and manufacturing from fiber to final apparel product, and become familiar with application of computers in information retrieval, integrated apparel manufacturing, design and merchandising. Students are also involved in the process of selection, procurement and distribution of products in a retail setting where they learn the significance of product execution through presentation.

The Fashion Merchandising and Management program exposes students to the diverse career opportunities in this burgeoning field.

- Students work with industry professionals and students from different disciplines on collaborative industry projects for companies like QVC, Maidenform, Cotton Inc., Toys R Us and Target.
- Curricular focus is on the entire fashion value chain: design concepts, product development, , sourcing and production, merchandising, branding and marketing.
- Faculty-led short courses abroad and semester-long study abroad experiences in China, Paris, London, Milan, and Rome add an unparalleled international dimension to the program.
- Guest speakers visit campus regularly to share their expertise. Speakers from these companies have participated. Tommy Hilfiger; Nicole Miller Stores; Nordstrom's; Mast Industries/Limited Brands; and QVC.
- Students have access to a variety of coveted internships with brands such as Coach, Urban Outfitters, Anthropologie, Lilly Pulitzer, Tommy Hilfiger, Macy's, Under Armour, The Limited Brands, Burlington and QVC.
- The program prepares students to enter the fashion industry through a variety of career paths including: marketing and branding, merchandising and buying, sourcing, product development and styling.

Fashion Merchandising and Management Core

In addition to the full business core, the FMM curriculum provides a strong fashion core in the context of business. The fashion core includes the following courses:

FASHMGT-101	Global Fashion Insight
TEXT-101	Survey of Textile Industry
MKTG-217	Retail Strategy and Structure

DSGNFDN-423 Design Concepts
 FASHMGT-411 Textile and Apparel Industry Issues

Fashion Merchandising and Management Specializations

Beyond the fashion core, FMM students choose two specializations, each with three courses, leading to career paths in buying, store planning/allocation, store operations, visual merchandising, sourcing management, product development, styling, fashion journalism, fashion consulting, store human resource management, and material innovation management. Specializations include:

Specialization Name	Required Course	Designated Electives (0 or 1 needed to make up to 9 credits)
Buying and Merchandising	MKTG-328 Merchandise Buying/Operations MKTG-207 Consumer in the Market Place	MKTG-310 Integrated Marketing Communications Or FASHMGT 304 Visual Merchandising
Fashion Apparel Production	FASHMGT-201 Prototyping FASHMGT-305N Production TEXT-331 Apparel Fabric Production	None
Fashion Entrepreneurship	MGMT-111 Entrepreneurship MGMT-411 Venture Creation	MGMT-310 People and Teams in Organizations or MGMT-320 Human Resource Practices & Tools or MKTG-207 Consumer in the Marketplace or MKTG-302 Product Development & Innovation or MKTG-305 Contemporary Brand Management MKTG-328

		Merchandise Buying/Operations FASHMGT 304 Visual Merchandising or ECON-3XX Managerial Economics
Fashion Material Insight and Innovation	KNIT-201 Knit Technology I WEAV-201 Weave Technology I	TEXT-301 Coloring & Finishing or PRINT-305 Textile Printing Technology
Fashion Product Management	FASHMGT-408 Apparel/Textile Sourcing FASHMGT-499 Apparel Merchandising Management	FASHMGT-308 Global Product Management or MKTG-302 Product Development & Innovation
Fashion Retail Experience	MGMT-320 Human Resource Practices and Tools; MKTG-408 Survey of E-Commerce	MKTG-207 Consumer in the Marketplace or MKTG-310 Integrated Marketing Communication or FASHMGT 304 Visual Merchandising
Fashion Technology	CAD-201 Intro to Digital Imaging FASHMGT-437 Integrated Technology	MKTG-408 E-Business Strategy or COMM-204 Technologies of Communication
Global Brand Marketing	MKTG-305 Contemporary Brand Management MKTG-315 Marketing in a Digital Environment MKTG-324 International Marketing	None
Integrated Fashion Communication	COMM-204 Technologies of Communication FASHMGT 319 Fashion Journalism	CAD-201 Introduction to Digital Imaging or FASHMGT 304 Visual Merchandising or MKTG-310 Integrated Marketing Communications

Custom Specialization (must include 9 credit hours of course work)

A custom specialization is a thematic grouping of three business or fashion or related courses; these courses need not exist within the University. Custom specialization must be declared at the time of transfer student's admission or at the time of a degree change in order to ensure the harvesting of relevant courses. The custom specialization must be approved by SBA program director or associate dean. The custom specialization option is available exclusively to transfer students.

B.S. BUSINESS/M.B.A. PROGRAM 4+1 DEGREE OPTION

The School of Business Administration offers a Bachelor of Science in Business and Innovation Master of Business Administration (B.S./iMBA) 4+1 degree program to qualifying students. Accepted students are permitted to take some graduate-level courses in their fourth year of undergraduate study that also count toward graduate program requirements. Typically, a fifth year is required to complete the graduate requirements, depending on the undergraduate major or concentration.

This program provides a valuable option to students who may wish to further strengthen their business competencies, credentials and marketability. Students may plan to follow this program as early as the freshman year and no later than the start of the senior year. Students should apply through Philadelphia University's Graduate Admissions Office. Undergraduate transfer students may also apply. Currently enrolled students will be considered for admission if they have maintained a 3.0 grade point average.

Non-business majors interested in the B.S./iMBA Program should obtain a copy of the "Pre-M.B.A. Requirements for Non-Business Majors: Planning Guide" from the MBA Office. The planning guide should be used in combination with the Academic Catalog and the checklist for the student's undergraduate major. The guide describes the requirements for admission and the application process as well as Pre-iMBA course requirements.

Program Learning Outcomes

See the Bachelor of Science in Business and Innovation Master of Business Administration catalog entries for Program Learning Outcomes for both programs.

Curriculum Sequence (4+1, Cohort, 12-month model)

Semester	Course Number / Name	Credits
Senior Year/Pre-iMBA		
Fall	iMBA 627 Competitive Technical Intelligence	3
Spring	iMBA 628 Accounting for Managerial Decision Making	3
<i>Credits Earned</i>		6
iMBA		
Fall Semester		
Fall	iMBA 602 Managing Innovative People and Teams	3
Fall	iMBA 630 Operations from a Systems Perspective	3
Fall	iMBA xxx Elective or Internship	3

Fall	iMBA xxx	Elective	3
<i>Credits earned</i>			<i>9 or 12</i>
<i>Spring Semester</i>			
Spring	iMBA 629	Financial Policy and Planning	3
Spring	iMBA 714/791	New Product Dev/Internship	3
Spring	iMBA 792/iMBA 700	International Business Trip or International Economics and Finance 3	
Spring	iMBA 642	Strategic Insight and Implementation	3
Spring	iMBA xxx	Elective	3
<i>Credits earned</i>			<i>12 or 15</i>
Total Credits earned			30

School of Business Administration Graduate Programs

MASTER OF BUSINESS ADMINISTRATION PROGRAMS

INNOVATION MBA (iMBA) – ONLINE AND ON-CAMPUS

Innovation MBA students matriculate into either the online or on campus version of the program; switching back and forth between the two options is not permitted.

The iMBA's integrated curriculum helps students become dynamic problem-solvers and entrepreneurial thinkers, learning to navigate new, more valuable realities for their businesses and careers. Regardless of delivery method, our faculty of industry experts brings invaluable real-world experience to the classroom, and PhilaU's signature learning strategies inspire market-driven innovation through teamwork, collaboration, and industry connections. PhilaU iMBA graduates are exceptionally well-prepared to be leaders in the exciting, challenging global marketplace.

The iMBA program varies from 30 credits to 45 credits. Most students receive some measure of Advanced Standing at the point of admission based on prior learning, experience and demonstrated skills or competencies. Students without business backgrounds take business essentials courses (indicated by an * below) so they can learn and participate at the same high level as those with existing business knowledge. The business essentials courses are assigned in consultation with the program director. Please consult the program director in order to determine your individual course sequence and credit length.

iMBA Program Goals and Outcomes

Goal #1: Ethical Responsibility – students will:

- a. Implement ethical decisions.

Goal #2: Financial Skills – students will:

- a. Analyze financial ratios and statements.

Goal #3: Writing Skills – students will:

- a. Write effective business documents.

Goal #4: Leadership Skills – students will:

- a. Exhibit leadership and independent thinking skills.
- b. Work effectively in teams.

Goal #5: Integrative Learning – students will:

- a. Blend knowledge and skill sets from different disciplinary areas to develop effective business strategies.

ON CAMPUS iMBA

Program Director: DK Malhotra

Philadelphia University's on campus Innovation MBA program allows students to earn their iMBA in as little as 12 months of full-time study or 24 months of part-time study. Most students study abroad in China, India or Europe to experience cultural immersion and to gain the sophistication that innovative industries and firms demand.

IMBA On Campus Core Curriculum:

		Credits
IMBF-503*	Foundations of Economic Analysis	3
IMBF-504*	Introduction to Financial and Managerial Accounting	1.5
IMBF-505*	Financial Management	1.5
IMBF-508*	Statistical Analysis for Business Decisions	1.5
IMBF-510*	Operations Management	1.5
IMBA-600*	Management Concepts	1.5
IMBA-601*	Marketing Concepts	1.5
IMBA-602	Managing Innovative People and Teams	3
IMBA-604**	Business Model Innovation	3
IMBA-627	Competitive Technical Intelligence	3
IMBA-628	Accounting for Management Decisions	3
IMBA-629	Financial Policy and Planning	3
IMBA-630	Operations from a Systems Perspective	3
IMBA-642	Strategic Insight and Implementation	3
IMBA-792	International Business Innovation	3
or		
IMBA-700	International Economics and Finance	3

* Qualified students may receive Advanced Standing waivers for these courses based on prior learning, experience and demonstrated skills or competencies.

**Waived for students who have successfully completed DECFRM-200 Business Models.

iMBA On Campus Concentration Options

On-campus iMBA students can choose a concentration in marketing, management, CPA/accounting, CFA/Finance, or CPA/Taxation. In addition to the core iMBA curriculum, students will take the following courses to complete their chosen concentrations:

TOTAL CREDIT HOURS FOR EACH CONCENTRATION: 9 or 10 Credits

iMBA-Marketing

IMBA-762	Qualitative & Quantitative Marketing Research (3 credits)
IMBA-761	Promotion Management (3 credits)
IMBA-791	Career Jumpstart Internship (3 credits)

IMBA Online Curriculum:

		Credits
IMBF-503*	Foundations of Economic Analysis	3
IMBF-504*	Introduction to Financial and Managerial Accounting	1.5
IMBF-505*	Financial Management	1.5
IMBF-508*	Statistical Analysis for Business Decisions	1.5
IMBF-510*	Operations Management	1.5
IMBA-600*	Management Concepts	1.5
IMBA-601*	Marketing Concepts	1.5
IMBA-602	Managing Innovative People and Teams	3
IMBA-604**	Business Model Innovation	3
IMBA-625	Communication, Negotiation, Creative Economy	3
IMBA-627	Competitive Technical Intelligence	3
IMBA-628	Accounting for Management Decisions	3
IMBA-629	Financial Policy and Planning	3
IMBA-630	Operations from a Systems Perspective	3
IMBA-642	Strategic Insight and Implementation	3
IMBA-700	International Economics and Finance	3
IMBA-714	New Product Development	3
IMBA-759	Entrepreneurship	3

* Qualified students may receive Advanced Standing waivers for these courses based on prior learning, experience and demonstrated skills or competencies.

**Waived for students who have successfully completed DECFRM-200 Business Models.

STRATEGIC DESIGN MBA

Program Director: Natalie Nixon

The Strategic Design MBA is for high-potential professionals who want to be well positioned for new opportunities — whether in a major corporation, nonprofit or entrepreneurial venture. This program combines the best of business school with the best of design thinking.

Design thinking is a way of approaching innovation and problem solving borrowed from engineers and designers. It is used by innovative companies to introduce new products and services and by city governments to address social issues. Design thinking is the skill these companies seek when recruiting individuals with both creative and business mindsets.

The Strategic Design MBA is a two-year, 40 credit hour, low-residency program with intensive industry application. Each course meets four times over eight weeks, with classes held on Friday afternoons and Saturdays on alternating weekends. The program features a cohort of seasoned professionals from diverse industries and faculty who blend state-of-the art practitioner experience with excellence in the classroom. Graduates exit the program with a network in place that is capable of bringing long-term value to themselves and their organizations that extends well beyond the formal material covered.

Strategic Design MBA Program Goals and Outcomes

Goal #1: Functional business skills – students will:

- b. Implement ethical decisions.
- c. Demonstrate the value of financial knowledge in developing an ethical and sustainable organizational structure that achieves financial goals, is responsible to its stakeholders and respects the environment.
- d. Articulate the mechanics of organizational finance and budgeting for their own use, and explain the concepts to others within their organizations.

Goal #2: Leadership Skills – students will:

- a. Appraise their own strengths and weaknesses as leaders and managers of innovative teams and organizations and articulate plans to enhance their skills.
- b. Effectively lead and participate in creative, cross-disciplinary and diverse work groups and identify tools to translate these characteristics into broader organizational settings.

Goal #3: Integrative Learning – students will:

- b. Effectively utilize design thinking skills in analyzing complex business scenarios.
- c. Integrate major program concepts and skills as they relate to design thinking, systems thinking, business analytic thinking, and strategy by developing and pitching a new venture.

Curriculum:

	Credits
SDMBA-701 Innovative Leadership	4
SDMBA-702 Design Research for Business	4
SDMBA-703 Business Model Development	4
SDMBA-704 Metrics I	4
SDMBA-705 Designed Business Systems	4
SDMBA-706 Style and Brand Strategy	4
SDMBA-707 Metrics II	4
SDMBA-708 Strategic Foresight	4
SDMBA-709 Strategic Design Integration	4
SDMBA-710 New Ventures	4

MASTER OF SCIENCE IN GLOBAL FASHION ENTERPRISE

Program Director: Tom Fung

Program Description

The M.S. in Global Fashion Enterprise (MSGFE) program expands the career horizons of forward-thinking professionals and with diverse backgrounds in fashion design, merchandising, management, and other industries who want a competitive edge, valuable connections, and real-world experience in the evolving fashion industry. Students benefit from a focus on global fashion development and an appreciation of apparel ecosystems throughout the value chain. Graduates of the MSGFE program possess the skills, knowledge and industry networks to bring value-added innovation to the fashion industry and to manage a thriving global fashion enterprise successfully.

In a hands-on learning environment, students examine new fashion designs, ideas and technologies to create viable business models and market-driven innovations. In addition to the 22 core credit-hours, the MSGFE program culminates in a customized 9 credit hours of Global Fashion Project coursework where students from varying backgrounds work individually or in teams to find new product or system opportunities, then design and prototype products or systems that answer the requirements of their research findings. Students benefit by working directly with successful fashion and apparel companies as they complete their projects, creating networking opportunities that may translate into exciting internship and employment opportunities.

Program Goals and Outcomes

Goal #1: Global Competency in Fashion Ecosystems

Students will:

- a. Evaluate and utilize global fashion value chain innovations and best practices in solving industry problems and tapping opportunities.
- b. Identify multicultural influences on the conduct of business throughout the global apparel value chain, including ethical issues.

Goal #2: Technical Competency in Fashion Ecosystems

Students will:

- a. Evaluate and leverage technologies and metrics in driving fashion industry performance.
- b. Integrate material and product analysis and lifecycle assessments throughout the fashion value chain.

Goal #3: Innovation and Entrepreneurship in Fashion Ecosystems

Students will:

- a. Compile new fashion designs/ideas/technologies into business models and actionable plans.

Curriculum:

The MS Global Fashion Enterprise program varies from 31 credits to 43 credits. Most students receive some measure of Advanced Standing at the point of admission based on prior learning, experience and demonstrated skills or competencies. Students without business backgrounds take business essentials courses (indicated by an * below); while those without a fashion background take fashion essentials courses (indicated by **) so they can learn and participate at the same high level as those with existing knowledge. Both the business and fashion essentials courses are assigned in consultation with the program director. Please consult the program director in order to determine your individual course sequence and credit length.

CURRICULUM: 22 TO 34 CREDIT HOURS

IMBF-504*	Financial and Managerial Accounting (1.5 credits)
IMBF-505*	Financial Management (1.5 credits)
IMBF-508*	Statistical Analysis for Business Decisions (1.5 credits)
GFEF-501*	Prototyping (3 credits)
GFEF-505*	Apparel Production (3 credits)
IMBF-510*	Operations Management (1.5 credit hours)
GFE-600	Fashion Immersion (3 credits)

GFE-611	Product Development/Entrepreneurship (3 credits)
GFE-612	Technology in Fashion (3 credits)
GFE-621	Fashion Global Marketing and Sourcing (3 credits)
GFE-732A	Global Fashion Seminar I (.5 credits)
GFE-732B	Global Fashion Seminar II (.5 credits)
GFE-734	Fashion Supply Chain Management (3 credits)
TXE-759	Product Evaluation (3 credits)
GFE-791	Fashion Internship (3 credits)
or	
GFE-793	Global Fashion Networking (3 credits)

PROJECT COURSEWORK: 9 CREDIT HOURS

GFE-721	Global Fashion Project 1 (3 credits)
GFE-722	Global Fashion Project 2 (3 credits)
GFE-723	Global Fashion Project 3 (3 credits)

* Qualified students may receive Advanced Standing waivers for these courses based on prior learning, experience and demonstrated skills or competencies.

MASTER OF SCIENCE IN TAXATION

Program Director: DK Malhotra

Program Description

The M.S. in Taxation is geared to practicing accountants in the fields of public, corporate and governmental accounting, and to lawyers, financial managers and planners who need extensive information and formal study in taxation. The program is practitioner-focused and is strongly linked to business practice. Outstanding faculty members bring the highest level of expertise into the classroom.

Students select courses from an innovative and state-of-the-art curriculum. Computer applications are integrated in the total curriculum where appropriate. All courses are taught based on the most up-to-date tax laws, and the implications of proposed changes in tax legislation are discussed.

Students may take courses toward the degree or as Continuing Professional Education (CPE) credits to meet bi-annual state CPE requirements to maintain their C.P.A. license or to enhance their expertise in a specific topic.

Program Learning Outcomes

Students will be able to:

- Identify key tax issues, research and effectively communicate the results.
- Articulate essential tax principles and specific IRS practices and procedures.
- Select and structure a business entity that will provide a client with maximum after-tax profits.

- Effectively represent a client in a tax audit.
- Articulate professional ethical responsibilities and recognize and remediate potential ethical dilemmas.
- Provide an individual with an integrated current and future tax benefits plan.

Course Requirements

The M.S. Taxation program varies from 30 credits to 37.5 credits. Most students receive some measure of Advanced Standing at the point of admission based on prior learning, experience and demonstrated skills or competencies. Students without business backgrounds take business essentials courses (indicated by an * below) so they can learn and participate at the same high level as those with existing knowledge. The business essentials courses are assigned in consultation with the program director. Please consult the program director in order to determine your individual course sequence and credit length.

Core Curriculum (18 to 25.5 credit hours)

iMBF-503*	Foundations of Economic Analysis (3 credit hours)
iMBF-504*	Introduction to Financial and Managerial Accounting (1.5 credit hours)
iMB-511*	Decision-Making in the Legal Environment of Business (3 credit hours)
TAX-660	Individual Taxation (3 credit hours)
TAX-662	Corporation Taxation (3 credit hours)
TAX-664	Tax Research (3 credit hours)
TAX-765	Taxation of Flow-Through Entities (3 credit hours)
TAX-793	State and Local Taxation (3 credit hours)
TAX-795	Estate and Gift Taxation (3-credit hours)

ELECTIVES 12 CREDITS (a minimum of four, 3 credit hour, elective courses in taxation)

TOTAL CREDIT HOURS: 30 to 37.5

* Qualified students may receive Advanced Standing waivers for these courses based on prior learning, experience and demonstrated skills or competencies.

School of Design and Engineering Undergraduate Programs

The School of Design and Engineering provides both in-depth exploration of the individual design and engineering disciplines and interdisciplinary collaboration opportunities that frequently involve real clients. Through curricular integration of design, engineering and business disciplines, students develop a thorough understanding of the professional dynamics that exist between these fields. Areas of study within the School of Design and Engineering include animation and media, engineering, fashion design, graphic design, industrial design, interactive design and development, textiles and textile design.

Designers track advancements in science and technology and changes in society. Through their work, they express the meaning of these changes and they maximize the opportunities these advancements bring to our lives. In the process of interpreting change for the benefit of people, designers are shaping contemporary culture. Engineers apply the principles of mathematics and the laws of natural science to analyze, design, develop and devise improvements that benefit humanity. The engineering major provides for flexibility to address the unknown technical challenges that will confront society.

As change continues to accelerate the design and engineering disciplines deliver unparalleled value to clients and employers. Designers are sought-after collaborators because of their ability to create synergy between the objectives of many other professions.

Our graduates are multidimensional professionals with broad-based skillsets and solid critical thinking abilities. The faculty of practicing professionals, state-of-the-art facilities, study abroad opportunities and our collaborative approach to learning all contribute to creating a unique, nurturing, exciting and creative environment within our school.

ENGINEERING B.S.E.

Program Description

The B.S.E. in Engineering produces graduates with a breadth of engineering skill and knowledge while facilitating technical depth in a field of concentration: architectural engineering, composites engineering, industrial engineering, or textile engineering. Students choose their engineering concentration in their sophomore year, and they graduate qualified to pursue Professional Engineering (PE) licensure.

Program Educational Outcomes (PEO's)

The B.S.E. in Engineering prepares graduates who have the ability to:

- (1) Thrive in diverse and challenging careers, including engineering practice
- (2) If qualified and interested, thrive in the diverse and challenging environments of advanced study, alternative career paths, or entrepreneurship.
- (3) Meet employer expectations through integrity, creativity, curiosity, ethics, responsibility, and application of experiential learning.
- (4) Pursue intellectual activity, personal growth, and professional development through relationships with each other; professional colleagues; and Philadelphia University faculty, staff, and alumni.

Student Outcomes (SO's)

The Engineering Program assesses and evaluates all SO's identified by the ABET Engineering Accreditation Commission. Graduates of the B.S.E. in Engineering program will demonstrate:

- (a) an ability to apply knowledge of mathematics, science, and engineering
- (b) an ability to design and conduct experiments, as well as to analyze and interpret data

- (c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- (d) an ability to function on multidisciplinary teams
- (e) an ability to identify, formulate, and solve engineering problems
- (f) an understanding of professional and ethical responsibility
- (g) an ability to communicate effectively
- (h) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- (i) a recognition of the need for, and an ability to engage in life-long learning
- (j) a knowledge of contemporary issues
- (k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice

MECHANICAL ENGINEERING B.S.E.

Program Description

The B.S.E. in Mechanical Engineering produces graduates with a breadth of engineering skill and knowledge while facilitating technical depth in paradigmatic mechanical engineering areas: Design and Manufacturing, Energy and Thermal-Fluid Science, Mechanics, and Mechatronics. Students graduate qualified to pursue Professional Engineering (PE) licensure.

Program Educational Outcomes (PEO's)

The B.S.E. in Mechanical Engineering prepares graduates who have the ability to:

- (1) Thrive in diverse and challenging careers, including engineering practice
- (2) If qualified and interested, thrive in the diverse and challenging environments of advanced study, alternative career paths, or entrepreneurship.
- (3) Meet employer expectations through integrity, creativity, curiosity, ethics, responsibility, and application of experiential learning.
- (4) Pursue intellectual activity, personal growth, and professional development through relationships with each other; professional colleagues; and Philadelphia University faculty, staff, and alumni.

Student Outcomes (SO's)

The Mechanical Engineering Program assesses and evaluates all SO's identified by the ABET Engineering Accreditation Commission. Graduates of the B.S.E. in Mechanical Engineering program will demonstrate:

- (a) an ability to apply knowledge of mathematics, science, and engineering
- (b) an ability to design and conduct experiments, as well as to analyze and interpret data
- (c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- (d) an ability to function on multidisciplinary teams
- (e) an ability to identify, formulate, and solve engineering problems
- (f) an understanding of professional and ethical responsibility
- (g) an ability to communicate effectively
- (h) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- (i) a recognition of the need for, and an ability to engage in life-long learning
- (j) a knowledge of contemporary issues

- (k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice

ANIMATION AND DIGITAL MEDIA

Mission

The mission of the animation and digital media program is to instruct students to become professionals who produce animation for broadcast, feature films, simulations, industrial applications and interactive venues such as the web, video games and museum exhibits. Through a mix of projects ranging from industry applications like modeling new devices and technology to fully articulated 3D characters, students combine their foundation in design with in-depth studies of motion, storytelling and the history of the medium.

Program Learning Outcomes

Students who graduate from the animation program will:

- Develop a rich and rigorous creative process for animated work.
- Apply robust technical knowledge and a firm grasp of narrative and principles of design to the execution of digital media.
- Demonstrate professionalism and entrepreneurialism in the course of their animation careers.
- Analyze animated work with an informed understanding of history and culture.

Program Description

You will be immediately immersed in the Philadelphia University design community, taking classes with graphic designers, interactive designers, fashion designers and architects. During your first year, you will establish strong visual thinking and conceptual skills common to most art and design fields.

During your second year, you will begin to learn production and storytelling while improving design and communication skills in classes covering typography, hierarchy and image-making.

In your third year, you will learn essential 3D filmmaking using industry standard software to design, model and animate compelling 3D characters and environments. You will use 3D imagery while studying motion graphics, combining type, video and 2D imagery to create uniquely designed visual narratives. Animation studies are infused with the principles of animation design and regular screenings of historic and contemporary examples.

You will be able to focus your interests through electives in video production, photography, illustration, and gaming; and can supplement your education through internships, design job fairs, study abroad opportunities, and memberships in professional organizations.

In your final year, you will explore advanced 3D and 2D studies as you plan and implement a short film as your capstone project – which you get to publicly exhibit alongside your fellow design colleagues at the end of the year. Encompassing every phase of production, this film culminates your animation and digital media education.

Outcome upon Graduation

Animation and Digital Media majors leave school with an in-depth knowledge of design, storytelling dynamics and technical skills required to flourish in the animation field. With this degree, graduates find careers in a number of industries, including advertising, film, television, gaming and more. The

collaborative nature of the program allows students to discover their preferred field, while preparing them to work in conjunction with professionals from various disciplines.

FASHION DESIGN

Mission

The fashion design program's mission is to establish a program focused on the development of professional skills and creativity supported by a base of liberal arts and to promote student expression of personal design philosophy in consideration of client and societal needs. The fashion design program fosters an environment that supports inventiveness and excellence, and cultivates critical thinking and the application of theoretical knowledge in the resolution of design problems. The curriculum promotes an aesthetic understanding that is confluent with the technical aspects of the discipline. It enables students to build on existing artistic concepts and the ability to adapt to consumer needs. In addition, the mission is to train student designers to have a vision for the future; to problem-solve, to communicate with a vast world requiring quick response, and to contribute to the global marketplace.

Program Learning Outcomes

Students who graduate from the fashion design program will:

- Apply conceptual and critical thinking skills to demonstrate the theoretical foundation of the profession.
- Perform a broad base of technical skills and technology required of the profession.
- Utilize quantitative reasoning and verbal, written and visual skills effectively.
- Demonstrate understanding of business practice and ethics.
- Possess skills to make contributions to the global fashion industry.
- Examine global and cultural issues as they affect the world.

Program Description

The fashion design program at Philadelphia University is globally recognized for its team-oriented designers who understand the interrelationship of design, production and commerce while creatively answering the ever-changing needs of the fashion marketplace. As an integral part of the College of Design, Engineering and Commerce, fashion designers work on industry-related and interdisciplinary projects to develop sophisticated and unique solutions to challenging problems.

First-year students receive a thorough grounding in design and drawing foundations and are immediately challenged to apply those concepts to develop real-world products. The professional studies courses in combination with liberal arts provide the basis for lifelong learning habits in the newest industry methods, critical-thinking, communication and leadership skills.

Second- and third-year students broaden their technical skills while refining their market research, design and production abilities. Projects provide a range of opportunities for students to hone their personal interests in specific markets, textile design, or cutting-edge computer aided design and manufacturing technology. With exposure to the history and newest developments in textiles, students have the unique opportunity to create their own materials and develop unique clothing with a practical yet artistic voice.

Senior-year students create collections culminating in varied opportunities for employment. These culminating experiences provide students with a springboard to highlight their interests and talents while strengthening their personal growth. They are prepared for a successful transition into studios in various markets ranging from couture to fast-fashion, from design assistants to entrepreneurs.

Fashion design students have an opportunity to add an international dimension to their education by participating in the Study Abroad program during their first or third year of study. Students studying overseas gain a cross-cultural experience while broadening their design skills, enabling them to strengthen their competitive edge in the global marketplace.

GRAPHIC DESIGN COMMUNICATION

Mission

The mission of the graphic design communication program is to instruct learners to become graphic design professionals and design strategists with innovative spirits and superior critical thinking skills applicable to a diversity of human needs.

Consistent with the overall mission of Philadelphia University to provide professional training with a rigorous liberal arts and business core, the Graphic Design Communication curriculum fosters an appreciation for design as a cultural craft with a relevant historical background and a rapidly evolving future that includes multiple disciplines. The program seeks to develop students who can contribute intelligently and responsibly at a global level to further the common good.

Program Learning Outcomes

Graduates of graphic design communication will demonstrate the ability to:

1. Solve complex communication design problems.
 - Identify communication design problems to support appropriate solutions for intended audiences and context.
 - Conduct research and analysis to shape solutions.
 - Generate and/or prototype multiple solutions to discover possibilities.
 - Evaluate outcomes to measure levels of effectiveness.
 - Collaborate productively in teams (especially interdisciplinary teams where appropriate).
 - Adapt to continually changing professional challenges.
 - Demonstrate visual literacy as exemplified through means such as composition, hierarchy, typography and creation of meaningful images
 - Display proficiency in the use of tools and technology related to the discipline.
2. Justify design decisions through effective communication.
 - Frame visual and verbal responses to communication design problems through the use of research.
 - Articulate objectives using written and oral communication.
3. Interpret the role design can play within global contexts.
 - Evaluate the role of design within contemporary and historical contexts.
 - Apply design principles within diverse social, disciplinary, economic, and environmental frameworks.

- Analyze complex, multifaceted design systems

Program Description

Graphic design is one of the most ubiquitous of all art forms; quite literally, it is everywhere. From logos to branding and identity, from websites to interactive media of all forms, from marketing and promotional materials to advertising and packaging, graphic design is about visual communication. Graphic designers specialize in communicating a message to an audience on behalf of a client through a variety of media forms and outcomes. This often includes collaborating with professionals in such disciplines as business, communications, marketing, interactive/web design, industrial design, social sciences, liberal arts and others.

The graphic design communication curriculum culminates with a Bachelor's of Science degree. The program is conceptually based. The faculty firmly believes that a designer's most valuable contribution is to be able to generate ideas, and that a designer's intellectual property is his/her creative capital. The faculty strives to train today's designers to enter the wonderfully diverse and ever-changing profession of graphic design.

The graphic design curriculum embraces design-thinking and strategic planning, and views design as a powerful strategic tool to be used to help solve problems in society and business. Students will learn to understand the role that design can play in the larger context of contemporary and historical culture. The curriculum features real-world projects that are pragmatic and practical, and is based on active, hands-on learning through doing and making with critique-based feedback.

The curriculum emphasizes traditional design skills and focuses on the ability to create and develop visual and verbal responses to complex visual communication problems across a variety of media. The faculty stresses the ability to articulate these responses both orally and in written form and encourages the creation of original image-making through illustrative and photographic means. The faculty also stresses the importance of the narrative: illuminating information and telling stories that resonate with an audience. Graphic designers create and manage messages that tell a story.

The program emphasizes the ability to solve communication problems by exploring the design process of identifying the problem; conducting research, information gathering and analysis; the generation and iteration of alternative solutions and multiple ideas; prototyping and user testing and evaluating outcomes.

The program stresses the ability to collaborate productively in interdisciplinary teams, and expects students to be nimble and agile learners with the ability to change and adapt with technology and to fully embrace the concept of lifelong learning.

The graphic design communication program is located within the Kanbar College of Design, Engineering and Commerce (C-DEC) alongside other design disciplines such as animation, industrial design, interactive design and media, textile design and fashion design. Together with business and engineering and other disciplines across the University, there is tremendous potential for interdisciplinary collaboration.

The work produced by graphic design communication students regularly wins awards and recognition in international, national and regional design competitions, exhibitions and publications, such as: the Adobe Design Achievement Awards, AIGA, *Creative Quarterly*, *Graphis New Talent Design Annual*, *HOW Magazine Self-Promotion*, Society of Publication Designers, The One Show College Design Competition, and the University and College Designers Association.

INDUSTRIAL DESIGN

Mission

The industrial design program delivers a broad education and the requisite professional skills, competencies and knowledge to enter into the industrial design profession. It crafts an environment that fosters critical discourse, enables personal discovery and promotes creativity and excellence. The faculty of the Industrial Design program instills in students a responsibility to the user, the environment and the business interests of the client. The students and the faculty seek to join the design profession in the ongoing discourse concerning the profession's role in society.

Program Learning Outcomes

Graduates of the industrial design program will demonstrate the ability to:

- Interpret changes in society and technology and ideas in the humanities and the arts through discussion, verbal, visual and written communication.
- Develop personal knowledge and methods needed to engage the discourse about design in different geographic and cultural contexts.
- Develop creative solutions to complex problems, relying on ideation techniques, open-ended explorations, systematic information gathering, analysis and creative resolution.
- Understand the priorities of other professions and stakeholders and collaborate with these in a productive, empathic manner.
- Seek to influence their own and other professions to adopt better practices and continually strive to improve the human condition.
- Approach their work with independence and the ability to continually assess and develop their methods so they can lead efforts to achieve better results.

Program Description

The four-year Bachelor of Science in Industrial Design program equips students to create attractive, meaningful and practical products and systems that serve the needs of the end-user and support the objectives of other stakeholders. The program prepares students to respond thoughtfully and creatively to challenges and opportunities presented by technological advances, social development and cultural change. The strengths of the program are derived from its interdisciplinary structure, collaboration with industry and engagement of the design community. Insights and unique collaborative project opportunities offer themselves to design students on a campus that hosts programs in related professions. Studio life is characterized by the simulation of work dynamics found in design consultancies and in corporate design departments.

INTERACTIVE DESIGN AND DEVELOPMENT

Formerly known as the digital design program or Interactive Design and Media, the Bachelor of Science in Interactive Design and Development prepares students to work in the rapidly developing field of interactive design and media.

Mission

The Bachelor of Science in Interactive Design and Development prepares students to work effectively in the rapidly moving field of interaction design. The program provides a diverse combination of skills, including the understanding of basic design principles, the capacity to plan and develop a great strategy,

the ability to harness the latest digital technologies and techniques and experience in working in a collaborative interdisciplinary environment.

Program Learning Outcomes

Graduates of the B.S. in Interactive Design and Development program will:

- A balance of research & planning, visual design, user experience design and programming skills essential to professional readiness and flexibility
- Experiences working as an integral member of a cooperative team in the classroom, through industry-sponsored projects and internships
- Creation of portfolio-quality projects that demonstrate visually rich and engaging interface designs in a professional context
- Focused experiences in liberal arts that support abilities to communicate ideas and continued personal and professional growth beyond graduation

Program Description

The curriculum in Interactive Design & Development establishes a strong foundation in visual thinking and conceptual skills common to most art and design fields. In advanced courses, you will develop the ability to visualize and produce work for richer information environments. You will explore complex aspects of time-based interactive design, web-based media, user experience, user interface, game design, and mobile communications.

In your first two years, you will concentrate on developing the basic skills necessary for visual literacy in the modern communication landscape. Basic design, expertise in typography, strategic planning, skill in electronic imaging, basic coding and navigation, and the principles of hierarchy in communication are all addressed.

The final four semesters include a combination of required studios designed to develop your ability to complete complex interactive projects, with consideration of social and economic factors as they apply to communication strategies. At this time will select a specialization in order to focus your studies and experience on specific career objectives.

Specializations include:

- Design
- Development
- E-Commerce
- Animation & Digital Media

All students are encouraged to participate in our active internship program and study abroad opportunities.

In the final semester, Interactive Design & Development students are required to complete a culmination capstone course where students will conceptualize and create a product which demonstrates their learning from the core program as well as their specialization. This capstone is inspired by either a collaborative industry project, a student's personal interests, or their career aspirations.

Outcome upon Graduation

Graduating students are required to demonstrate expertise in software manipulation and code development, an understanding of the social implications of the emerging technologies, and an ability to produce aesthetically pleasing products that can inform and delight while serving the needs of a variety of commercial environments.

TEXTILE DESIGN

Mission

The mission of the textile design program is to provide an integrated, collaborative curriculum that blends experiential learning in aesthetic and creative areas with emerging global technologies. The program emphasizes supportive relationships with faculty and peers, together with cross-disciplinary knowledge, to turn innovative ideas into actual products, preparing students for successful careers establishing the trends in design, color and pattern.

Program Learning Outcomes

Graduates of the textile design program will have the ability to:

- Apply conceptual and critical thinking skills that illustrate an understanding of the theoretical foundations of textile design.
- Demonstrate creative talents required of the textile design industry.
- Apply a base of liberal arts knowledge to examine textile design issues through acquiring, developing and conveying design ideas and information.
- Demonstrate an understanding of textile design business practices, including ethics and law.
- Develop design industry marketability through successful completion of the program.
- Identify international perspectives to function in a global marketplace.

Program Description

With expanding international markets, the billion-dollar textile industry cuts across a multiplicity of products and commerce—fashion, home furnishings, medical, performance, retail and technical. This provides a world of opportunity for talented textile designers. Our program puts students on the fast track to an exciting career in this field. Textile majors range from those who are design- and trend-oriented to those focused on textile science, engineering and product development, enabling specialization in the area most suited to individual interests and strengths.

Each year, Textile Design students win awards in prestigious, international design competitions sponsored by textile associations and industry corporations.

Textile designers begin their education in the studio developing a sense of color, light, shape, texture and form. They explore properties of fibers, yarns and dyes, and they study how fabrics are constructed. Advanced courses allow students to concentrate in a breadth of fabrication technology, including woven, knit and printed textiles.

The University invites designers, artists, industry leaders and experts onto campus to interact with students. These weekly presentations create an opportunity for students to explore the range of career

possibilities in the textile design field. Additionally, frequent field trips provide exposure to design studios, textile manufacturing facilities and product development firms.

TEXTILE MATERIALS TECHNOLOGY

Mission

The the textile materials technology (TMT) curriculum presents students with distinctive educational opportunities to demonstrate creativity and intellectual curiosity while applying time-tested principles mixed with a dose of cutting-edge innovation. The TMT degree develops a breadth and depth of professional skills that are infused with elements of design, engineering and commerce and are informed by the liberal arts and sciences.

Program Learning Outcomes

The TMT program graduates possess the technical and social competence and confidence to succeed in professional practice and advanced education. TMT Students will be lifelong learners who will exercise responsible stewardship.

Graduates of the TMT program will be able to:

- Integrate theory with research and practice, and guide creative decision-making in the textile field.
- Effectively communicate to multiple audiences using oral, written, numerical and visual methods.
- Establish a set of skills, competencies and attitudes that lead them to be a wise information consumers and self-motivated lifelong learners.
- Recognize the societal and environmental impact dominating sustainable practices within the textile industry.
- Analyze how global, societal, political and cultural practices interact and impact the textile field.
- Demonstrate experience working with and learning from others in a collaborative environment.

Program Description

The interdisciplinary and collaborative nature of the TMT courses creates sufficient flexibility to empower students to incorporate inventive solutions into advanced courses taken within one of five concentrations.

1. **Sports and High Performance Materials** involves the selection, specification and design of equipment and clothing materials for the enhancement of human performance.
2. **Product Safety & Materials Evaluation** is a natural outgrowth of the research activities of the Textile Engineering faculty at Philadelphia University.
3. The **Commerce** concentration is designed to collaborate with the School of Business Administration. Students may select courses that focus on international marketing and management or select courses that enable a pre-MBA concentration that leads to the completion of a B.S./MBA in five years of study.
4. **Textile Conservation & Forensics** evolved through collaboration with the faculty in the College of Science, Health and the Liberal Arts on course development and research, e.g. forensic chemistry. Utilization of the textile and costume collection at the Design Center along with the

museums and conservation laboratories in and around Philadelphia will enable a new focus for research and internships using textiles and related materials.

5. **Sustainability** allows an in-depth analysis of textile processes that are distinct to the industry and provide students with sufficient depth of knowledge to make informed decisions about the future of textile-related businesses. Students could conceivably double-major with the Environmental Sustainability major offered in the College of Science, Health and the Liberal Arts. Qualified TMT students could complete two graduate-level courses to facilitate a transition into the M.S. Sustainable Design program.

Qualified TMT students could complete two graduate-level courses to facilitate a transition into the M.S. Textile Engineering program.

School of Design and Engineering 4+1 Programs

BACHELOR OF SCIENCE AND MASTER OF SCIENCE IN TEXTILE DESIGN 4+1 DEGREE OPTION

The School of Design and Engineering offers a five-year Bachelor of Science/Master of Science (B.S./M.S.) program to qualifying students majoring in textile design. Students follow the B.S. in Textile Design program for the first three years. Graduate courses taken in the fourth year of undergraduate study are applied toward both the B.S. and M.S. degrees. The fifth year includes a summer session in addition to the fall and spring semesters.

The five-year program offers an opportunity for students wishing to further their design education through a year of graduate-level work. They are given the opportunity to work on design development on a more concentrated basis, and thus extend their design skills and portfolio work (within their chosen undergraduate specialization) to a level not attainable through the undergraduate program.

Procedures

- Prior to the end of their junior year, BS in Design students must complete the following:
 - Meet with an advisor from the Textile Design program
 - Submit an application to the Graduate Admission Office indicating a desire to enter the 4+1 degree
- Currently enrolled undergraduate textile design students will be considered for admission if they have maintained a 3.0 GPA.
- The GRE is required for full acceptance to the program and must be taken before the end of the senior year.
- BS in Textile Design students must complete a minimum of 120 unique undergraduate credits to receive their undergraduate degree.
- In order to complete the M.S. in Textile Design in one calendar year, some courses may need to be taken during the summers.

Program Learning Outcomes

See the B.S. in Textile Design and M.S. in Textile Design catalog entries for Program Learning Outcomes for both programs.

School of Design and Engineering Graduate Programs

ABOUT THE SCHOOL

The School of Design and Engineering provides both in-depth exploration of the individual design and engineering disciplines and interdisciplinary collaboration opportunities that frequently involve real clients. Through curricular integration of design, engineering and business disciplines, students develop a thorough understanding of the professional dynamics that exist between these fields. Areas of study within the School of Design and Engineering include animation and media, engineering, fashion design, graphic design, industrial design, interactive design and development, textiles and textile design.

Designers track advancements in science, technology and changes in society. Through their work, they express the meaning of these changes and they maximize the opportunities these advancements bring to our lives. In the process of interpreting change for the benefit of people, designers are shaping contemporary culture. Engineers apply the principles of mathematics and the laws of natural science to analyze, design, develop and devise improvements that benefit humanity. The engineering major provides for flexibility to address the unknown technical challenges that will confront society.

As change continues to accelerate, the design and engineering disciplines deliver unparalleled value to clients and employers. Designers are sought-after collaborators because of their ability to create synergy between the objectives of many other professions.

Our graduates are multi-dimensional professionals with broad-based skill sets and solid critical thinking abilities. The faculty of practicing professionals, state-of-the-art facilities, study abroad opportunities and our collaborative approach to learning all contribute to creating a unique, nurturing, exciting and creative environment within our school.

MASTER OF SCIENCE IN INDUSTRIAL DESIGN

Program Director: Tod Corlett

Mission

The M.S. in Industrial Design program teaches the effective design of products and systems used by people. It focuses on making the relationship between people and the things they use elegant, simple, useful and beautiful, and on finding new forms of value for product-users in cooperation with business and engineering, informed by user-centered research. The program is taught in an interdisciplinary studio context; it is intended for curious, motivated and highly qualified students with undergraduate degrees in design or in other fields.

Program Learning Outcomes

Graduates from the Master of Science in Industrial Design program will be able to apply the following skills, knowledge and habits of critical thinking. They will effectively and specifically address the following issues in corporate, entrepreneurial or consulting contexts:

Aesthetics

- Analyze and respond to cultural, political, economic and cognitive issues surrounding concepts of beauty, desirability, ornament, usability and user experience in the context of designed objects and systems.
- Propose positive relationships between form and function, and be able to create appropriate aesthetic responses in diverse design situations.

Global Context

- Analyze and propose interventions in the global economic environment in which products and systems are designed, manufactured, marketed, sold, and used in the 21st century.
- Create new understanding of how they, as designers, can participate and add value in these systems.
- Participate in international business and design cultures well enough to work effectively in a global environment.
- Exercise the cultural sensitivity and research skills necessary to design for end-user markets in global cultures.

Sustainability

- Respond to challenges for design implicit in rapid global change. Formulate innovative responses to issues such as climate change, pollution, resource limitations, population growth, rising standards of living in the developing world, and social and income disparities.
- Analyze the designer's role and degrees of freedom in responding to these pressing issues.

Research and Innovation

- Evaluate changes in social, economic and technological factors that represent potential opportunities for new product approaches, and do so in a compelling and reproducible fashion.
- Analyze the lives, values and minds of product users, and be able to translate this into creation of effective design interventions.
- Plan techniques for learning about interactions between people and products, and create processes for iteratively improving the products in this experiential context.

Interdisciplinary Leadership

- Lead cross-disciplinary teams effectively, and take responsibility for managing the team's work and in creating its effectiveness.
- Evaluate the nature and value of collaborative work processes, and the value added by specific disciplines.
- Analyze and synthesize responses to new challenges and opportunities facing the industrial design profession.

Admissions Criteria

A design portfolio is necessary from those with design backgrounds (this includes engineering) along with a letter of intent specifying the student's career goals and how the student plans to contribute to the program.

Applicants must demonstrate through portfolio an ability to conceive, iterate and improve design concepts; to use sketching and computer-based tools to communicate and document these ideas; and to make well-crafted things in three dimensions. It is also expected that qualified applicants will have knowledge of human factors issues and of the history of art and design, and some familiarity working in a critique-based studio environment incorporating team project work. These abilities can be gained through academic study or through personal/professional experience.

Because of the interdisciplinary emphasis of the industrial design program, it is anticipated that prospective students will come from various backgrounds and levels of expertise. If an applicant is found to need development in professional skills but is otherwise qualified, the MSID program can formally prescribe additional undergraduate courses as foundational preparation. These courses may be taken before starting the MSID studio sequence or concurrently with it at the MSID Program's option. All applicants to the program must meet with a program representative to determine necessary foundational courses.

CURRICULUM SEQUENCE: 42 CREDITS

(33 graduate credits minimum)

Highly qualified students may be exempted from MSID-500 Skills and Methods, MSID- 798 Internship/Independent Study, and/or MSID-701 Practice Tutorial, based on portfolio review. Students not exempted will take 42 graduate credits.

FOUNDATION COURSES, IF REQUIRED

CADF-500	CAD I for Industrial Design
CADF-501	Digital Design Techniques
IDF-501	Design Development Drawing
IDF-505	Materials/Process: Manufacturing
IDF-507	Design I for Industrial Design
IDF-508	Materials & Process: Fabrication
IDF-509	Rendering
IDF-510	Ergonomics Studies
IDF-513	Design V for Industrial Design
IDF-515	Design VI for Industrial Design
IDF-514	Visual Studies: Drawing

YEAR I

Summer Semester

MSID-500	Skills and Methods for ID	3
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Fall Semester

MSID-703	User-Centered Studio	6
MSID-700	Research and Design Process Methods	3

Spring Semester

MSID-705	Collaborative Studio	6
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MSID-707	Seminar: Current Issues in ID	3
YEAR II		
<i>Summer Semester</i>		
MSID-791/798		
MSID Internship/ Independent Study		3
	(Or Elective)	
<i>Fall Semester</i>		
MSID-803	Master's Project I: Implementation	6
MSID-701	Workshop: Prototyping	3
<i>Spring Semester</i>		
MSID-8XX	Master's Project II: Development and Evaluation	6
MSID-7XX	Practice Tutorial (Or Elective)	3
TOTAL GRADUATE CREDIT HOURS:		42 credits

Optional, not required for graduation:

Winter Term

MSID-600A	Graduate Intercultural Innovation: Study Abroad Component	1
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Spring Semester

MSID-600B	Graduate Intercultural Innovation: Project Component	2
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MSID students may take the MSID elective 600 Intercultural Innovation, or other graduate electives (Sustainable Design recommended), subject to availability and program requirements.

MASTER OF SCIENCE IN USER EXPERIENCE AND INTERACTION DESIGN

Program Coordinator: Neil Harner

Mission

The mission of the M.S. in User Experience and Interaction Design is to prepare students to be professionals who will change standards by which society communicates and interacts. When one looks at websites, mobile communications devices, graphic user interfaces, or integrated systems, one sees the importance of interaction in communicating a rich media experience. For businesses, success depends on a well-designed, engaging, dynamic and robust user experience. The M.S. in User Experience and Interaction Design program provides students the necessary skillsets and promotes the critical thinking that is vital to this evolving field.

The predominant feature of the M.S. in User Experience and Interaction Design program is the development of new and innovative ways of communicating and learning to work as a team. The program offers students a unique opportunity to study in an interdisciplinary atmosphere. While learning to be successful members of an interdisciplinary design team, students acquire skills to manipulate digital technology, communicate ideas, visualize design proposals and manage information.

Program Learning Outcomes

Graduates of the M.S. in User Experience and Interaction Design will be able to apply the following skills, knowledge and habits of critical thinking:

Best Practices in Visual Communication, Information Literacy

- Use principles of design, such as visual organization, information hierarchy, typography, narrative and aesthetics to solve problems.
- Plan and design usable sites by collecting data through various methods.
- Analyze and evaluate data, plan and execute intuitive interfaces, user experiences and rich interactive designs.

Practical Interactive Knowledge and Technological Skills

- Use equipment, technology and resources that represent current trends in the field.
- Analyze and design functional prototypes.
- Apply user experience design principles.
- Evaluate and respond to user needs and develop solutions to usability problems.
- Apply fundamental concepts of Internet and digital marketing including social media and email marketing.
- Create and analyze system architecture such as Content Management Systems, web development, user interactions and database development.

Development, Production and Post-Production Knowledge

- Use computer languages, compilers, interpreters and assembler products to produce code and output to meet specifications.
- Illustrate an understanding of digital technologies in the creation, production and use of visual communication.
- Utilize and synthesize digital tools including software, photography, time-based and interactive media to create effective visual designs.

The M.S. in User Experience Interaction Design program emphasizes the following:

- Tailoring the classroom experience around a diverse set of student professional and cultural backgrounds leading to a more dynamic and engaging team-based classroom experience
- A balance of research and planning, visual design, user experience design and programming skills essential to professional readiness and flexibility
- Creation of portfolio quality projects that demonstrates high competencies for thought leadership, problem solving skills and a superior understanding of real-world challenges
- Mentorship by practicing and leading professionals specialized in classroom topics to not only educate on current industry standards but also demonstrate future considerations

The M.S. in User Experience and Interaction Design program concludes with a final capstone research project. In this synthesis studio, students will develop a final working prototype of a product, service, entertainment or publication of their choice that synthesizes all of their knowledge and skill from the previous semesters. The final project demonstrates marketability and/or successful functionality within the larger community. This project prepares the student to enter or advance in the rapidly expanding field of user experience and interaction design by closely emulating the professional design environment. It prepares the student to enter a profession that requires innovative designers with the ability to work within a collaborative interdisciplinary team.

Admissions Criteria

M.S. in User Experience and Interaction Design

The program is designed for prospective students who have professional experience, previous student, or a particular aptitude in computer programming, design, and/or visual arts.

To apply students must be able to provide:

- Completed Application for Graduate Admissions
- Official Academic Transcripts
- Current Resume/CV
- 2 Letters of Recommendation (may be emailed directly by recommenders)
- A thoughtful essay, focused on the unique ways they anticipate contributing to this interdisciplinary program
- Design portfolio, preferably in an interactive format. PDFs are accepted

International students must provide a WES transcript evaluation if transcripts are not in English, as well as official TOEFL or IELTS scores. A substantial number of students inside this program come from outside the US; we welcome and value global perspectives.

Fast and fluent English speaking and comprehension are crucial to success in a graduate-level studio design program. For international applicants, the program has determined that TOEFL IBT speaking and listening subscores above 20 are needed allow students to function effectively. Students whose scores are slightly below these levels are still encouraged to apply; they may be offered admission, conditional on completion of a recommended foundational English program.

18-Month Advanced Professional Track Requirements

In addition to the general graduate program admission requirements, highly qualified professionals may be eligible for a consolidated 31 credit, 18-month degree program. In order to be eligible for this prospective students must meet the following qualifications:

- Interactive portfolio that demonstrates established work in the interactive field
- Minimum of 3-years working experience in relative profession
- Conduct an in-person or video-conference interview with the program director

18-Month Program Undergraduate Pathway Admission Requirements

In addition to the general graduate program admission requirements, recent PhilaU graduates may be eligible for a consolidated 31 credit, 18-month degree program. In order to be eligible for this opportunity students must meet the following criteria as part of their undergraduate degree completion at PhilaU:

- Minimum 3.5 GPA
- Completed undergraduate Graphic Design, Industrial Design, Animation and Digital Media, or Interactive Design and Development program.
- If not a graduate of the Interactive Design and Development program, student must have taken “IDD-510 Essentials of Interactive Design” with a ‘B’ or greater OR completed a Web Design and Development minor.

Philadelphia University uses a rolling admissions policy, meaning there is no set application deadline. You may apply online by [clicking here](#), and email supporting documents to GradAdm@PhilaU.edu.

Two-Year Program - Fall Start

Course	Credits
<i>Fall</i>	
Essentials of Interactive Design	6
Research and Design Process Methods	3
<i>Spring</i>	
Digital Experience Design	3
Mobile Communication Design	3
Design Business and Entrepreneurship	3
<i>Summer</i>	
Digital Innovation Design	3
<i>Fall</i>	
UXD Thesis Project Preparation	1
Interactive Narrative/ Drama	3
Database Management/ Scripting	3
UXD Internship or Independent Study	3
<i>Spring</i>	
UXD Thesis Project	6
TOTAL CREDITS	37

Two-Year Program - Spring Start

Course	Credits
<i>Spring</i>	

Essentials of Interactive Design	6
Design Business and Entrepreneurship	3
<i>Summer</i>	
Digital Innovation Design	3
<i>Fall</i>	
Digital Experience Design	3
Research and Design Process Methods	3
Database Management / Scripting	3
<i>Spring</i>	
UXD Thesis Project Preparation	1
Interactive Narrative/ Drama	3
Mobile Communication Design	3
UXD Internship or Independent Study	3
<i>Fall</i>	
UXD Thesis Project	6
TOTAL CREDITS	37

18-Month Program - Fall Start (only)

Course	Credits
<i>Fall</i>	
Research and Design process Methods	3
Digital Experience Design	3
Database Management and Scripting	3
<i>Spring</i>	
Mobile Communication Design	3
Design Business and Entrepreneurship	3
Interactive Narrative and Drama	3
UXD Thesis Project Preparation	1
<i>Summer</i>	
Digital Innovation Design	3
UXD Internship or Independent Project	3
<i>Fall</i>	
UXD Thesis Project	3
TOTAL CREDITS	31

MASTER OF SCIENCE IN TEXTILE DESIGN

Program Director: Claire Beevers

Mission

The Master of Science in Textile Design provides both integration and balance between creative design and technology to prepare students for successful careers within the textile design industry. The program opens up the opportunity for successful and creative professional development for students who hold previous studio arts degrees as well as those coming from alternative backgrounds.

The program structure has a unique balance of a strong technology base across all aspects of textiles upon which students build their design skills in a single concentration of knit, weave or print. Collaborative experiences with other majors plus a range of additional projects assigned by industry professionals and companies serve to expand the students' experiences.

Program Learning Outcomes

Through the course of the program, students will:

- Develop an appreciation of the multifaceted nature of textile design and the technical knowledge, skills, design and development processes and business structures required for a professional career in textiles.
- Practice sustained visual research through original visual observation and trend information.
- Apply visual research and technical skills into a collection of knitted, woven or printed textiles.
- Produce a final body of textile design work—a fabric collection for exhibition and portfolio—exhibiting individual concept and development.
- Produce an account of their final semester collection in thesis format for inclusion in the Gutman Library collection.

Curriculum

Foundation Courses Specific to the M.S. in Textile Design

The following foundation or equivalent undergraduate courses may need to be completed. The specific foundation course requirements for each student will be based upon consultation with the area concentration advisor. Contact the School of Design and Engineering for further information.

ARTH-102	History of Western Art II or TXF 503 History of Textiles & Costumes
CHEM-101	General Chemistry
DRAW-101	Drawing I
TXF-501	Foundation Fiber and Yarn Studies
TXF-506	Design Foundations II or VSDES101 Design Essentials
TXF-510	Introduction to Digital Imaging
TXF-511	Knitting I
TXF-542	Color, Dyeing and Finishing
TXF-517	Weaving I

Depending upon concentration:

TXF-512 Knit Design Studio I and TXF513 Knit Design Studio II or

TXF-514 Print Design Studio I and TXF515 Print Design Studio II or

TXF-518 Weave Design Studio I and TXF519 Weave Design Studio II

* The foundation requirement in Textile Design Studio may be waived via portfolio review only.

CORE COURSES: 36 CREDITS

The following is a sample curriculum sequence:

Semester 1

TXD-615 Design Studio IA (three credits)*

TXD-616/TXD-617 Design Studio IB & IC (six credits total)*

TXD-625 Seminar (credit/no credit)

TXD-665 Design Management, GFE611 Product Development/Entrepreneurship, GFE621 Fashion Global Marketing and Sourcing or GFE734 Fashion Supply Chain Management

Semester 2

TXD-742/TXD-743/TXD-744 Design Studio II (nine credits total)*

TXD-749 Weaving Technology or

TXD-750 Knitting Technology or

TXD-776 Textile Printing Technology

Semester 3

TXD-772/TXD-773/TXD-774 Design Studio III (eight credits total)*

TXD-777 Advanced Computer-Aided Design

TXD-975 Thesis (one credit)

* Design Studio 26 credits

The Design Studio courses make up the majority of the coursework in the M.S. in Textile Design program. Students are required to specialize in one design area (knit, weave or print) but are encouraged to incorporate the other areas of textile design through their foundation courses, elective or design studio work. The 26 credits of Design Studio are split into three stages that may be spread over three semesters. However, the student may elect or be advised to take only three or six credits of Design Studio in any semester depending on individual progress, development and available time commitment. All students involved in Textile Design Studio courses will participate in common presentation/critique sessions toward the end of the semester.

Students may elect to replace up to six credits of Design Studio with graduate-level electives. The selection of these electives should be approved by the primary design faculty member and the program director.

ELECTIVES: 3 CREDITS

Choose one course from the following or other courses approved by the program director.

TXD-756 Advanced Jacquard

TXD-780	Advanced Drawing: Materials & Techniques
TXD-791	Internship
TXD-798	Independent Study
TXD-993	European Textile Print Study Tour (Alternate Years)
TXD-994	European Knitting Study Tour
TXD-904	African Textiles Short Course
TXE-751	Advanced Woven Structures - Product Development
TXE-752	Advanced Knitted Structures - Product Development

TOTAL CREDIT HOURS: 39 Credits

Additional Requirements for Textile Design Applicants

Applicants are required to provide the Admissions Committee a typed personal statement (250 to 500 words) discussing (1) the applicant's reasons to pursue a graduate degree in textile design and (2) why the applicant believes he/she will be successful with this course of study.

MASTER OF SCIENCE IN TEXTILE ENGINEERING

Program Director: Brian George, Ph.D.

Mission

This program is intended to develop the graduate student's knowledge in the advanced fields of textile science and engineering. Students with undergraduate education in the fields of textile engineering, textile chemistry and textile sciences, and those with undergraduate experience in engineering or materials technology are welcome to pursue this program. The wide range of textile engineering courses will prepare the student to make significant contributions in either advanced textile manufacturing technology or textiles material science. The carefully integrated educational offerings at the University enable the student to be exposed to a wide range of professional education possibilities. A capstone experience is provided during the final semester.

Program Learning Outcomes

Graduates of the M.S. in Textile Engineering will:

- Demonstrate knowledge & proficiency in technical aspects of textile engineering.
- Analyze and criticize established textile theories and synthesize new theories.
- Understand and evaluate engineering theory.
- Apply their acquired skills toward the development of a unique research project.
- Demonstrate a competent knowledge and proficiency in the field of textile engineering.
- Perform written and oral technical communications at a competent level.

Curriculum

The M.S. in Textile Engineering requires the successful completion of 36 credits composed of 27 credits of Core Courses and 9 credits of Research Thesis. Most full-time students complete the requirements in two academic years.

Foundation Courses:

For students matriculating in the M.S. Textile Engineering program with no undergraduate background in textiles, a group of foundation courses may be required. The foundation courses will be determined at the time of admission by the program director.

CORE COURSES: 27 Credits

Students choose nine courses from the selection below after consultation with their graduate advisor.

TXE-601	Fiber and Yarn Studies
TXE-613	Characterization of Fibrous Materials
TXE-621	Mechanics of Materials
TXE-622	Mechanics of Textiles
TXE-624	Advanced Textile Composites
TXE-625	Biomaterials Technology
TXE-713	Coloration and Finishing Studies
TXE-721	Analytical Methods
TXE-751	Advanced Woven Structures
TXE-752	Advanced Knitted Structures
TXE-753	Advanced Nonwoven Structures
TXE-754	Industrial and Specialty Fabrics
TXE-755	Advanced Yarn Studies
TXE-759	Product Evaluation
TXE-762	Textile and Apparel Operations Management
TXE-783	Advanced Chemistry of Fibrous Materials
TXE-790	Quality Management
TXE-791	Internship
TXE-797	Selected Topics
TXE-798	Independent Study

RESEARCH THESIS: 9 Credits

In consultation with the thesis advisor, the student will select an area for concentrated study.

TXE-941	Research Thesis
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TOTAL CREDIT HOURS: 36 Credits

Curriculum Sequence

The following course sequence is for Fall entrants:

Year 1

Fall Semester

TXE 721 Analytical Methods (fall only)

2 MSTE courses

Spring Semester

3 MSTE courses

Year 2

Fall Semester

3 MSTE courses

Spring Semester

TXE 941 Thesis

The following course sequence is for Spring entrants:

Fall Semester

3 MSTE courses

Spring Semester

TXE 721 Analytical Methods (fall only)

2 MSTE courses

Year 2

Fall Semester

3 MSTE courses

Spring Semester

TXE 941 Thesis

MASTER OF SCIENCE IN SURFACE IMAGING

Program Director: Hitoshi Ujiie

Mission

The MS in Surface Imaging offers students the opportunity to develop imagery for various physical forms using a variety of printing technologies. Students will explore direct surface imaging on diverse porous and non-porous substrates. Fabrication printing, including material subtraction and deposition printing

technologies (laser and enhanced 3D printing), also become a significant part of the program. The program focuses on the integrations of (1) design & creativity, (2) printing technology and applied engineering and (3) innovative business systems to prepare future leaders for the imaging industry.

Program Goals and Learning Outcomes

Goal: Visual Communication Skill for Surface Imaging

Graduates of the M.S. in Surface Imaging will be able to:

- Analyze the social symbiosis of political, economical and cultural factors, which influence design trends and develop design concepts for the future.
- Apply design concepts to the principals of form and function to create positive aesthetic results.

Goal: Crafted Control

- Graduates of the M.S. in Surface Imaging will be able to:
- Comprehend and apply various printing processes and coloration systems to create printed designs that demonstrate Crafted Mechanical Control.
- Identify technological limitations and possibilities of the latest surface printing systems to summarize and propose the systems for future industry.

Goal: Trans-disciplinary Integrations (with design, applied engineering and commerce)

Graduates of the M.S. in Surface Imaging will be able to:

- Identify surface imaging supply chains such as marketing, design, manufacturing and product distribution
- Analyze conceptual surface imaging supply chain models
- Demonstrate interdisciplinary and entrepreneurial leadership in the field of surface imaging

Goal: Research

Graduates of the M.S. in Surface Imaging will be able to:

- Participate in applied research including design movements, materiality, applied engineering and new commerce opportunities to expand the knowledge of surface imaging.
- Participate in partnership with industry related projects

Program Description

The MS in Surface Imaging does not adhere to the traditional boundaries of a concentrated design discipline. It incorporates a variety of design, business and engineering components that enrich and diversify the learning experience. Students are able to communicate their concepts through printed and/or fabricated design, business plans and models, and mechanical explorations that will amplify future opportunities as imaging specialists.

The curriculum provides new learning environments that extend beyond the boundaries of existing traditional academic fields and reinforces “new ways of thinking” to provide innovative opportunities in a wide range of professional fields.

In support of Nexus Learning, the Surface Imaging curriculum incorporates real-world projects that stress critical thinking and problem solving skills through teamwork, collaboration and connections with industry partners. The program also requires industry-driven projects, where interdisciplinary problem solving plays a major role in the learning process. The Surface Imaging Program will find intersections with the current design, business and engineering graduate programs at Philadelphia University to foster a range of interdisciplinary group work.

Curriculum Sequence

The M.S. in Surface Imaging program consists of 33 credit hours of coursework including 30 credit hours of core courses and 3 credit hours of a designated elective. The program is structured to take in a new cohort every summer semester except for those who are admitted with Advanced Standing. Students can complete the program in 16 months.

Summer (1st year):

iMBF-504 Accounting (1.5 credit)*

iMBF-505 Finance (1.5 credit)*

MSSI-500 Surface Imaging Design Foundation (3 credit)

Fall:

MSSI-601 Surface Imaging Design I (3 credit)

MSSI-602 Introduction to Material Science for Surface Imaging (3 credit)

MSSI-607 Printing Technology for Surface Imaging (3 credit)

Spring:

MSSI-700 Transdisciplinary Project I (3 credit)

MSSI-701 Surface Imaging Design II (3 credit)

() Designated Elective (3 credit)

Summer (2nd year):

MSSI-800- Surface Imaging Master Project (9 credit)

Options for Designated Electives:

iMBA-759 Entrepreneurship (3 credit)

MSSI-702 Transdisciplinary Project II (3 credit)

MSSI-791 Internship for Surface Imaging (3 credit)

MSSI-798 Independent Study for Surface Imaging (3 credit)

() Study Abroad Short Course (3 credit)

() Elective Studio (3 credit)

*Students with a business education/background may waive this requirement if admitted with Advanced Standing.

DOCTOR OF PHILOSOPHY IN TEXTILE ENGINEERING AND SCIENCE

Program Director: Brian George, Ph.D.

Mission

The mission of the Textile Engineering and Science Doctor of Philosophy program is to educate textile engineers who combine theory, practice, scholarly research and application of knowledge in their chosen professions. It is expected that graduates of the doctoral program will pursue careers in basic and applied research in industry, government or university settings. Graduates will contribute original research and scholarly publications to the fiber and textile fields.

Program Learning Outcomes

Graduates of the Ph.D. in Textile Engineering will:

- Demonstrate knowledge of and proficiency in applying research methodology to textile engineering.
- Demonstrate knowledge and proficiency in technical aspects of textile engineering.
- Analyze and critique established textile and engineering theories and synthesize new theories based on research.
- Apply their acquired skills toward the development of a unique research project.
- Perform written and oral technical communications at a competent level.

Program Description

The doctoral program in textile engineering and science emphasizes not only depth in fundamental textile engineering and science/mechanical engineering disciplines, but also an interdisciplinary approach to understanding technologies in which textile engineers and scientists can and should take a leading role. It is this combined emphasis on fundamentals, the ability to think and work outside one's area of expertise and the ability to frame complex problems that best defines this doctoral program. Students will propose a textile engineering and science problem of substance and then develop a solution. Students must demonstrate the ability to apply scientific principles to meet engineering needs with due regard to social and economic factors, and they must do so within a reasonable time constraint.

Program Structure

Doctoral candidates will have as their primary goal the completion of an original engineering/scientific contribution to the body of knowledge in the field of textiles. This contribution will be in the form of a written doctoral dissertation that will be defended in the presence of the faculty of Philadelphia University.

During the first year of the program, students will complete required coursework, including a 9-credit-hour (three courses) engineering minor. In a collaborative agreement with nearby Temple University, these graduate-level courses will be taken at the College of Engineering at Temple. The student's doctoral committee may require additional courses to enhance the student's research.

All courses will be taken in the first year of the doctoral program. Students will then be required to pass a two-part qualifying examination in the field of textile engineering. The first part is a written

examination, and the second part is an oral examination. A major and a minor topic will be chosen by the candidate and the doctoral committee and agreed upon at least four months in advance of the examination. Dates for the written and oral exams will be selected by mutual agreement of the candidate and the committee members.

All members of the committee should be present for the oral examination. The written examination may be administered by the committee chair with input from other committee members. The result of the two-part qualifying examination will be a pass or a fail. Both the written and oral examinations should be completed by the end of the second semester of study. Upon the successful completion of the examination, students will be formally admitted to doctoral candidacy. This will usually occur after the first year of full-time enrollment.

Students who fail the qualifying examination on the first attempt will be given one more chance, at the discretion of the committee, to improve their performance. In any case, the qualifying examination must be completed before the end of the second year of the student's doctoral program.

The candidate will then make a formal Ph.D. thesis proposal defense. Once approved by the doctoral committee, students will conduct their doctoral research and subsequent dissertation. At the completion of a written dissertation, the candidate will give a formal and public thesis defense. Upon a successful defense, the student's candidacy will be completed, and upon the recommendation of the faculty of the Philadelphia University the candidate will be awarded the Ph.D. in the field of textile engineering and science.

Degree Requirements

FIRST YEAR: 18 CREDITS

Selection of doctoral advisor

Completion of doctoral committee selection

Three engineering courses at Temple University 9

TES-901 Preliminary Examination Preparation 3

TES-902 Thesis I 6

Successful completion of doctoral qualifying examination

SECOND YEAR: 18 CREDITS

Doctoral thesis proposal defense

TES-903 Dissertation Research I 9

TES-904 Dissertation Research II 3

TES-906 Thesis II 6

Defense of Doctoral Dissertation

Credit for previous master's degree: 36 credits (minimum)

TOTAL CREDIT HOURS 72 Credits

While it is the intention to have students study full-time, there will be a provision for students to take a leave based on personal reasons. In all cases, students will have a maximum period of five years from the date of initial enrollment to complete all doctoral degree requirements. The minimum time requirement to complete the doctoral program is two years. The minimum full-time enrollment in residence is two semesters.

Admission to the Ph.D. Program

The Ph.D. program in textile engineering and science is primarily an advanced research-oriented program that will be offered to selected graduates of M.S. Textile Engineering programs. Students from M.S. Textile Engineering programs that are offered internationally also will be considered for admission. Candidates with advanced engineering degrees in fields other than textiles, e.g., mechanical, chemical or materials, may be considered for admission if they agree to take master's-level textile engineering courses at Philadelphia University. The credits they receive for these additional courses will not take the place of the required nine credits of minor courses in engineering, and they will serve as foundation-level courses.

Standardized Test Requirements

Applicants to the Ph.D. program who have master's degrees in textile engineering (or other acceptable fields as noted above) from a university in the United States are not required to submit GRE or TOEFL scores for admission. For all other students (international students and those who do not have an acceptable master's qualification) the requirements for the admission to the M.S. in Textile Engineering program will apply.

Graduate Research Assistantships

All students admitted to the Ph.D. in Textile Engineering and Science program will be offered research assistantships funded through external grants and contracts. The selection of students is based on the suitability of students' backgrounds and their interests in fields that match those of the funding professor. For application and assistantship availability, please contact the Graduate Admissions Office.

College of Science, Health and the Liberal Arts

Executive Dean: M. Dryer

Associate Dean: B. Kimmelman

Associate Dean for General Education: T. Schrand

Coordinator of Academic Operations: P. Brennan

Director of Science Laboratories and Chemical Hygiene Officer for Academic Programs: Gwenn Allen

Faculty: J. Anderson, J. Ashley, A. Baker, M. Baker, J. Bail, C. Bock, A. Bower, P. Bradford, D. Cafaro, J. Coale, D. Cundell, M. McCoy Deh, S. DiDonato, S. Dinero, J. Felter, L. Focacci, K. Gindlesparger, E. M. Gorenberg, K. Gill, S. Haiman, V. Hanson, K. Herron, S. Humbert, A. Jones, K. Jones, C. Kennedy, B. Kimmelman, J. Klemens, W. Krupnick, E. Laine, R. Long, D. Michaels, K. Mickle, M. Milkevitch, N. Niemczyk, S. Parillo, D. Perlman, D. Pfeuffer-Scherer, R. Parakkal, E. Parr, R. Peterson, J. Pierce, N. Rao, D. Rogers, H. Rostami, M. Roydhouse, T. Schrand, R. Shain, P. Tiemeyer, M. Tulante, B. Trivinia, S. Van Dahm, W. Wachter-Schutz, C. White, F. Wilkinson,

The College of Science, Health and the Liberal Arts is home to a multidisciplinary faculty and innovative curriculum in history, the humanities, mathematics, the sciences, the social sciences and the health professions. The College has a mission to promote academic excellence in professional education and the liberal arts and sciences through its academic programs and offerings that include:

THE HALLMARKS CORE

The College of Science, Health and the Liberal Arts is responsible for the delivery of Philadelphia University's innovative general education core curriculum that stresses active learning, integrative thinking and a blending of professional and liberal education. The Hallmarks Core, part of the broader Hallmarks Program, encourages students to approach their professional area within the broader political, social, economic, ethical and cultural contexts. This curriculum is designed to promote critical thinking and to enhance the student's skills in communication, quantitative reasoning, information literacy and research.

UNDERGRADUATE PROGRAMS

- Biochemistry
- Biology
- Biopsychology
- Chemistry
- Communication
- Environmental Sustainability
- Health Sciences
- Law and Society
- Pre-Medical Studies
- Psychology

COMBINED DEGREES

- B.S. in Health Sciences/M.S. in Physician Assistant Studies
 - Option: Five-Year Freshman Admission B.S. /M.S.
- B.S in Health Sciences/M.S. in Occupational Therapy
- B.S. in Health Science/M.S. in Community and Trauma Counseling

- B.S. in Psychology/M.S. in Occupational Therapy
- B.S. in Psychology/M.S. in Community and Trauma Counseling
- MBA/M.S. in Physician Assistant Studies

UNDERGRADUATE CERTIFICATE PROGRAMS

- Childhood Trauma Studies

GRADUATE PROGRAMS

- Master of Science in Community and Trauma Counseling
- Master of Science in Disaster Medicine and Management
- Master of Science in Midwifery
- Master of Science in Midwifery Completion Program
- Master of Science in Occupational Therapy
- Master of Science in Physician Assistant Studies
- Clinical Doctorate in Occupational Therapy

GRADUATE CERTIFICATE PROGRAMS

- Advanced Studies in Trauma Counseling
- Business and Organizational Continuity
- Childhood Trauma Studies
- Disaster Medicine and Management
- Post Master's Certificate in Midwifery

SCIENCE, HEALTH AND THE LIBERAL ARTS MINORS

For more information about the minors see the "Minors and Concentrations" section of the Academic Catalog.

- Biodiversity
- Communication
- Environmental Sustainability
- Genetics
- Law and Society
- Psychology
- Public Health
- Social Sciences

College Mission

The College of Science, Health and the Liberal Arts strives to graduate students who are competent professionals who are fully prepared for professional practice or graduate study and are proficient in the general areas of:

- Information literacy and lifelong learning
- Oral, written and electronic communication
- Quantitative reasoning
- The use of technology
- Critical thinking, in-depth analysis, complex decision-making and problem-solving
- Appreciation for diversity and awareness of a global perspective
- Ethical reflection
- Civic engagement
- Leadership

The College seeks to create and foster a learning community of self-motivated students and teacher-scholars with meaningful interactions both in and out of the classroom and laboratory.

Core Values

This mission will be accomplished through the focus and dedication of a premier faculty, administration and staff in a nurturing environment based on the following common set of values:

- Innovative teaching and active learning
- Individual mentoring and outstanding academic advising
- Outstanding service to students, families and alumni
- Strong professional preparation grounded in the liberal arts and sciences
- Applied research with student participation
- Ethical reflection and integrity
- Program, college, university and community service

The Hallmarks Program for General Education

Mission

Philadelphia University pursues its mission of professional education with a broad and innovative approach to general education, which advances a set of shared learning goals across the general education core curriculum, the majors, and the co-curriculum. Our Hallmarks Program for General Education aligns all three of these educational experiences to fulfill the University's Value Proposition for General Education.

Program Learning Outcomes

The Hallmarks Program is organized around a Value Proposition that defines our goals for each student:

General education at Philadelphia University empowers students to

- Question, based on curiosity and confidence
- Adapt, based on contextual understanding and global perspective
- Contribute, based on empathy and collaboration
- Act, based on initiative and ethical reflection with the goal of imagining and realizing better futures.

This statement identifies eight Hallmarks outcomes that we consider vital to our students' personal and professional success. These also serve as the learning goals for the Hallmarks Core curriculum:

- **CURIOSITY:** Create strategies for expanding knowledge through reflection and research.
- **CONFIDENCE:** Challenge concepts, practices and experts with reasoning and evidence.
- **CONTEXTUAL UNDERSTANDING:** Develop and share insights using appropriate means of expression.
- **GLOBAL PERSPECTIVE:** Navigate diverse environments and complex issues by managing multiple systems of knowledge and behavior.
- **EMPATHY:** Consider multiple perspectives in order to relate to others and strengthen communities.
- **COLLABORATION:** Achieve goals by integrating skills and knowledge in a team setting.
- **INITIATIVE:** Take creative and intellectual risks when exploring ideas and real-world problems.

- **ETHICAL REFLECTION:** Affirm an ethical compass to guide personal, civic and professional life.

Program Description

Within this framework of learning outcomes, our Hallmarks Program advances and tracks student achievement through a coherent and comprehensive general education core curriculum (the Hallmarks Core) and an electronic portfolio process (the Hallmarks Folio). The Hallmarks Core sets the foundation for these 8 outcomes and develops them progressively across four years of study. These outcomes are reinforced and given professional context in each student’s major and they are given personal meaning in co-curricular activities like study abroad, student organizations, and internships. The Hallmarks Folio is the digital space where students collect and post evidence of their progress towards fulfilling the 8 Hallmarks outcomes. This electronic portfolio allows students to display “artifacts” of their learning for each outcome in all three parts of their educational experience: their major, the Hallmarks Core and their co-curricular activities.

Value Proposition	Learning Goals (Competencies)	GEN ED CORE CURRICULUM: e-portfolio artifact	MAJOR: e-portfolio artifact	CO-CURRICULUM, major or core curriculum: e-portfolio artifact
Question	Curiosity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Confidence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Adapt	Contextual Understanding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Global Perspectives	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contribute	Empathy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collaboration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Act	Initiative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Ethical Reflection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

As students compile their Hallmarks Folio, they pair each artifact with a reflective essay describing how the assignment or experience they have chosen demonstrates their advancement within that particular Hallmarks learning outcome. This process of documentation and reflection makes our students more intentional learners, with a clear sense of how their experiences at Philadelphia University are combining to prepare them for meaningful personal, civic and professional lives.

The Hallmarks Core

The Hallmarks Core, our general education core curriculum, guides Philadelphia University students through an integrated education in the liberal arts and sciences and advances their mastery of the eight Hallmarks learning outcomes, in partnership with the broader Hallmarks Program for General Education. It also contributes to the Hallmarks Program by providing structure and oversight for students' completion of their Hallmarks Folio. This electronic portfolio review occurs in our "Touchstone" courses, which students take during each of the four years of the program: DBTU-114 Debating U.S. Issues, WRIT-201/202 Writing Seminar II, DBTG-300 Debating Global Issues, and HALLMK-499 Capstone Folio Workshop.

The Hallmarks Core requirements are sequenced over four years in order to build skills, knowledge and learning outcomes progressively. In most cases, the requirements are scheduled at a specific time in the curriculum of each major. Students should consult with their academic advisors before registering each semester and use the chart provided here to ensure that they are on track in terms of sequencing and prerequisites.

First Year	Sophomore Year	Junior Year	Senior Year
First Year Seminar FYS-100: Pathways Seminar: Preparing for Academic and Professional Success (1 credit)	Writing Seminar II: Multimedia Communication WRIT-201/202: Writing Seminar II (Prereq: WRIT-101/101G)	Debating Global Issues DBTG-300: Debating Global Issues (Prereq: WRIT-201/202, GDIV-2xx or GCIT-2xx)	Capstone Folio Workshop HALLMK-499: Capstone Folio Workshop (Prereq: DBTG-300, ISEM-3xx, ETHIC-2xx, ADIV-2xx, GCIT-2xx, MATH-1xx, Scientific Understanding)
	Global Diversity GDIV-200: Global Cultures of Modernity GDIV-201: Europe GDIV-202: Latin America GDIV-205: East Asia GDIV-208: Africa GDIV-210: Middle East GDIV-220: Great Britain	Integrative Seminars ISEM-378/DECMTHD-300: Ethnographic Research Methods ISEM-302: Telling Stories, Selling Stories ISEM-360: Human Behavior and the Physical Environment	

	<p>GDIV-226: Italy GDIV-227: India and South Asia GDIV-203: Class, Gender and Race in World Societies GDIV-223: World Philosophies GDIV-225: Exploring World Literature ARAB-101: Arabic I CHIN-101: Chinese I FREN-101: French I GER-101: German I ITAL-101: Italian I JAPN-101: Japanese I SPAN-101: Spanish I</p> <p>(Prereq: DBTU-114, WRIT-101/101G)</p>	<p>(Prereq: WRIT-201/202, GDIV-2xx or GCIT-2xx)</p>	
<p>Writing Seminar I: Written Communication</p> <p>WRIT-101/101G: Writing Seminar I</p>	<p>Ethics</p> <p>ETHIC-200: Bioethics ETHIC-204: Dystopian Film and Literature ETHIC-215: Evil and Good ETHIC-384: Applied Professional Ethics</p> <p>(Prereq: DBTU-114, WRIT-101/101G)</p> <p>American Diversity</p> <p>ADIV-200: American Social Justice ADIV-201: Defining American Voices ADIV: 202: Immigrant America ADIV-204: Red and Blue America ADIV-381: Gender Studies ADIV-391: The African-American Experience ADIV-390: The Urban Experience</p> <p>(Prereq: DBTU-114, WRIT-101/101G)</p>		
<p>Debating U.S. Issues</p> <p>DBTU-114: Debating U.S. Issues</p>	<p>Global Citizenship</p> <p>GCIT-211: The Global Economy GCIT-380: Human Rights GCIT-225: Global Politics GCIT-208: The Individual and the Global Environment</p> <p>ARAB-201: Arabic II CHIN-201: Chinese II</p>		

	FREN-201: French II GER-201: German II ITAL-201: Italian II JAPN-201: Japanese II SPAN-201: Spanish II (Prereq: DBTU-114, WRIT-101/101G)	
Mathematics		
MATH-100/1: Finite Math MATH-103: Introduction to Calculus MATH-102: Pre-Calculus MATH-103: Introduction to Calculus MATH-110: Precalculus for Science and Engineers MATH-111: Calculus I		
Scientific Understanding		
SCI-101: Environmental Science CHEM-101: General Chemistry SCI-102: Exploring Science PHYS-101: Gen. Physics SCI-108: Sustainability and Eco- BIOL-106: Biology for Design Innovation CHEM-103: Chemistry I (4 cr.) SCI-110: Landscape Ecology BIOL-103: Biology I (4 cr.) SCI-112: Materials Selection PHYS-201: Physics I (4 cr.) BIOL-101: Current Topics in Biology		
Mathematics OR Scientific Understanding		
Any third course from the above two categories		

Introductory and Fundamentals courses:

Some students begin the Hallmarks Core sequence with appropriate preparatory courses in reading, writing and mathematics (determined by placement testing). Courses at the 100-level (WRTG-100 Introduction to Academic Writing, WRTG-100G Introduction to Academic Writing: Global, ITXA-100 Introduction to Textual Analysis, and ITXA-100G Introduction to Textual Analysis: Global) carry academic credits that apply towards graduation. Courses at the 099-level (MATH-099 Fundamentals of College Mathematics) carry credits that do not apply towards graduation.

Description of Hallmarks Core requirements

First Year Seminar:

This one-credit course introduces first-time freshmen to university life and academic strategies that will enable their success at Philadelphia University and beyond. Students will create personal, professional, and academic goals, as they plan for effective learning and career development in their majors.

FYS-100: Pathways Seminar: Preparing for Academic and Professional Success

Writing Seminar I: Written Communication:

In Writing Seminar I: Written Communication, students develop skills and practices vital to the writing process: reading, synthesizing, outlining, drafting, and revising. Written Communication asks students to anticipate the needs of an audience and create academic arguments to address those needs. To achieve these goals, students write in a variety of academic genres. Through the theme of “Finding

Philadelphia,” students analyze both published and student texts. This course is the first in two writing-specific courses at the University, and it helps students develop their Contextual Understanding competency.

WRIT-101 Writing Seminar I: Written Communication

WRIT-101G Writing Seminar I: Written Communication--Global

Debating U.S. Issues:

In Debating U.S. Issues, students examine a series of pressing current political, economic or social issues in the United States. Students and faculty will work together to uncover the underlying historical factors that have shaped these important topics, and to debate competing interpretations of and responses to them. This inquiry-based approach helps students develop their Initiative competency and Debating U.S. Issues also serves as a Touchstone course, introducing students to the Hallmarks Folio and reviewing their first postings in it.

DBTU-114: Debating U.S. Issues

Mathematics:

In the Mathematics requirement, students learn the language of mathematics so that they can manipulate mathematical symbols correctly, translate words into mathematical forms and translate mathematical forms into words. The Mathematics requirement helps students to develop their Confidence competency as they apply mathematical reasoning to answer real-world questions. Depending on the requirements of the majors, students take a minimum of one course with a MATH prefix and a maximum of two courses in this category to fulfill the Hallmarks Core requirements (the majors may require additional math training beyond this).

MATH-100/1: Finite Math

MATH-103: Introduction to Calculus

MATH-102: Pre-Calculus

MATH-103: Introduction to Calculus

MATH-110 Pre-Calculus for Science and Engineers

MATH-111: Calculus I

Scientific Understanding:

In the Scientific Understanding category, students apply scientific methods to problem solving, investigate the functioning of the natural world, and assess the validity of scientific information presented in written and graphic formats. This requirement helps students develop their Curiosity competency as they learn how to generate data and test ideas in a systematic way. Depending on the requirements of the majors, students take a minimum of one and a maximum of two courses in this category to fulfill the Hallmarks Core requirements (the majors may require additional science training beyond this). These courses are typically in the first two years, but this can vary by major.

SCI-101: Environmental Science

SCI-102: Exploring Science

SCI-108: Sustainability and Eco-Innovation

SCI-110: Landscape Ecology

SCI-112: Materials Selection

BIOL-101: Current Topics in Biology

CHEM-101: General Chemistry

PHYS-101: Gen. Physics

BIOL-106: Biology for Design

CHEM-103: Chemistry I (4 cr.)

BIOL-103: Biology I (4 cr.)
PHYS-201: Physics I (4 cr.)

Writing Seminar II: Multimedia Communication

In this course, students produce collaborative and individual projects to develop critical reading, writing, thinking and researching skills. Through analyses of professional communication, students consider the rhetorical framework and strategies for effective, ethical communication. Student projects include written, oral and visual presentations, with particular emphasis on project management and process as well as the final products of their work. In the Hallmarks Program, this course helps students develop their Collaboration competency, and it also serves as a Touchstone course in which each student's Hallmarks Folio is reviewed and assessed at its sophomore-level stage of development. There is also a 4-credit version of the course for all incoming transfer students; this version will be a residency requirement that introduces new students to the Hallmarks Folio and helps them "backfill" it with artifacts and/or reflections from previous course work or life experiences.

WRIT-201: Writing Seminar II: Multimedia Communication

WRIT-202: Writing Seminar II for Transfer Students: Multimedia Communication

Ethics:

Courses in the Ethics category provide frameworks for moral decision making in students' professional, civic, and personal lives. By debating contemporary ethical issues in everyday life and in their professions, critically analyzing their own ethical commitments, and studying different approaches to ethical decision making, these courses help students develop their Ethical Reflection competency.

ETHIC-200: Bioethics

ETHIC-204: Dystopian Film and Literature

ETHIC-215: Evil and Good

ETHIC-384: Applied Professional Ethics

Global Diversity:

In the Global Diversity category, students explore the cultural and social dynamics of various world societies. Students enhance their ability to understand others by experiencing the perspectives of societies and value systems from around the world through the analysis of a variety of cultural artifacts. This requirement helps students develop their Empathy competency by raising their awareness of ethnocentrism and building their intercultural understanding.

GDIV-200: Global Cultures of Modernity

GDIV-201: Europe

GDIV-202: Latin America

GDIV-205: East Asia

GDIV-208: Africa

GDIV-210: Middle East

GDIV-220: Great Britain

GDIV-226: Italy

GDIV-227: India and South Asia
GDIV-203: Class, Gender and Race in World Societies
GDIV-223: World Philosophies
GDIV-225: Exploring World Literature
ARAB-101: Arabic I
CHIN-101: Chinese I
FREN-101: French I
GER-101: German I
ITAL-101: Italian I
JAPN-101: Japanese I
SPAN-101: Spanish I

American Diversity:

In the American Diversity category, students examine cultural and social issues, past and present, in the United States. Using close reading, critical thinking, and the analysis of primary texts and cultural artifacts, students strengthen their information literacy skills as they find, consider and evaluate multiple perspectives on course topics. The requirement helps students develop their Confidence competency by using reasoning and evidence to challenge arguments and reach conclusions.

ADIV-200: American Social Justice
ADIV-201: Defining American Voices
ADIV-202: Immigrant America
ADIV-204: Red and Blue America
ADIV-381: Gender Studies
ADIV-391: The African-American Experience
ADIV-390: The Urban Experience

Global Citizenship:

In the Global Citizenship category, students analyze political, economic and sociological issues at the international level to consider the meanings and obligations of global citizenship. These courses address various dimensions of the modern globalization trend and their impacts on cross-cultural understanding. This requirement helps students develop their Global Perspectives competency.

GCIT-211: The Global Economy
GCIT-380: Human Rights
GCIT-225: Global Politics
GCIT-208: The Individual and the Global Environment
ARAB-201: Arabic II
CHIN-201: Chinese II
FREN-201: French II
GER-201: German II
ITAL-201: Italian II
JAPN-201: Japanese II
SPAN-201: Spanish II

Integrative Seminars:

Integrative Seminars provide an in-depth examination of specific topics or themes related to one or more of the University's professional majors. Geared for a general audience, these courses evaluate

their topics from a variety of perspectives, including those from the disciplines of history, the social sciences and/or the humanities. These junior-year, writing-intensive courses help students develop their Initiative competency by encouraging them to take intellectual risks as they explore real-world issues using advanced research, communication and critical-thinking skills.

DECMTHD-300 / ISEM-378 Ethnographic Research Methods
ISEM-302 Telling Stories, Selling Stories
ISEM-360 Human Behavior and the Physical Environment

Debating Global Issues:

Designed to be taken in the junior year, this writing-intensive course challenges students to evaluate competing perspectives on the origins and intersections of current global trends and issues and their impact on world societies, including the U.S. Students will also research and consider how these issues will affect their chosen professional field, in both individual and collaborative projects. As a Touchstone course in the Hallmarks Core curriculum, the course work includes an upper-level review and assessment of each student's Hallmarks Folio and the course assignments address many of the 8 Hallmark Competencies.

DBTU-300: Debating Global Issues

Capstone Course in the Hallmarks Core:

This is the final requirement in the Hallmarks Core curriculum. Students evaluate their fulfillment of the 8 Hallmark Competencies as they refine and complete their Hallmarks Folio prior to graduation. Course activities include peer reviews of folio artifacts and reflective essays, and a reinterpretation of a previous project from the student's major to address Hallmark Competencies of their choice. All students take this course in their senior year. It is writing intensive and cannot be taken for credit/no credit.

HALLMK-499 Capstone Folio Workshop

POLICIES

The Hallmarks Program and Transfer Students

The University is mindful of the need to be accessible to students who transfer from two-year colleges and other four-year institutions. In general, students who transfer academic credit from other colleges to the bachelor's degree program at Philadelphia University may have that credit apply toward the requirements of the Hallmarks Core program.

Courses for which credit can be transferred include all of those Hallmarks Core courses for which equivalent courses have been completed at other accredited institutions. Since Hallmarks Core courses are designed specifically for Philadelphia University, the University will determine transfer course equivalency.

Three specific courses in the Hallmarks Core curriculum--Writing Seminar II, Debating Global Issues, and the Capstone Folio Workshop--serve as "touchstone" courses in which students are evaluated in terms of their progress towards completing their Hallmarks Folios and their reflective essays are reviewed and revised. Therefore, AP/transfer credit is generally not awarded for these courses. WRIT-202 Writing Seminar II for Transfer Students is specifically intended to introduce new students to the Hallmarks Program and to help them jumpstart the Hallmarks Folio process.

Advanced Placement and College Level Examination Program (CLEP) credits will be accepted under the policy that is currently in effect at the University. Their acceptability to the curriculum will be determined in the same manner as transfer credit from other colleges.

Transfer students should meet with their academic advisors during orientation or at the beginning of their first semester to review whether/how courses taken at other institutions apply to their degree requirements at Philadelphia University.

UNDERGRADUATE PROGRAMS

ENVIRONMENTAL SUSTAINABILITY

Mission

The B.S. in Environmental Sustainability produces graduates who can apply systems thinking, life cycle assessment, ecological literacy and impact analysis to innovate and solve environmental problems.

Program Learning Outcomes

Graduates of the environmental sustainability program will be able to:

- Evaluate fundamental chemical, biological, and physical principles to explain the flow of energy and materials on Earth and the functioning of living systems.
- Critique historical, cultural, social, political, and economic aspects of human environmental behavior that shape the relationship between human societies and their environments, using reflexive thinking and scales of analysis ranging from local to global.
- Evaluate the sustainability of a product, organization, supply chain, or community using systems thinking and life-cycle analysis.
- Report sustainability challenges and solutions clearly and effectively to a variety of different audiences and stakeholders, using an appropriate mixture of written, oral, visual, and quantitative communication methods.
- Evaluate complex real-world sustainability problems to determine appropriate change strategies and to define your role as leader or collaborator.

Program Description

Sustainability involves balancing the needs of human societies with the health of the ecosystems that surround and support them. It also challenges us to behave ethically across generations: how can today's societies meet their needs without compromising the ability of future generations to meet theirs? This challenge is growing sharper every day as rapid population and economic growth produce a number of related concerns: climate change, dwindling oil supplies, extreme weather events, shrinking water supplies and the accelerating resource requirements of developing nations like India and China. This combination of issues calls for a new category of experts who can develop and implement the strategies for sustainability.

Designing a sustainable operation, whether at the local, national or global level, requires a comprehensive approach that accounts for the political, cultural, scientific, economic and technological context of the relationship between humans and their ecosystems. Sustainability professionals need to be able to think across these different areas and communicate with a variety of experts and audiences in their own "languages."

The Bachelor of Science in Environmental Sustainability equips students with the skills and vocabularies to bridge the multiple disciplines—architecture, design, business, engineering and policymaking—necessary to produce environmentally sustainable operations for communities, businesses and organizations. Philadelphia University offers the only environmental program in the region with training across these different professional fields; this approach builds upon the University's strengths and produces creative problem-solvers with the skills necessary to build the sustainable societies of the future.

With the increasing global attention to environmental issues, the demand for sustainability experts will continue to rise. Environmental sustainability professionals can expect to build careers in local, state and federal environmental agencies, utility companies, non-profit environmental organizations, wildlife and conservation agencies, environmental consulting and auditing firms, "green" contracting and

construction management companies, and educational programs in schools, museums and parks. In addition, the study of environmental sustainability develops scientific and social science skills that can be applied to graduate training in a variety of fields, including law, public policy, education, business and natural resource management. Internship opportunities and multiple elective courses allow students to gain professional experience before graduation and to customize their major according to their career objectives.

LAW AND SOCIETY

Mission

The B.S. in Law and Society program is an undergraduate, interdisciplinary program that encourages active student participation and debate on issues concerning how competing powers create law, for what purpose, and how these laws are implemented and why they are followed. The program develops leadership by building critical thinking and communication skills in an energetic, practically oriented environment. Graduates are prepared broadly for careers in the legal profession, such as law school, paralegal and legal assistantships, and for positions in criminal justice, law enforcement, politics, non-profits and government organizations.

Program Learning Outcomes

Graduates of the law and society program will:

- Possess a breadth and depth of professional skills informed by the liberal arts and sciences.
- Apply multidisciplinary and collaborative approaches as a means of succeeding in dynamic, complex career environments.
- Integrate theory and practice to inform research and guide creative decisions in their professional fields.
- Interpret and value diversity in both local and global communities.
- Be ethically responsible citizens in the personal, professional and civic spheres.
- Bring innovation to their fields and anticipate future directions in their professions by adapting to social, environmental and economic change.

Program Description

The rule of law and concepts of social justice provide a foundation for life in modern society and a framework for ethical action for professionals in all fields of work. Knowledge of the origins of American and international legal concepts and systems, and of the ongoing transformation of those systems, is of value in virtually every profession and for every global citizen.

The law and society major builds valuable critical thinking and writing skills through the examination of legal systems, courts and conceptions of justice and human rights within both the American and international contexts, and offers opportunities to explore literary, philosophical, psychological, sociological, historical, ethical and scientific approaches to legal issues. With a multidisciplinary approach that draws deeply on the liberal arts and social sciences, the law and society program also reflects the University's traditional commitment to practical professional education.

Students earning a B.S. in Law and Society will be well prepared for careers in law, law enforcement, criminal justice and politics, but are by no means limited to such careers. Today's employers seek graduates with critical thinking and communications skills and broad global awareness. The skills and information offered by the law and society program prepare its students for work in a broad range of professional areas. Public service, government, NGOs, international businesses, high-tech firms and

diplomatic service: these are only a few of the law-related fields affected by the rapidly changing legal environments worldwide.

All law and society majors also choose a minor from one of the many professional fields that the University offers, such as business, psychology, languages and environmental sustainability. Opportunities for internships, study abroad and independent research allow students to examine the ways in which legal issues intersect with professional practice in a variety of site locations across many professional fields. Our Career Services professionals help position students for career opportunities after graduation and have an enviable job placement record.

The law and society major also opens many doors for students whose career plans include graduate study in fields such as law, business, medicine, public health, political science, sociology and urban policy and planning. Students preparing specifically for careers as lawyers can take advantage of our professional advising program that supports them on their way to law school.

COMMUNICATION

Program Director: Dr. Abigail Jones

Mission

The Communication program prepares graduates to meet the demands of the constantly transforming and expanding industry. With its multidisciplinary curriculum, the goal of the program is twofold. First, to increase students' knowledge concerning a wide variety of communication processes and their extensive impact on society. Second, to apply this knowledge and students' own interests in developing skills such as strategic thinking, narrative creation and creative design, allowing them to successfully extend their knowledge beyond the classroom.

Program Learning Outcomes

1. **Planning and Process:** students will apply a process of self-reflection and self-evaluation in order to plan their course of study and professional path in Communication [*integration*]
2. **Visual Literacy:** students will read, interpret, and analyze visual information in multiple forms of media [*visual*]
3. **Idea Invention:** students will engage in generative and iterative processes to develop and communicate original ideas to achieve specific communication goals [*rhetoric, practice, visual, integration*]
4. **Rhetoric and Writing:** students will identify and apply written techniques of argument and persuasion appropriate to specific tasks, audiences, and platforms [*rhetoric, practice*]
5. **Visual/verbal presentation:** students will synthesize their understanding of visual and verbal communication techniques and technologies to create effective presentations for specific audiences [*rhetoric, practice, visual, integration*]
6. **Narrative Creation:** students will identify and apply written and visual narrative strategies to the invention and communication of persuasive stories for specific audiences [*rhetoric, practice, visual, integration*]
7. **History/theory:** students will explore the relationship between meaning and context through analysis of historical and contemporary communicative expressions [*rhetoric, practice, visual integration*]

Program Description

Today's media exist in multiple, ever-changing platforms that constantly alter the ways that information is transmitted. This rapidly developing technological landscape forms the backdrop for the field of contemporary communication. Successful communication professionals must not only flexibly negotiate emerging media, but must also possess the skills and understanding to construct powerful narratives in both visual and written formats.

The B.S. in Communication prepares students for this dynamic, challenging media environment through a multi-disciplinary education that emphasizes critical thinking, creative problem-solving, and an appreciation that storytelling, in all its variety is the basis of all successful communication.

The program recognizes that integrated knowledge and field-specific understandings are the sources of inventiveness that will support professional success. From their first year students take courses in a range of disciplines that include strategic communication, media, graphic design and web design, providing a multi-disciplinary foundation on which creative professional innovation will thrive. Additionally, the curriculum allows students to choose from six field-specific secondary specializations that include health, fashion, sports and marketing communication. All students in the program will be highly encouraged to complete one to three internships before graduation.

Graduates of the program will be able to merge comprehensive strategic skills with the latest technologies, be visually literate, have a solid grasp of history and theory, be skilled in rhetoric and writing, presentation, and storytelling, be experienced in the process of idea invention, and be savvy, reflective planners. The program tailors itself to the unique career goals of each student and focuses upon the application of technology to the process of communication.

BIOCHEMISTRY

Mission

The mission of the biochemistry program at Philadelphia University is to provide a high quality, rigorous curriculum, accredited by the American Chemical Society, that prepares our undergraduate students for the disciplines of chemistry and biochemistry where critical and analytical thinking skills, collaboration, innovation and a yearning for discovery are essential traits. Our stimulating and supportive environment allows students to grow intellectually and professionally through a curriculum that stresses thorough understanding of chemical concepts and principles while developing essential practical, hands-on skills through laboratory experiences such as faculty-led research and laboratory-based courses. In addition, the mission of the University ensures that our graduates not only possess the essential mathematical and scientific skills to be successful in the chemical and biochemical disciplines, but they also become lifelong, community-engaged learners as a result of our rigorous Hallmarks Core curriculum.

Program Learning Outcomes

Graduates from the Biochemistry major will be able to:

- Describe the fundamental laws and theories of chemistry pertaining to the properties of matter, chemical reactions and their stoichiometry, properties of gases, solution chemistry and acid/base chemistry.
- Describe the chemistry of organic molecules including functional group structure and properties, structure and stereochemistry of alkanes, nucleophilic substitution and elimination reactions of alkyl halides, the structure/synthesis/reactions of alkenes, alcohols, aromatic compounds, amines, carboxylic acids, carboxylic acid derivatives and aldehydes/ketones.

- Summarize chemical thermodynamics, chemical kinetics and quantum mechanics and relate this information to modern day chemistry.
- Develop the language, terms and critical thinking/problem solving skills to use and understand analytical instrumentation used in chemistry and biochemistry today.
- Acquire the necessary laboratory skills, including knowledge of laboratory safety, proper laboratory behavior, and to be functional with laboratory equipment and techniques.
- Describe the chemistry of inorganic compounds, to include symmetry and group theory, molecular orbital theory, coordination chemistry, main group element chemistry and the chemistry of the solid state.
- Describe metabolism (including signaling mechanisms, basic biochemistry of DNA and RNA and mechanisms of control of gene expression), protein structure-function and laboratory techniques used in biochemical research.
- Garner information and critically analyze information (Information Literacy skills in general).
- Effectively communicate in written formats germane to the sciences.
- Successfully use their garnered research skills to probe new avenues of scientific inquiry.
- Utilize communication skills to disseminate research to both the general public and the scientific community.

Program Description

The Bachelor of Science in Biochemistry combines the disciplines of biology and chemistry to enable students to pursue careers in research, industry and advanced study in graduate programs. A variety of opportunities exists in research and development in the pharmaceutical industry, specialty-chemical companies and genetics, molecular biology and bioengineering research. The program provides an appropriate preparation for medical and other health sciences professional schools. Biochemistry majors maintain a consistently high placement rate in major-related careers and graduate school programs.

A wide array of career choices are available to professionals in this important field, including research management positions at large pharmaceutical and chemical companies such as GlaxoSmithKline, Johnson & Johnson, Rohm and Haas, DuPont, Merck and Eastman Kodak.

The program, accredited by the American Chemical Society (ACS), not only prepares students for careers in research, development or production in the chemical industry, but for advanced study in graduate and/or medical school. The University maintains close ties with the ACS, which frequently invites students to present their research findings at meetings. Students have recently given presentations in Washington, D.C., San Francisco and San Diego. Students accumulate field-related research experience throughout their college careers due to the small class size and the faculty's hands-on" approach.

BIOLOGY

Mission

The mission of the Bachelor of Science in Biology is to provide students with a strong foundation of knowledge and analytical and technical skills to prepare them for graduate study and/or for careers in the biological sciences.

Program Learning Outcomes

Graduates of the biology program will be able to:

- Select and apply elementary and advanced biological principles to projects at multiple levels
- Prepare oral presentations based on laboratory work or literature review information
- Interpret and employ graphical and tabular presentations of data
- Execute and perfect laboratory skills

- Prepare comprehensive laboratory reports in manuscript format
- Synthesize content and skills in planning a research project
- Identify, summarize and compare contrasting expert viewpoints on biological subjects
- Integrate critical review of biological literature in support of a research project
- Recognize the diversity of professions available to persons trained in biological sciences
- Display professional conduct in a variety of academic and professional environments in the biological sciences

Program Description

The Bachelor of Science in Biology at Philadelphia University affords students opportunities to pursue careers or graduate and professional study in disciplines as diverse as biotechnology, genetic counseling, pharmaceuticals, cellular and molecular biology, immunology, cancer research and secondary education. An investigative approach in field and laboratory courses promotes development of technical competence as well as conceptual understanding. Many students hone their analytical skills through research with faculty on campus or at other institutions through internships and may present their work at professional society meetings or publish in scientific journals. Students are strongly encouraged to participate in the Alpha Chi Sigma National Chemistry Fraternity which sponsors academic, recreational and community service activities and provides students with networking opportunities and professional support after graduation.

BIOPSYCHOLOGY

Mission

The biopsychology curriculum provides students with a broad understanding of the biological bases of behavior. The curriculum provides students with an in-depth understanding of the scientific foundation for psychology and the resulting connections between psychology and biology. The biopsychology curriculum integrates psychology and the natural sciences to provide a fuller understanding of the biological bases of behavior. The biopsychology major is a science-based curriculum designed to prepare students for careers in the medical or allied health fields, direct entry into medical/pharmaceutical research, or graduate programs in various science-based disciplines.

Program Learning Outcomes

Graduates from the biopsychology program will be able to:

- Analyze and apply the scientific process to psychology.
- Locate, retrieve, critically evaluate and communicate scientific data and knowledge.
- Communicate effectively and professionally.
- Express expertise in specific content areas of psychology.
- Display knowledge of the ethical standards, personal integrity and professional responsibilities of psychologists.
- Apply principles and practice of core information and values in a psychology practice environment through internships and applied research.

Program Description

Interest in biological explanations of behavior has increased dramatically in the last decade and has led to a greater appreciation for researching brain functioning in order to understand behavior. The demand for highly trained, behaviorally oriented scientists in academic and industrial research has been substantial and is reflected in the rise of graduate programs in biopsychology and related fields such as

neuroscience. The Bachelor of Science in Biopsychology integrates psychology and the natural sciences to provide a fuller understanding of the biological basis of behavior. The biopsychology major is a science-based curriculum designed to prepare students for medical school, direct entry into medical/pharmaceutical research, or graduate programs in psychology, biopsychology, animal behavior, neuroscience and occupational therapy. Students will complete a common core of courses in psychology and science and select one of three concentration tracks: animal behavior, graduate study or pre-medical studies.

Psychology Concentration Option (Select one seven-course option)

Pre-Medical Studies Option

- *CHEM-201/201L, CHEM-202/202L, PHYS-201/201L, PHYS-203/203L and three additional advanced courses from biology and psychology areas (see advisor)*

Animal Behavior Option

- *CHEM-207/207L, ECBIO-201, ECBIO-301 and four additional advanced courses from biology and psychology areas (see advisor)*

Graduate Study Option

- *Seven advanced courses from biology and psychology areas (at least three from each area; see advisor)*

CHEMISTRY

Mission

The mission of the chemistry program at Philadelphia University is to provide a high quality, rigorous curriculum, accredited by the American Chemical Society, that prepares our undergraduate students for the disciplines of chemistry and biochemistry where critical and analytical thinking skills, collaboration, innovation and a yearning for discovery are essential traits. Our stimulating and supportive environment allows students to grow intellectually and professionally through a curriculum that stresses thorough understanding of chemical concepts and principles while developing essential practical, hands-on skills through laboratory experiences such as faculty-lead research and laboratory-based courses. In addition, the mission of the University ensures that our graduates not only possess the essential mathematical and scientific skills to be successful in the chemical and biochemical disciplines, but they also become lifelong, community-engaged learners as a result of our rigorous Hallmarks studies curriculum.

Program Learning Outcomes

Graduates from the chemistry program will be able to:

- Describe the fundamental laws and theories of chemistry pertaining to the properties of matter, chemical reactions and their stoichiometry, properties of gases, solution chemistry and acid/base chemistry.
- Describe the chemistry of organic molecules including functional group structure and properties, structure and stereochemistry of alkanes, nucleophilic substitution and elimination reactions of alkyl halides, the structure/synthesis/reactions of alkenes, alcohols, aromatic compounds, amines, carboxylic acids, carboxylic acid derivatives and aldehydes/ketones.
- Summarize chemical thermodynamics, chemical kinetics, and quantum mechanics and relate this information to modern day chemistry.

- Develop the language, terms and critical thinking/problem solving skills to use and understand analytical instrumentation used in chemistry and biochemistry today.
- Acquire the necessary laboratory skills, including knowledge of laboratory safety, proper laboratory behavior, and to be functional with laboratory equipment and techniques.
- Describe the chemistry of inorganic compounds, to include symmetry and group theory, molecular orbital theory, coordination chemistry, main group element chemistry and the chemistry of the solid state.
- Describe metabolism (including signaling mechanisms, basic biochemistry of DNA and RNA and mechanisms of control of gene expression), protein structure-function and laboratory techniques used in biochemical research.
- Garner information and critically analyze information (Information Literacy skills in general).
- Effectively communicate in written formats germane to the sciences.
- Successfully use their garnered research skills to probe new avenues of scientific inquiry.

Program Description

The Bachelor of Science in Chemistry, accredited by the American Chemical Society (ACS), not only prepares students for careers in research, development or production in the chemical industry, but also for advanced study in graduate and/or medical school.

The two options within this program, chemistry and environmental science, provide the student the opportunity to investigate and to research developments in modern chemistry. Upper-level chemistry majors may work with a faculty member on a research project of mutual interest. As a result of these projects, some of the students have seen their work presented in national meetings and published in scholarly journals. The University maintains close ties with the ACS, which welcomes information about student research at its regular meetings.

By working with faculty on real projects, students learn how to complete each step of an independent research project that leads to the production of a scientific report suitable for publication in peer-reviewed journals. Recent faculty-student partnerships have led to joint presentations at national conferences in Atlanta, Toronto, Denver, San Diego and New Orleans.

Chemistry affects our daily lives more than most people realize. From the paint we use to decorate our homes and the dyes used to create patterns in everyday items such as apparel and home furnishings, to the antibiotics prescribed to us by our doctors, experienced chemists are needed to produce many of the practical, revolutionary and necessary goods we often take for granted. Field-related research and experience are offered as part of the University's chemistry major, preparing graduates for an abundance of career opportunities. Chemistry majors maintain a consistently high placement rate in major-related careers and graduate school programs. Large pharmaceutical and chemical companies such as GlaxoSmithKline, Johnson & Johnson, Dow Chemical, Rohm and Haas, Merck and DuPont hire our students to become research chemists, managers and associates based on their outstanding classroom and laboratory experience and extensive research work.

HEALTH SCIENCES

Mission

By offering a strong foundation of natural science courses combined with human sciences, psychology and unique clinical experiences, the Bachelor of Science in Health Science prepares graduates for entry into professional and graduate schools in a variety of allied health fields.

Program Learning Outcomes

A health sciences graduate will:

- Demonstrate the ability to choose appropriate scientific and medical resources from library databases searches.
- Identify key anatomic structures, define their function and discuss their relationship to disease.
- Identify principles of normal psychological development and identify deviations from normal.
- Describe normal physical and mental development from birth to death.
- Identify and explain the role that disease can exert on a person's physical and mental function.
- Work productively and professionally with others in groups.
- Work effectively with others to debate an ethical dilemma.
- Apply principles of respect to patients that they encounter in a clinical environment.
- Be accepted to and enrolled in graduate programs or work in a health care field.

Program Description

The health care job market is one of the fastest growing segments of the economy today in the United States. The need for additional health care providers and allied health personnel is rapidly expanding. Graduates from the B.S. in Health Sciences will have the necessary preparation in science, psychology and the liberal arts to successfully gain admission into and complete a graduate program for many allied health professions. They will also gain the skills in information literacy needed to answer relevant professional questions through database searching and critical analysis of original research, as well as become proficient in written, verbal and electronic communication.

The curriculum includes a strong foundation of natural science courses combined with human sciences, psychology and unique practical and clinical experiences. Each student is required to complete an extensive volunteer and shadowing experience as part of their coursework. Students are encouraged to explore a variety of health care opportunities by shadowing and gaining patient contact at a variety of area hospitals and clinics. The free electives that are built into the curriculum allow students to explore an area of specialization or sample a variety of different courses that are offered at the University. Students also have the opportunity to study abroad or participate in medical mission trips.

Philadelphia University provides exceptional facilities for the health sciences program. In addition to the fully-equipped genetics, microbiology and histology labs, there is a physical diagnosis lab and gross anatomy (cadaver dissection) lab which students will have the opportunity to explore. The small class size fosters peer interaction and a close-knit community of students and faculty.

Students pursuing a Bachelor of Science in Health Sciences will be prepared to enter into professional and graduate schools in a variety of allied health fields. Students can pursue a career or graduate study in diverse disciplines such as physician assistant studies, occupational therapy, physical therapy, exercise science, community health, social work, community counseling, education, research, rehabilitation, crisis intervention, health care administration, public health and human resource management. The opportunities are boundless.

This program is offered as either a stand-alone B.S. degree or in combination with one of three graduate programs: M.S. in Occupational Therapy, M.S. in Physician Assistant Studies, or M.S. in Community and Trauma Counseling.

PRE-MEDICAL STUDIES

Mission

Pre-medical studies is an “umbrella major” providing academic and professional training to students planning to attend medical school as well as other graduate health care institutions. The major is distinguished by a series of unique upper-level science courses whose case history and problem-based learning approach mirrors that of first-year graduate students in the health care professions, and which are designed to develop students’ proficiency in interpreting complex scientific data. Students spend 100 hours developing their empathic, professional and clinical evaluation skills through two hands-on, off-campus preceptorship experiences performed with licensed health care practitioners. Our graduates are nationally competitive, as evidenced by their MCAT, GRE and DAT scores, and more than 90 percent of our students to date have gone on to various successful careers as physicians, dentists, physical therapists, veterinarians, pharmacists, optometrists, podiatrists and chiropractors.

Program Learning Outcomes

Graduates of the pre-medical studies program will be able to:

- Demonstrate knowledge of health care through hands-on training in HIPAA law, taking history and basic physical measurements and professional conduct with patients.
- Demonstrate oral and written communication skills with both lay people and professionals.
- Recognize and use medical terminology.
- Develop formal, analytical, synthetic and problem solving science skills.
- Synthesize information from diverse sources to make decisions.
- Recognize the social challenges faced in both national and global medical practice.
- Comprehend and be able to explain a variety of commonly used clinical laboratory techniques.
- Recognize and employ the professional empathy needed in an effective health care professional.
- Demonstrate an optimal performance on national standardized graduate school exams (MCAT, GRE, DAT etc.).
- Recognize the varied health care careers and their spheres of expertise.

Program Description

The future medical practitioner must be a capable scientist able to make independent judgments and data evaluations in order to treat the patient. It is the goal of the Bachelor of Science in Pre-Medical Studies to prepare students for these professions. Philadelphia University has a strong basis in health care stemming from a long-established physician assistant studies program and occupational therapy and midwifery programs. Combined with the University’s diversity of focus, including both science and liberal arts strengths, this results in a graduate who has the analytical, verbal, written and empathic skills necessary to become an effective health practitioner.

Faculty involved in the pre-med curriculum have been active in developing novel methods of instruction and assessment of student skills, which include the use of case-history analyses, discussion of social and ethical aspects of medicine and disease risk assessment through genetic monitoring. Students also develop their empathy and professional skills through two unique three-credit preceptorships during which they receive off-campus training and work hands-on with health care professionals, several of whom are Philadelphia University alumni. As well as receiving grades for these experiences, students learn firsthand what being in health care means. At Philadelphia University, we are aware that a successful student is one who is nurtured and advised during his/her formative, science-intensive, four-year mentoring. As they proceed through the curriculum, students’ progress is monitored by both an effective Pre-Med Committee and by dedicated pre-med advisors, all of whom are previous health care graduates. In order to be successful candidates for any graduate school, students must maintain a 3.0 minimum GPA, at least between their sophomore and senior years. Any

student not maintaining a GPA commensurate with success in the major will be asked to transfer to another major by the Pre-Med Committee, as this will be considered ineffective progress toward graduation. Philadelphia University pre-medical studies graduates have an excellent placement record in medical, osteopathic, dental and veterinary schools including University of Pennsylvania, Temple University, Thomas Jefferson University, University of Maryland, Philadelphia College of Osteopathic Medicine, and New York College of Osteopathic Medicine. The Program has developed a scholarship program for pre-medical students to attend a MCAT (Medical School Admission Exam) Preparation Program and has developed affiliation agreements with medical and other professional schools.

Articulation Agreements

Articulation Agreement with Kornberg School of Dentistry (3+4)

Students enrolled in the pre-medical studies major will be required to follow a special curriculum, maintain at least a 3.2 GPA and take the Dentistry Assessment Test (DAT) in the summer between their sophomore and junior years. Acceptance to Kornberg will then be commensurate on a successful interview with Kornberg and the student obtaining the same mean DAT score as the incoming class for the fall of the following year. A successful student would then transfer to Kornberg at the end of his/her junior year. Credits for the final senior year and the undergraduate B.S. in Pre-Medical Studies will then be provided by select courses taken by the students during the freshman doctor of dental medicine (DDM) graduate school program at Kornberg.

Articulation Agreement with Logan University (3+3)

Students enrolled in the pre-medical studies major will be required to follow a special curriculum and maintain at least a 3.0 GPA, but do not need to take graduate assessment tests. Acceptance to Logan will then be commensurate on a successful interview and recommendation letters by pre-medical studies faculty. A successful student would then transfer to Logan at the end of his/her junior year. Credits for the final senior year and the undergraduate B.S. in Pre-Medical Studies will then be provided by select courses taken by the students during the freshman graduate school doctor of chiropractic (DC) program at Logan.

Affiliation Agreement with Philadelphia College of Osteopathic Medicine (PCOM)

Students enrolled in the pre-medical studies major will be required to maintain at least a 3.2 GPA during the program. They would then sit for the medical college assessment test (MCAT) and include PCOM on their list to the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) in the summer between their junior and senior years. Acceptance to PCOM will then be commensurate on a score of at least 8 on each section of the MCAT (total of 24), a successful interview and favorable recommendation letters by pre-medical studies faculty. Upon graduation from Philadelphia University the student would then enter the doctorate of osteopathic medicine (DO) program at PCOM in the following fall.

PSYCHOLOGY

Mission

The psychology curriculum is designed to provide students with a broad understanding of the goals and possibilities of the field of psychology. The curriculum provides students with an in-depth understanding of the principles of behavior, the scientific methods used to derive those principles and the appropriate ways to apply such knowledge. The psychology curriculum is designed to meet the educational

requirements for graduate school in psychology or for students planning careers outside of academic psychology.

Program Learning Outcomes

Graduates from the psychology program will be able to:

- Analyze and apply the scientific process to psychology.
- Locate, retrieve, critically evaluate and communicate scientific data and knowledge.
- Communicate effectively and professionally.
- Express expertise in specific content areas of psychology.
- Display knowledge of the ethical standards, personal integrity and professional responsibilities of psychologists.
- Apply principles and practice of core information and values in a psychology practice environment through internships and applied research.

Program Description

Psychology, the scientific study of behavior, is a remarkably diverse and far-reaching field. The Bachelor of Science in Psychology is designed to provide an overview of the many areas of the field, with an emphasis on the scientific nature of psychology. The comprehensive curriculum provides students with an in-depth understanding of the principles of behavior and the scientific methods used to derive those principles. The curriculum covers the discipline from academic and applied perspectives.

Students graduating from the psychology program are well-prepared for graduate work in psychology or for starting careers outside of academic psychology. Students take a core group of courses that emphasize the research-based nature of psychology and select additional courses in psychology depending upon their interests and goals. At the senior level, students conduct an advanced research project and may pursue internships at local counseling centers, human-services agencies, hospitals, residential treatment centers or other locations.

Psychology graduates may choose to work in professions such as counseling, social work, education or research. Other positions available to psychology majors include human resource management, rehabilitation, community counseling and crisis intervention. The major allows students the flexibility to pursue graduate studies in related disciplines such as education, occupational therapy and management.

GRADUATE PROGRAMS

MASTER OF SCIENCE IN COMMUNITY AND TRAUMA COUNSELING

Program Director: Jeanne M. Felter, Ph.D., L.P.C.

Campus Location: This program is offered in two formats: a traditional program where students attend four classes on campus every week for a minimum of five semesters, and an executive model where students attend four classes on campus two weekends per month for a minimum of five semesters. Both programs require students to enroll full-time and utilize a hybrid delivery system combining classes on campus with online course requirements.

Mission

Born out of growing empirical evidence that trauma is frequently at the root of psychological distress and dysfunction, the Master of Science in Community and Trauma Counseling (CTCP) program aims to develop competent trauma-informed professionals who have the knowledge and skills to work as practitioners, researchers, and policy makers. Consistent with the central mission of Philadelphia University, this program combines a comprehensive, innovative, multidisciplinary and flexible education with an emphasis on a broader societal context. By integrating a specialized knowledge of trauma with a broad base of counseling scholarship and practice, graduates will emerge as versatile professionals in the global community. This program seeks to enhance the professionalism and practice of the field of trauma counseling by encouraging research and excellence in evidence-based practice.

Program Goals and Learning Outcomes

1. Graduates of the Community and Trauma Counseling Program at Philadelphia University will be **competent, trauma-informed professionals**. They will meet the academic and practice standards necessary to achieve credentialing and membership with appropriate professional organizations such as the American Counselors Association, the National Board of Certified Counselors, The International Association of Trauma Professionals, and The International Society for Traumatic Stress Studies.

- Students will demonstrate, differentiate, and integrate, an understanding of mental health, mental illness and disorder, and the counselor's role in the systemic and individual healing process.
- Students will understand the unique dynamics of trauma and the importance of trauma-informed research, practice and treatment.
- Students will demonstrate competency in crisis counseling and debriefing skills in accordance to the profession's best practice standards.

2. Graduates of the Community and Trauma Counseling Program at Philadelphia University will be **versatile professionals** equipped to practice effectively with diverse clients within a variety of community, agency, and institutional settings, private practice, and government.

- Students will differentiate and integrate both the research and practice roles of the profession into their professional careers, and will evaluate and critically reflect on research to inform evidenced-based practice.
- Students will describe the role of the counselor within private, public and governmental entities, including disaster and crisis response, as well as in settings engaged in long-term therapeutic treatment.

3. Graduates of the Community and Trauma Counseling Program at Philadelphia University will demonstrate cultural humility and engage as **culturally competent professionals**.

- Students will demonstrate an awareness and knowledge of their own cultural values and biases.

- Students will demonstrate an awareness and knowledge of the diverse worldviews of their clients, and will evaluate, select and employ culturally appropriate assessments and intervention strategies in their clinical practice.

4. Graduates of the Community and Trauma Counseling Program will serve as **advocates** for their clients, for the counseling profession, and for themselves as professionals continuously **engaged in life-long learning**.

- Students will demonstrate a commitment to continuous growth and education in their professional career and will promote the counseling profession.
- Students will appropriately engage in client advocacy.

5. Graduates of the Community and Trauma Counseling Program will **uphold the highest standards of ethical practice** as according to the American Counseling Association's Code of Ethics (2005).

- Students will practice counseling in an ethical, humanistic manner.

The above goals and objectives are consistent with the standards set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the National Board for Certified Counselors, and the Pennsylvania Department of State- Bureau of Professional and Occupational Affairs.

Program Description

Professional Counselors practice the prevention and treatment of mental, emotional and behavioral disorders and associated stresses that interfere with mental health and normal growth and development. The Master of Science in Community and Trauma Counseling program provides graduates with the knowledge and skills for trauma-informed practice as community mental health counselors across a breadth of settings including agency and institutional settings, professional private practice, and other environments influenced by traumatic events and extreme stress.

The program of studies provides a comprehensive 60-credit, 20-course curriculum that can be completed in two or three years contingent on the course load of the student. The two-year progression allows students to complete the program coursework and field placement hours in five semesters. The three-year completion progression allows students to maintain full-time employment while completing coursework during a two-year period and fulfill internship hours during the third year. Both progressions include identical coursework. Graduates from either progression will have met the coursework and practice requirements for licensure in Pennsylvania and many other states.

This program is designed for working students. Courses are delivered through a hybrid-learning format that combines either weekday or weekend classes and online instruction. Classes either meet weekly (weekday cohort) or meet two weekends per month for eight weekends per semester (weekend cohort), and asynchronous online learning will be continuous throughout the semester.

In addition to the classroom and online learning components of this program, students will be required to engage in two clinical fieldwork experiences. In the first year, students will complete a practicum, where they will spend a minimum of 100 hours developing skills and knowledge within a mental health or school setting. In the second year (for those on the two year progression) or the third year (for those choosing to complete the degree requirements in three years), students will then be required to complete a 600-hour internship. Program faculty will be responsible for placing students in appropriate fieldwork experiences.

E-Learning at Philadelphia University

Components of this program are offered in a flexible online environment. In the online delivery model, the vast majority of this is asynchronous and can be completed on the student’s own schedule provided the student meets the required examination and assignment deadlines.

Program Hardware and Software Requirements

- Access to a computer and the capacity to hear audio (sound card). A USB microphone and webcam capability will be useful.
- Internet access with high speed connection (DSL, Broadband or cable)
- Microsoft Office software (Word and PowerPoint)

Admission to the Program

An applicant to the community and trauma counseling program will need to hold a Bachelor’s degree, have obtained a grade of B or higher in prerequisite courses listed below, provide two letters of recommendation, and submit a personal essay describing his/her interest in community and trauma counseling as well as qualities and experiences that will enable him/her to be a successful student or practitioner in the field.

<u>Prerequisite Courses</u>	<u>Required Credits</u>
Abnormal Psychology	3
Developmental Psychology	3
College-level Math or Statistics	3

Curriculum

Below is a listing of the required courses for the Master of Science in Community and Trauma Counseling.

<u>Course</u>	<u>Credits</u>
CTC-601 Orientation to the Counseling Profession	3
CTC-602 Practicum I- Theory and Practice of Counseling	3
CTC-603 Human Growth and Development	3
CTC-604 Psychopathology	3
CTC-605 Foundations of Trauma Counseling	3

CTC-606 Social and Cultural Diversity	3
CTC-700 Practicum II	0
CTC 607 Advanced Counseling Theory and Practice	3
CTC-608 Group Work in Community and Trauma Counseling	3
CTC-609 Counseling Assessment	3
CTC-610 Research and Evaluation	3
CTC-611 Career Development	3
CTC-612 Trauma Prevention and Intervention Strategies	3
CTC-613 Attachment, Relationships, and Family Therapy	3
CTC-614 Addictions Theory and Practice	3
CTC-701 Internship I	3
CTC-702 Internship II	3
CTC-651 Neurobiology of Trauma	3
CTC-652 Childhood Trauma and Effects	3
CTC-653 Advanced Clinical Interventions in Trauma Treatment	3
CTC-654 Knowledge and Skill Requirements for Community Disaster and Trauma	3
CTC 790 Summer Internship Supervision	0

Insurance Coverage and Professional Affiliation

Students are required to maintain professional organization memberships with the American Counseling Association (ACA). Students will be required to pay for their own membership and must maintain active membership status throughout their enrollment in the graduate program (approximately \$93 per year). Students must also have malpractice liability insurance prior to starting clinical field placements. Liability insurance is complimentary to students who have with an American Counseling Association Master's Student Membership. Program faculty will assist students in securing membership and insurance coverage.

Students are responsible for their own medical and dental care while enrolled in the program, and for informing the University that they have coverage or they will be automatically placed on the University student health plan. Students may need to submit to, and be financially responsible for, any reasonable health screening that is required by a clinical agency beyond that required by the community and trauma counseling program at Philadelphia University.

Accepted Student Requirements

Students in the community and trauma counseling program are expected to fulfill the following requirements during their student experience at Philadelphia University.

Participation in clinical and fieldwork experiences is a required part of the curriculum and a requirement for graduation. Many settings require students to be fingerprinted, undergo a drug screening and/or gain clearance from the PA Sex Offender Registry. Students are responsible for the costs of these processes as well as for transportation arrangements and costs associated with fieldwork experiences. Information regarding how to meet these requirements is provided by the program.

Note: Clinical and fieldwork sites may deny a student's participation in the clinical or fieldwork experience because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, all of which would result in delayed graduation or in the inability to graduate from the program.

Students are expected to obtain materials and/or complete documentation required for fieldwork:

- Health Clearance (by August, New Student Orientation)
- Annual physical examination (use PhilaU Student Health Medical Record Form)
- Annual update of immunizations according to fieldwork site requirements
- Annual proof of active health insurance coverage
- Legal Clearance: Annual criminal background check (www.CertifiedBackground.com) and annual child abuse history clearance

Accreditation and Certification

Graduates of the program are eligible to sit for the National Counseling Examination (NCE) administered by the National Board of Certified Counselors (NBCC). Upon graduation from the program and after passing this exam, students will be *eligible* to be credentialed as National Certified Counselors (NCC). They will receive this credential in earnest upon successful completion and documentation of 3,000 post-masters counseling hours. The NCC credential does not permit a student to engage in private practice, as most states require licensure in order to do so. However, the National Counselor Exam is widely accepted for licensure, and most licensing boards abide by the same educational requirements set forth by the NBCC (all of which are met by this program). It should be noted that a felony conviction may affect a graduate's ability to sit for the NCE certification examination and/or attain state licensure.

Community and Trauma Counseling Program Academic Standards

The community and trauma counseling program admission criteria are designed to facilitate the selection of candidates who are most likely to succeed both in the University academic environment as well as in professional practice. While the Program faculty is dedicated to assisting students in their professional education, the student also has responsibilities. Students enrolled in the program must demonstrate achievement in academic and clinical competencies necessary for professional practice and meet academic standards consistent with graduate school criteria. Students must also demonstrate effective professional behavior as detailed in the Standards of Professional Behavior (see CTCP Student Handbook). In order to remain in good academic standing, students must meet the following standards. These academic standards are in addition to the University academic standards as described in the Graduate Catalog and on the Philadelphia University website.

Retention and Progression

Grade Point Average:

- A minimum overall 3.0 grade point average (GPA) in coursework must be maintained each semester. A semester GPA below 3.0 will result in probation for the following semester.
- If the semester GPA is below 3.0 for two consecutive semesters, the student will be dismissed from the full-time program.
- A student must attain a minimum overall 3.0 GPA prior to engaging in year 2 coursework and field placements.
- A student must achieve a minimum overall 3.0 GPA to be eligible to graduate.
- A student may not receive more than two grades below “B-” while in the program.
- A grade below “C” (2.0) is considered failing. While the grade of “C” is regarded as a minimum passing grade, it is considered unsatisfactory performance. Students who earn a “C” grade in a core course must decelerate and repeat the course before proceeding in the full-time program (see Deceleration below). Students who are unable to earn a minimum “B” (3.0) in a repeat course will be dismissed from the program. A course can be repeated only once, and the student must achieve a “B” (3.0) grade on the second attempt.

Fieldwork

Students must receive satisfactory reports and evaluations from all fieldwork educators to receive fieldwork credit.

If an unsatisfactory report or evaluation is obtained from a fieldwork supervisor, the student must develop a written plan of self-correction prior to being placed in another fieldwork. A fieldwork may be repeated only once, and the student must achieve a positive evaluation on the second attempt. If a student is reviewed poorly in two fieldwork placements, the student will be dismissed from the program. The decision to permit a student to repeat fieldwork is dependent on a fieldwork supervisor’s verbal or written reports about student behavior with respect to adherence to site regulations, site schedule, ethical standards of conduct, or engagement in behavior that puts patient/client safety at risk.

The student must re-register and repeat the fieldwork in order to progress in the program. Repetition of a fieldwork could delay graduation. Withdrawal for medical or personal reasons—and approved by program faculty—will not result in probation.

Probation, Suspension and Dismissal

1. **Probation**—Students whose academic records include one or more of the following will be placed on academic probation:

- A student who has a cumulative grade point average below 3.0 for one semester.
- A student who receives a grade of “C+” or “C” in any course will be placed on probation for the next semester. Probation for two consecutive semesters will result in dismissal. Probation for any three semesters will result in dismissal.
- A student who receives verbal or written reports from fieldwork educators indicating non-adherence to site regulations, site schedule, ethical standards of conduct or engagement in behavior that puts patient/client safety at risk.

- A student who violates the Program’s Standards of Professional Behavior or ACA Code of Ethics.
2. **Deceleration**—Deceleration means that the student may not progress in the full-time program.
 - Students decelerate when they receive a “C” (2.0) or “NC.” Students must repeat courses and earn a minimum “B” (3.0) or “CR” in order to proceed in the program. Students can decelerate once.
 - Since the program is a lock-step curriculum, courses that were not successfully completed cannot be repeated until the following year. A second deceleration results in dismissal.
 - Repeated violations of the Program’s Standards of Professional Behavior or ACA Code of Ethics are also grounds for suspension.
 3. **Dismissal**—Students whose academic records include one or more of the following will be dismissed:
 - Student fails to meet minimum academic standards listed above.
 - Student receives a grade of “F.”
 - Student fails or receives negative evaluation in two fieldwork courses.
 - Student decelerates once and receives a “C” in a subsequent semester.
 - Student placed on probation for two consecutive semesters or any three semesters.
 - Student repeats a course and does not earn a minimum “B” (3.0) grade.
 - Student displays egregious conduct that violates professional and/or legal standards, and/or University regulations regarding academic and professional conduct.
 4. **Re-entry**—Students who are dismissed from the program for academic conduct or any other reason are not typically readmitted. In special circumstances, dismissed students may be considered for re-entry. A student who is academically dismissed from the program may apply for readmission only after a period of at least one year. To be considered for re-entry students must have developed and implemented an action plan that would facilitate successful academic performance.
 5. **Withdrawal**—Students who withdraw from the program may have their records reviewed for possible readmission by program faculty. Readmission will be determined by the faculty based on this review and any additional criteria required at the discretion of the faculty. Refer to the University catalog for further information regarding procedures.

Combined B.S./M.S. Degree Programs for Community Trauma Counseling

The combined B.S./M.S. in Community and Trauma Counseling is designed for students who know early on that they want to become mental health counselors, allowing students to seamlessly complete undergraduate and graduate degrees in less time than would be required to complete both of the degrees separately. Undergraduate courses and extra-curricular experiences provide students with a foundation to develop the knowledge, values and interpersonal skills needed for success as a mental health counselor.

Philadelphia University offers two tracks in undergraduate disciplines, including **Health Sciences** and **Psychology**, both of which provide an excellent foundation for a career in mental health.

During the first three years of undergraduate coursework, students complete major requirements for the bachelor degree, including Hallmark courses and Community and Trauma Counseling program prerequisites. Students who meet the graduate counseling program progression criteria (see below) can matriculate into the master's program by enrolling in first-year graduate coursework during the fall semester of Year 4 of undergraduate studies. At the conclusion of the fall semester of Year 4, students are awarded the bachelor degree in Health Sciences or Psychology and are eligible to participate in the May commencement ceremony. Upon completion of graduate Community and Trauma Counseling program requirements in Year 5, the Master of Science degree will be awarded. Students receive their graduate degree in May and can participate in the May commencement ceremony.

Combined B.S./M.S. Degree Program Admission

Freshman Admission Option

Freshmen applicants who are admitted to the University must demonstrate the following profile for admission into the combined degree programs:

- Minimum overall high school grade point average (GPA) of 3.0
- Minimum combined SAT score of 1000 for Critical Reading and Math, or 22 on the ACT
- Four years of science—strongly encouraged

Transfer Credit for BS/MS in Community and Trauma Counseling Programs

Students can transfer from outside institutions with 30 or fewer credits. At least half of the Community and Trauma Counseling graduate program's prerequisite courses must be completed at Philadelphia University, including Counseling Psychology. Students may not transfer any of the program's prerequisite courses with grades lower than "B-." These courses include Introduction to Psychology, Abnormal Psychology, Lifespan Human Development/Developmental Psychology, and Statistics. Transfer applicants should contact the Office of Admissions to discuss entry requirements.

Internal Transfer Policy (For undergraduate students interested in transferring into the undergraduate portion of the BS/MS in CTC program)

Students may be eligible to transfer into the combined programs, dependent on seat availability. Requests must be made to Dale Michaels, Associate Professor, Undergraduate Psychology & CTC, who will review the request and determine eligibility. The transfer requires students to change their current major to one of the combined BS/MS CTC majors. No internal transfers will be permitted in years where there are 15 or more current undergraduate pre-professional phase CTC students in good academic standing who anticipate moving into the graduate coursework.

Combined B.S./M.S. Degree Programs for Community Trauma Counseling Progression

Pre-Professional Phase (Years 1, 2, and 3)

For progression into the graduate counseling program at the conclusion of the third year of undergraduate studies, students must meet minimum requirements established by the CTC Program Faculty. Students who demonstrate the following profile are guaranteed matriculation into the M.S. in Community and Trauma Counseling Program:

- Completion of undergraduate major and Hallmark requirements (during the first three years and the following summer of undergraduate study)
- Overall minimum 3.0 GPA for all college coursework (including transfer courses)

- Overall minimum 3.0 GPA in Community and Trauma Counseling program prerequisites (minimum grades of “B-” or better in all program prerequisite courses, including Abnormal Psychology, Developmental Psychology, Counseling Psychology, Clinical Psychology, and Statistics)

A formal review of a student’s academic progress will occur at the conclusion of each spring semester of undergraduate coursework to evaluate progress towards transition into the graduate/professional phase. Transferred grades will be included in the review for meeting the above criteria.

Students that are unable to achieve the standards identified above may not matriculate into the graduate coursework, and may continue toward completing their undergraduate coursework in psychology or health sciences, if appropriate and upon advisement. Students may then apply to the graduate counseling program upon completion of the major, though may be advised to repeat specific courses to satisfy the admission requirements of the program.

Professional Phase (Years 4 and 5)

Students must successfully complete ALL Pre-Professional phase courses prior to entrance into the Professional phase of the CTC Program, and have the approval of the Pre-Professional subcommittee of the CTC Program Admissions Committee to proceed into the Professional phase. This committee will evaluate the student’s academic and professional behavior. Academic Integrity and Student Conduct Policy violations may negatively affect a student’s ability to matriculate into the Professional phase.

Students who do not meet requirements for progression into the Professional phase may be able to remain at the University but must change their majors to reflect either BS in Health Sciences or BS in Psychology (or other major, as appropriate; refer to the general University academic standards listed in the Student Handbook). These students cannot continue in the BS/MS in CTC Program.

Requirements for progression into the Professional Phase:

1. Academic: Students are evaluated by the cumulative and pre-requisite GPA. Students must have a minimum 3.0 cumulative and 3.0 pre-requisite GPA.
2. Professional Behavior: Students are required to submit one letter of reference from a Philadelphia University faculty. Professional behavior is evaluated by review of this letter of reference, and discussions with faculty. Additionally, students are expected to follow all policies outlined in the Philadelphia University *Student Handbook* including those pertaining to academic honesty. Infractions such as forgery, plagiarism, copying tests, and cheating on examinations will not be tolerated. These infractions may lead to dismissal from the CTC Program. Students shall report any illegal or unethical activity to the Program and may be referred to the Academic and Professional Standards Review Committee.

Students must be appropriately responsive to lawful requests from their instructors and University officials. Students shall not display disruptive or obstructive behavior at the University or its affiliates. Academic integrity issues will be considered.

COMMUNITY AND TRAUMA COUNSELING CERTIFICATE OPTIONS

The CTC Program offers 2 certificate options. *The Certificate of Advanced Studies in Trauma Counseling* is designed for post-master’s mental health professionals to expand their trauma competencies and knowledge. *The Certificate in Childhood Trauma Studies* is a bachelor’s or master’s level certificate for individuals across disciplines and professions who aim to better understand the impact of childhood

adversity on development. This program offers advanced trauma knowledge, skills and competencies to promote healing and growth for children and families impacted by childhood adversity.

CERTIFICATE OF ADVANCED STUDIES IN TRAUMA COUNSELING (CAS), Post-Master's

The program offers a 9 or 12-credit, (three or four-course) graduate certificate for post-master's level professionals seeking to enhance their trauma competencies, or for those desirous of engaging in additional coursework to meet requirements for professional licensure. The certification also satisfies the interests of individuals already licensed who desire credentialing in the trauma specialty.

CAS Overview

This post-master's certificate requires a minimum of 96 hours of instruction time (3 courses at 32 hours each; the equivalent of 12 full-day workshops). The three courses are modified versions of current CTC offerings in the weekend program. Assignments, expectations, and assessments in all required courses have been modified for certificate-seeking students. Upon successful completion of three courses, participants will receive an official ***Certificate of Advanced Studies in Trauma Counseling*** from Philadelphia University.

CAS Mission

The Certificate Program provides professionals with an advanced understanding of trauma theory, principles, tools and strategies that support trauma-informed practice with adults and children.

CAS Learning Outcomes

Following is a list of Learning Outcomes for the Certificate of Advanced Studies in Trauma Counseling.

Professionals who earn a Certificate of Advanced Studies in Trauma Counseling from Philadelphia University's Community and Trauma Counseling Program will be able to:

1. Understand the impact of trauma on development and neurobiology.
2. Demonstrate competency in the knowledge and skills of the professional practice of counseling.
3. Communicate with, respect, and competently counsel culturally diverse populations.
4. Practice ethically based counseling according to the highest standards of the profession.
5. Demonstrate and integrate the unique dynamics of trauma, traumatic stress, and trauma-related disorders into counseling practice and treatment.
6. Understand and differentiate the counselor's role in the therapeutic treatment of trauma-related disorders.

CAS Admissions Requirements and Procedures

Professionals who have earned a master's degree or higher in counseling, psychology, social work, or a related discipline should visit the Philadelphia University Admissions Website to complete the application process:

<http://www.philau.edu/graduate/admission.html>

Prospective students complete the online application for the Certificate of Advanced Studies in Trauma Counseling, and must also furnish official undergraduate and graduate transcripts. There is also a small application fee. If you are unable to pay the application fee, please contact the program director

(felterj@philau.edu). Please contact Rebecca Fowler (fowler@philau.edu) in Graduate Admissions with any application-related questions.

CAS Credits, Duration and Costs

Credits for Continuing Education

Students in the CAS program **will not receive graduate credits** for their coursework; hence certificate students **cannot transfer these courses if they choose to enroll in the MS program**. Upon successful completion of each course, students will receive 32 contact hours/clock hours from the National Board of Certified Counselors and/or the Pennsylvania State Board of Social Workers, Marriage and a Family Therapists and Professional Counselors. ***Please note: missed classes/tardiness will result in a decrease in contact hours/clock hours.***

Projected Duration

Certificate-seeking students must begin in the spring semester with enrollment in Neurobiology of Trauma (a pre-requisite for all other certificate courses). Students will then enroll in Advanced Clinical Interventions in Trauma Treatment (required) in the fall semester, and select one additional course from the offerings listed. Consequently, some students would complete the certificate requirements in three semesters (spring, summer, fall), while others may forego a summer or fall offering or choose to take a fourth course offered in the spring, which would extend their time in the certificate program by one semester.

CAS Course Requirements and Offerings

Orientation and Advanced Reading

There will be a required orientation during the first hour of the first spring semester class. Additionally, certificate students will be expected to read a few selected chapters prior to their first class.

Course Offerings

The certificate program **requires successful completion of three courses** that are modified offerings within the current CTC curriculum.

Neurobiology of Trauma (a modified version of CTC 651) and Advanced Interventions in Trauma Treatment (a modified version of CTC 653) are required of all participants. Certificate seeking professionals choose one additional course from a menu of three modified offerings in the CTC program. Certificate students will engage in class lectures alongside current M.S. students, but will have modified assignments, assessments, and no online requirements. The courses offered are described below (full syllabi will be distributed separately).

Neurobiology of Trauma- REQUIRED

32 contact hours

Spring Offering

Neurobiology of Trauma provides an understanding of the neurobiological processes involved in trauma experiencing, processing, and post-trauma adaptation. Study includes affective neuroscience, arousal modulation, memory processes involved in trauma experiences, executive functioning, and post-trauma adaptation of these and other areas and processes. Discussion examines application of neuroscience to understanding trauma experiencing and treatment.

Childhood Trauma and Effects

32 contact hours

Summer Offering, prerequisite CTC 651

This course provides an understanding of the environmental factors that contribute to and constitute adverse childhood experiences, and the effects on children's development and subsequent behavior. Discussion will include attachment theory and the influence of attachment on development, historical and contemporary research on adverse childhood experiences and subsequent mental health and illness, and an overview of prevention and intervention, and treatment.

Advanced Clinical Interventions in Trauma Treatment- REQUIRED

Fall Offering; *Prerequisite CTC 651*

32 contact hours

This course provides a detailed examination of clinical interventions for treating posttraumatic stress disorder. Specific study includes trauma-focused cognitive behavioral treatment of adults and children, eye movement desensitization and reprocessing, dialectical behavior therapy, body-oriented therapy, and expressive group processes. Discussion examines evidence-based practices and evaluation of therapeutic interventions.

Crisis Prevention and Intervention Strategies

32 contact hours

Spring Offering; *Prerequisite: CTC 651*

With increasing prevalence rates of acute crisis situations in our society, counselors are required to have knowledge and competencies for effective crisis intervention. This course involves a study of evidenced-based applications of crisis intervention with identified at-risk populations, as well as a study of the literature on resilience and fostering growth in the aftermath of crisis. Special vulnerabilities and ethical concerns for at-risk populations will be examined. Special topics of study include suicide, sexual assault, domestic violence, substance abuse, grief and loss, and violent behavior in institutions.

Knowledge and Skill Requirements for Community Disaster and Trauma

Spring Offering; *Prerequisite CTC 651*

32 contact hours

Disaster mental health intervention involves unique clinical skills and knowledge. This course will aid in developing the requisite competencies to enable mental health clinicians to successfully help survivors, rescue workers, and other volunteers in the aftermath of a disaster. Topics include the psychological phases of a community-wide disaster, common patterns of immediate and long-term public response, mental health risks that rescue workers and victims face, assessment of mental health needs, as well as a focus on self-reflection and self care. Course content will align with standards proposed in the Disaster Mental Health Handbook (American Red Cross, 2012).

CAS Program Dates

All certificate courses will be held for 4 consecutive hours (either 8:30am-12:30pm or 1:30pm-5:30pm) on Saturdays or Sundays throughout the calendar year.

Program Policies and Standards

CAS Attendance Policy

Certificate students must make every effort to attend all CTC scheduled classes. When possible, students must communicate about absences and tardiness prior to missing class. Students may miss the equivalent of 4 hours per course (one class) without penalty, though missed work must be made up. CAS students must sign in and out for each class. A missed class or tardiness will impact the number of contact hours (NBCC) or clock hours (state board) for the course, as an accurate account is required.

Program Policies

Certificate students are expected to uphold the policies and standards set forth by the Philadelphia University's Community and Trauma Counseling Program. Relevant policies and standards are provided below:

Classroom Protocol:

With the increasing frequency of communicating via text messaging, the behavior has been increasing in frequency in the classroom. Though we may perceive the behavior as subtle, it is often a distraction to others in several ways. Please practice consideration for others and refrain from text messaging during class time.

Academic Integrity:

Plagiarism is a form of academic dishonesty that involves presenting another person's ideas or work as your own. Academic integrity requires you to document sources in any written work turned in for credit. Students found guilty of plagiarism are subject to a range of penalties, including dismissal from the university. See the *Student Handbook* for a copy of the University's Academic Integrity Policy. If you have questions about when and how to cite your sources, please discuss your questions with your instructor. You may also want to review guidelines for citing sources available on the website of the Academic Success Center (<http://philau.edu/SuccessCenter/>).

CERTIFICATE IN CHILDHOOD TRAUMA STUDIES (CTS), UNDERGRADUATE AND GRADUATE

This program is open to professional and paraprofessional students who work with children and families across various settings and disciplines, or to PhilaU undergraduate and graduate students who seek to understand the complex impact of childhood trauma on development. This program offers advanced trauma knowledge, skills and competencies to promote healing and growth for children and families impacted by childhood adversity. The four-course curriculum leads to an undergraduate or graduate Certificate in Childhood Trauma Studies.

CTS Program Mission

Born out of growing empirical evidence that trauma is frequently at the root of psychological, emotional, behavioral, social and academic distress and dysfunction in children, *Influencers of Childhood Development: A Trauma-Informed Exploration* /The Childhood Trauma Studies Certificate Program is an inter-disciplinary/inter-professional training program that aims to develop competent trauma-informed service providers who have the knowledge and skills to work effectively with children and families impacted by childhood adversity. This program provides fundamental principles of trauma theory and further fosters a sophisticated comprehension of the impact of childhood trauma, allowing professionals and paraprofessionals alike to emerge with an advanced knowledge and skillset to work effectively with children and families in today's world.

CTS Program Learning Outcomes:

As a result of attending all four courses, students will be able to:

- Recognize the causes, symptoms and behaviors associated with unresolved trauma.
- Distinguish among varying types of trauma

- Discuss the myriad of ways to apply trauma-based information, concepts, approaches, principles and skills
- Analyze and appraise specific situations in which trauma is impacting child development.
- Formulate strategies, creating and designing approaches that reflect their learning using trauma-focused strategic planning.
- Describe how to appropriately assess, choose and execute specific intervention plans
- Demonstrate an awareness and knowledge of their own cultural values and biases.
- Demonstrate an awareness and knowledge of the diverse worldviews of their clients, and will evaluate, select and employ culturally appropriate assessments and intervention strategies in their work.

CTS Admission Requirements:

Prospective students will be required to provide the following:

- Writing Sample
- Official Transcripts (graduate and/or undergraduate) that demonstrate successful completion of Three Pre-requisite College-level Courses
 - One college level English (or Composition) Course (3 Credits)
 - Two (2) courses in Psychology, Sociology, Child/Human Development, or Early Childhood Education

CTS Delivery Modes and Formats

All courses in this program will be delivered in a Lecture format (with experiential/active learning) at an off-campus location easily accessible to individuals employed in Philadelphia and those utilizing public transportation. Classes will be held at:

One Penn Center (1617 JFK Boulevard)
Suite 1705
Philadelphia, PA 19103

Classes will be held on Thursday evenings from 5:15-8:15pm (following the traditional academic calendar) to allow working professionals and para-professionals to attend.

CTS Curriculum

Four (4) 3-credit courses will be offered. Individual courses will be transcribed. The Certificate will be obtained after completion of 12 credits. No electives, tracks or concentrations will be offered.

The courses will be listed as undergraduate offerings. For bachelor's prepared students, courses may be cross-listed with graduate-level courses for those seeking graduate credits. For graduate-level courses, additional assignments will exist in all syllabi for those seeking graduate credit.

1. Relating Trauma to Typical Childhood Development (3 credits; REQUIRED)

Course Description: This course integrates an understanding of typical processes and stages of childhood growth and development with an appreciation for the impact interactions by caregivers can have on the development of healthy/positive physical, intellectual, emotional, social and relational outcomes for infants, toddlers and children. Exploring what can influence positive outcomes opens minds to new awareness that in turn leads to discussions around the potential for negative outcomes, such as those connected with adverse childhood experiences and other forms of trauma. Students will

identify and understand some causes of trauma and the impact of trauma on the growth, development and functioning of the brain. Discussion provides an overview of practices that influence healthy growth and development to inspire and inform such practices that can lead to the prevention of adverse experiences in childhood. An additional focus is the preparation for future exploration around the causes and impact of childhood adversity, and appropriate interventions for children and families who have experienced adversity.

2. The Impact of Trauma in Childhood: Enhancing Trauma Awareness (3 credits, REQUIRED; pre-requisite: Relating Trauma...)

Course Description: This course provides vital information on the causes of trauma, the complexity of trauma's presentation in children, and the impact of trauma on development. Common trauma-related responses in children will be explored, and suggestions for trauma-sensitive behaviors on the part of professionals and others who serve as caregivers of children will be provided. This course aims to develop a greater awareness of the potential impact of trauma on a myriad of related developmental processes.

3. Applying Trauma Principles in Childhood (3 credits; REQUIRED; pre-requisites: Relating Trauma, The Impact of Trauma...)

Course Description:

This course provides opportunities for students to continue the journey of becoming more trauma-aware, trauma-sensitive and trauma-competent. In addition, each person's knowledge and skills base with regard to the nature of trauma and its aftermath are enhanced. Students focus on specific ways to apply trauma information, concepts, approaches, principles and skills in real life situations. Students are given opportunities to share in class some of their own experiences of applying these for feedback and affirmation of growing competencies. These reflective sharing processes further advance each student's awareness, sensitivity and abilities to intentionally apply trauma principles in real-life situations, serve to promote transfer of training and encourage intentional application of the information, concepts, approaches, principles and skills in real-life situations.

4. Enhancing Capacity for Applying Trauma Principles in Childhood (3 credits; REQUIRED; pre-requisites: Relating Trauma, The Impact of Trauma, Applying Trauma...)

Course Description:

In this course students continue exploring the nature and impact of trauma on the lives of children, families and communities, building on the information provided in the previous courses. The focus is on broadening and enhancing competence in applying trauma-focused information, concepts, principles, approaches and skills using a practicum approach. Students become more **intentional** in their practice of dealing with disruptive behaviors, "behavior problems", and general interactions with families and children. By completing a cycle of observations, planning, implementing, and evaluating approaches they have determined best address the trauma-related issues and needs of the children and/or families on whom they are focusing, students demonstrate enhanced competencies for applying trauma principles.

MASTER OF SCIENCE IN DISASTER MEDICINE AND MANAGEMENT

Program Director: Jean Bail, Ed.D., RN, MSN, CEN, EMT-P

Campus Location: This program is offered in two formats: a flexible distance-learning process or a in class model combining the online requirements with seminar and in-person activities. A 6.5 day on-campus conference week is required once during the program.

Mission

Disaster medicine and management is a graduate program focusing on a comprehensive foundation of disaster medicine and emergency management principles and practice. The program recognizes that there is an overwhelming global need to educate professionals whose expertise will be needed to prepare for, respond to and recover from natural and man-made disasters and mass casualty incidents. Through experiential learning and intensive online work, learners apply written and verbal communication skills, research analysis, interdisciplinary collaboration and critical thinking to operational approaches of disaster management.

Program Learning Outcomes

Graduates of the disaster medicine and management program will be able to:

- Apply information from the core subjects in disaster/emergency management to prepare for participation in the global response community.
- Effectively communicate in written and oral formats complex, analytical emergency response needs, analysis, plans and policies.
- Analyze the current literature to discuss the practice of disaster management and contribute to the knowledge base.
- Apply multidisciplinary and collaborative approaches to integrate theory and practice to inform the management of potential disasters, and to prepare for future disasters using an all-hazards approach.
- Introduce/change to the field by using a strong foundation in the history and practice of disaster management to anticipate future directions.
- Apply core information to develop and implement a systematic approach to exercise development, evaluation, and post-exercise evaluation activities.

Program Description

Recent events in our nation and the world have focused our attention on the prevalence of disasters, mass casualty situations and public service disruptions including terrorism, biological and chemical terrorism, war, tsunamis, earthquakes, hurricanes, floods, wildfires, volcanoes and major power grid disruptions. Additionally, we are facing an increasing number of accidents involving hazardous materials. The effects of all of these events on people, animals, the environment, physical structures and our public infrastructure have been immense. This has brought increased attention to our public safety, emergency medical services (EMS) and public health systems in terms of disaster preparedness. The need for a highly organized disaster preparedness infrastructure and individuals with expertise in this area has become readily apparent to the government and private sector. Disaster emergency planning and management has become an expanding area of study in the fields of medicine, emergency medical services, public safety, mental health, public health and the military.

The Master of Science in Disaster Medicine and Management is a comprehensive graduate degree program encompassing all facets of disaster management. The program encompasses the study of:

terrorism, weapons of mass destruction, hazardous materials, natural disasters, psychological aspects of disasters, acute traumatic stress intervention, public health considerations of disasters, research methods and disaster planning and management including risk assessment, incident command and resource allocation. The program is delivered as a partnership between Philadelphia University and the Department of Emergency Medicine of the Albert Einstein Health Network.

The program is designed as a 36-credit, 12-course curriculum that can be completed in one to three years depending on the course load taken by the student. The courses will be offered in four 12-week semesters per year. Courses will be offered in two formats: online OR in class. The distance-learning format uses the BlackBoard® course management system with a variety of teaching modalities such as online PowerPoint® lectures with audio, asynchronous discussion boards, synchronous chat rooms, via Adobe Connect, reading assignments, research papers, online journals and online testing. The in-class course delivery model includes the online materials plus weekly on-campus seminars and activities as directed by the faculty. All students will be required to attend one six-and-a-half-day, on-campus summer seminar that will include live lectures, hands-on skills labs, role-playing seminars, disaster drills and table-top exercises. This summer seminar is a mandatory component of two of the required courses (DMM635 and DMM639). Students will also be required to complete a capstone experience that has several options, but a formal thesis is not required. The program can arrange for students to participate in an internship at a site that provides emergency and disaster planning and preparedness in the United States and internationally.

Experiential Learning Requirement

Students will demonstrate the connection between academic learning and real world application by participating in local, regional, state, or federal agencies activities for a minimum of 100 hours during the program. This participation is a graduation pre-requisite and supporting documents will need to be submitted to the Program by the beginning of your final term (If you are already working in the disaster/emergency management you will need to provide documentation that supports meeting this requirement).

This is more than being a First Responder – it needs to be at the level of not just responding and working a call but participating in the management aspects. Students are expected to participate in activities and to volunteer in many roles, including exercises. Be clear that the primary focus is to be on management activities of disasters – planning/preparedness, mitigation, specific response needs i.e. sheltering, special populations, risk communication, and recovery planning. A review of the Certified Emergency Manager 12 knowledge areas may help guide your choices in activities. This is a 0 credit activity.

The program also offers two nine-credit, three-course graduate certificates for professionals seeking a less intensive educational experience. One involves core material on disaster medicine and management for those seeking a less intensive educational experience. The second certificate addresses business and crisis continuity issues exploring organizational continuity, risk assessment and organizational recovery.

E-Learning at Philadelphia University

The program is offered in a flexible online environment. In the online delivery model, the vast majority of this is asynchronous and can be completed on the student's own schedule provided the student meets the required examination and assignment deadlines. The hybrid model combines the online

platform and expands the material using campus based seminars and activities chosen by the faculty.

Program Hardware and Software Requirements

- Access to a computer with the Windows operating system (Windows 2000, Windows XP or above) and the capacity to hear audio (sound card). Also, a USB microphone is required and webcam capability will be useful.
- Internet access with high speed connection (DSL, Broadband or cable)
- Microsoft Office software (Word and PowerPoint)

Admission to the Program

Applications to the program should be submitted to the Philadelphia University Office of Graduate Admissions. Admission into the program requires a bachelor’s degree, undergraduate transcripts, a current resume, two letters of recommendation and a personal essay. Admission to the program will be based on several criteria: undergraduate GPA, relevant work experience, two letters of reference, a personal essay, and whether or not the applicant has completed the required prerequisites (see below). The GRE is not required. Those applying for a graduate assistantship may wish to take the GREs to be more competitive for this award.

Prerequisite Credit Courses

English Composition or College Writing	3
College-level Math or Statistics	3
General Biology or Anatomy and Physiology or Equivalent	3-4
Introductory Psychology or Behavioral Science Course	3

Sample Curriculum

Students have the option to take from 1 -3 courses per term. Below are sample schedules. Students are required to complete a course plan based upon the course schedule provided taking into consideration the terms elective courses are offered.

Full time students: FALL start

Fall Term	Winter Term	Spring Term	Summer Term
DMM 611 Principles of Disaster Medicine and Management	DMM 647 Disaster Emer. Planning	DMM 631 Organizational Mgmt. and Comm. in Disasters	DMM 635 Psychological Aspects of Disasters
DMM 651 Applied Research and Statistics	DMM 643 Public Health Implications in Disasters	DMM 755 Capstone	DMM 639 Principles of Disaster Exercises and Drills
Elective #1	Elective #2	Elective #3	Elective #4

Part time students: FALL start

Fall Term 1	Winter Term 2	Spring Term 3	Summer Term 4	Fall Term 5	Winter Term 6
DMM 611	DMM 647	DMM 631	DMM 635	DMM 651	DMM 755
Principles of Disaster Medicine & Management	Disaster Emer. Planning	Organizational Mgmt. and Comm. in Disasters	Psychological Aspects of Disasters	Applied Research and Statistics	Capstone
Elective #1	DMM 643 Public Health Implications in Disasters	Elective #2	DMM 639 Principles of Disaster Exercises and Drills	Elective #3	Elective #4

Full time students: WINTER start:

Winter Term	Spring Term	Summer Term	Fall Term
DMM 611	DMM 647	DMM 635	DMM 651
Principles of Disaster Medicine and Management	Disaster Emer. Planning	Psychological Aspects of Disasters	Applied Research and Statistics
DMM 643	DMM 631	DMM 639	DMM 755
Public Health Implications in Disasters	Organizational Mgmt. and Comm. in Disasters	Principles of Disaster Exercises and Drills	Capstone
Elective # 1	Elective #2	Elective # 3	Elective # 4

Part time students: WINTER start

Winter Term 1	Spring Term 2	Summer Term 3	Fall Term 4	Winter Term 5	Spring Term 6
DMM 611	DMM 647	DMM 635	DMM 651	DMM 631	DMM 755
Principles of Disaster Medicine & Management	Disaster Emergency Planning	Psychological Aspects of Disasters	Applied Research and Statistics	Organizational Mgmt. & Comm. in Disasters	Capstone
DMM 643	Elective #1	DMM 639	Elective #2	Elective #3	Elective #4
Public Health Implications in Disasters		Principles of Disaster Exercises and Drills			

Full time students: SPRING start

Spring Term	Summer Term	Fall Term	Winter Term
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DMM 611 Principles of Disaster Medicine and Management	DMM 635 Psychological Aspects of Disasters	DMM 647 Disaster Emergency Planning	DMM 631 Organizational Management and Communications in Disasters
DMM 651 Applied Research and Statistics	DMM 639 Principles of Disaster Exercises and Drills	DMM 643 Public Health Implications in Disasters	DMM 755 Capstone
Elective # 1	Elective # 2	Elective #3	Elective #4

Part time students: SPRING start

Spring Term 1	Summer Term 2	Fall Term 3	Winter Term 4	Spring Term 5	Summer Term 6
DMM 611 Principles of Disaster Medicine & Mgmt.	DMM 643 Public Health Implications in Disasters	DMM 651 Applied Research and Statistics	DMM 631 Organizational Mgmt. & Comm. in Disasters	DMM 755 Capstone	DMM 635 Psych. Aspects of Disasters
Elective # 1	Elective # 2	DMM 647 Disaster Emer. Planning	Elective #3	Elective # 4	DMM 639 Principles of Disaster Exercises and Drills

Full time students: SUMMER start:

Due to pre-requisites required for DMM 635 and 639, it is not advisable to begin as a fulltime student in the summer session unless you are prepared to take extra classes as the program will need to extend through 5 terms.

Summer Term	Fall Term	Winter Term	Spring Term	Summer Term
DMM 611 Principles of Disaster Medicine & Management	DMM 651 Applied Research and Statistics	DMM 631 Organizational Mgmt. & Comm. in Disasters	DMM 755 Capstone	DMM 635 Psychological Aspects of Disasters
DMM643 Public Health Implications in Disasters	DMM 647 Disaster Emergency Planning	Elective #3	Elective #5	DMM 639 Principles of Disaster Exercises & Drills
Elective # 1	Elective # 2	Elective #4	Elective # 6 if desired	

Part time students: SUMMER start

Summer Term 1	Fall Term 2	Winter Term 3	Spring Term 4	Summer Term 5	Fall Term 6
DMM 611	DMM 647	DMM 631	DMM 651	DMM 635	DMM 755
Principles of Disaster Medicine & Management	Disaster Emergency Planning	Organizational Mgmt. & Comm. in Disasters	Applied Research and Statistics	Psychological Aspects of Disasters	Capstone
DMM643	Elective #1	Elective # 2	Elective # 3	DMM 639	Elective #4
Public Health Implications in Disasters				Principles of Disaster Exercises & Drills	

Electives:	(Choose four from the following)	
DMM-612	Foundations of Homeland Security & Defense	3
DMM-613	International and Humanitarian Disaster Management	3
DMM-615	Hazardous Materials & Industrial Safety	3
DMM-617	GIS in Emergency Management	3
DMM-619	Natural Disasters	3
DMM-623	Weapons of Mass Destruction	3
DMM-624	Organizational Risk and Crisis Management	3
DMM-625	Business and Crisis Continuity	3
DMM-626	Organizational Recovery and Planning	3
DMM-627	Principles of Terrorism	3
DMM-648	Emergency Preparedness with Special Needs Populations	3
DMM-649	Health care Emergency Management	3
DMM-653	Clinical Disaster Medicine	3
DMM-791	Internship in Disaster Medicine and Management	3
DMM-797	Special Topics in Disaster Medicine and Management	1-3
TOTAL CREDIT HOURS: 36 Credits		

Graduate Certificate in Disaster Medicine and Management

Program Goal

The certificate program refines the knowledge, skills and abilities providing a foundational ability to apply emergency management principles to public, private and municipal settings. This is accomplished in the 2 core required courses (DMM 611 and DMM 647). The third course chosen by the student allows exploration of an area of interest building on the foundational work provided in the 2 required courses.

Student Learning Outcomes:

- 1) Demonstrate high order analysis and application of disaster management principles to relevant case studies and historical events.

- 2) Demonstrate the application of pertinent legislative and U.S. federal policies and processes to a disaster event.
- 3) Demonstration of the application of disaster medicine and management principles in a real world situation through the applied activity of creating a threat and hazard vulnerability assessment.

Core Courses (Required):

DMM-611	Principles of Disaster Medicine and Management	3
DMM-647	Disaster Emergency Planning	3
Electives:	(Choose any one DMM course)	3
TOTAL CREDIT HOURS: 9 Credits		

Graduate Certificate in Business and Organizational Continuity

Program Goals:

Establish the need for a Business Continuity Management (BCM) Processor Function, including resilience strategies, recovery objectives, business continuity and crisis management plans and including obtaining management support and organizing and managing the formulation of the function or process either in collaboration with, or as a key component of, an integrated risk management initiative.

Determine the events and external surroundings that can adversely affect the organization and its resources (facilities, technologies, etc.) with disruption as well as disaster, the damage such events can cause, and the controls needed to prevent or minimize the effects of potential loss. Provide cost benefit analysis to justify investment in controls to mitigate risks.

Prepare a program to create and maintain corporate awareness and enhance the skills required to develop and implement the Business Continuity Management Program or process and its supporting activities.

Student Learning Outcomes:

- 1) Develop and implement procedures for response and stabilizing the situation following an incident or event, including establishing and managing an Emergency Operations Center to be used as a command center during the emergency.
- 2) Design, develop, and implement Business Continuity and Crisis Management Plans that provide continuity within the recovery time and recovery point objectives. Design, develop, and implement Business Continuity and Crisis Management Plans that provide continuity within the recovery time and recovery point objectives.
- 3) Develop, coordinate, evaluate, and exercise plans to communicate with internal stakeholders (employees, corporate management, etc.), external stakeholders (customers, shareholders, vendors, suppliers, etc.) and the media (print, radio, television, internet, etc.).

Courses required

DMM625	Business and Crisis Continuity	3
DMM624	Organizational Risk and Crisis Management	3

MASTER OF SCIENCE IN MIDWIFERY

Program Director: Dana Perlman, MSN CNM Campus Location: 222 Hayward Hall

The Midwifery Institute at Philadelphia University offers distance-learning programs with and without on-campus requirements. The Master of Science (M.S.) in Midwifery requires two on-campus visits.

Mission

The mission of the Midwifery Institute at Philadelphia University is to offer quality educational preparation of midwives who will advance the profession of midwifery for the betterment of the health of women and their families.

The Midwifery Institute at Philadelphia University believes:

- Midwifery care is the exemplary health care standard for all women.
- Midwifery education models midwifery practice.
- Distributive (distance) learning provides user-friendly access to quality midwifery education.
- It is desirable to educate students who reflect the racial, ethnic and cultural diversity of the country.
- Learning is individualized through use of a wide variety of teaching/learning methodologies.
- Master's preparation for entry-level midwifery practice and research is optimum in the United States for the 21st century's increasingly complex health care environment.
- It is important for midwifery students and practicing midwives to pursue advanced education with a discipline-specific focus in midwifery.

Master of Science Program Goals

1. Graduates of the Midwifery Institute at Philadelphia University will practice as safe beginning-level midwifery practitioners according to the Core Competencies of the American College of Nurse-Midwives (ACNM).
2. Graduates of the Midwifery Institute will be prepared to practice effectively in a multidisciplinary health care environment according to the Core Competencies of the ACNM.
3. Graduates of the Midwifery Institute will have the necessary research and critical thinking skills to be lifelong learners ensuring safe practice.
4. After completion of the midwifery program, graduates will provide midwifery care that demonstrates cultural humility and competence.
5. After completion of the midwifery program graduates will be prepared to practice according to the Code of Ethics and Standards of ACNM.

Program Learning Outcomes

- After completion of the program, the graduates of the Midwifery Institute will be able to:
 - Integrate theory, clinical knowledge, reasoning and skills to provide high-quality midwifery care.

- Contribute midwifery care effectively within interdisciplinary teams (clear communication, professional affect, skillful care).
- Critically reflect on midwifery practice in a variety of healthcare environments.
- Evaluate research to engage in ongoing evidence-based clinical practice.
- Describe diversity issues inherent in the lives of women they serve and the effects of these issues on women's health care.
- Understand past and present professional issues in Midwifery.

Program Description

Philadelphia University provides an exciting way to earn the Master of Science in Midwifery through online learning in the fundamentals of the art and science of midwifery, research, health policy, and selected advanced clinical and professional competencies. Initiated in 1998, this program prepares qualified individuals with a Bachelor's degree and qualified individuals with a bachelor's degree and an RN (Registered Nurse) credential in the practice of midwifery and prepares them to sit for the American Midwifery Certification Board's (AMCB's) national certification exam. Upon successful completion of the board exam, they earn the right to use the title Certified Midwife (CM) or Certified Nurse-Midwife (CNM).

The Midwifery Institute at Philadelphia University offers a 62-credit, 6-semester, 2-year, graduate-level, distance-education program for midwifery. Students can be admitted with a class cohort in either the fall or spring semesters. For those who prefer, this program can also be completed over 3 years. Students admitted without a registered nursing credential have additional required prerequisites and take an additional 10 credits in the first term of study and attend a week-long additional basic skills lab intensive on-campus, or near a contracted hospital for supervised basic skills experiential learning prior to beginning the MS course sequence. Admission to the M.S in Midwifery is conditional pending successful completion of this additional semester. This additional semester of study and basic skills intensive requirement is waived for students matriculating with a current United States registered nurse license in addition to a bachelor's degree.

From the beginning, the Midwifery Institute's education program was designed for distance learning, and values and builds upon the student's previous education and life experience. State-of-the-art communication technology coupled with the professional expertise of an accomplished and caring faculty maximizes the educational experience. The program model focuses on graduate-level skills of inquiry and critical thinking.

The program integrates theory and practice into six semesters (2 years) or nine semesters (3 years) of primarily asynchronous study, clinical experience, and two week-long on-campus intensives. The theoretical components of midwifery are learned through readings, seminar room discussions, problem-based learning seminars, writing assignments, projects, quizzes, and examinations. The practice components are learned through a clinical practicum under the direction of a qualified preceptor. The vast majority of student clinical practicum must be under the direction of a CM/CNM, though some components of clinical may be completed under the direction of a qualified preceptor such as a nurse practitioner, physician, or certified professional midwife.

The program is modeled on midwifery-practice principles. Our course tutors use educational approaches based on the midwifery model of care: students are treated with respect as individuals and provided a personalized approach that encompasses all aspects of the education process including advising, evaluation and supervision. Students take an active role in their own learning throughout their course

of study. Students have program advisors who follow them from admission through graduation establishing continuity across the length of the program.

Course tutors focus on facilitation of learning through a process similar to the midwife's role during labor. Both roles require the ability to challenge, assess, confront, encourage, provide feedback, assist, listen, and problem-solve. This process meets the challenge of distance education and facilitates learning in an environment where students and faculty share the responsibility for lifelong learning. Online seminar rooms are full of thoughtful discussions about the art and science of midwifery practice, reflections on the role transition to midwife, midwifery research, education, and health policy. As adult learners, students are able to reach their professional goals while building relationships within their online learning communities. This national networking is an asset as graduates enter the work world. The faculty sees the midwife within each student and is able to facilitate individual growth and development into the role of midwife, assuring the vitality and vision for the future of midwifery. The midwifery program remains on the cutting edge of a rapidly changing world by weaving tradition with technology.

The 21st-century midwife supports practice with research and respects both the art and science of midwifery. Changes in the healthcare environment require midwives to be advocates for health care of women and families at a policy level as well as at the bedside. Frequently, midwives act as administrators, teachers, and advanced clinical practitioners. This program facilitates professional development in these areas through excellent teaching, innovative technologies, and engaging project-based learning activities.

The program is fortunate to have a diverse, experienced faculty in midwifery education, clinical practice, research, policy, education, and international midwifery. A career in midwifery requires lifelong learning and the faculty continues to be partners in the professional growth and development of midwives, students and the profession of midwifery.

Unique Program Requirements

Successful students of distance-learning programs are self-motivated and disciplined. Midwifery education at Philadelphia University requires extensive reading of primary-source materials in professional journals. Students are expected to demonstrate their ability to think and write critically. They use the written word to express themselves electronically in virtual seminar room discussions, communicating through emails, and in the preparation of learning activities.

All students must have access to a computer (either PC or Mac), a USB port headset and an Internet Service Provider, with a DSL connection recommended. Webcam transmission capability is also required. A telephone headset is strongly encouraged. As technology is continually being updated, before purchasing a computer, please contact the program director for up-to-date information on hardware and software required. A mobile device, such as a smart phone, for clinical rotations is also strongly recommended.

At the Midwifery Institute at Philadelphia University, instruction is provided through the use of course management software that delivers the curriculum and facilitates faculty/student discussion, communication and electronic submission of assignments. Orientation to the software is provided prior to and during the online orientation to the program. Readings and frequent interaction with faculty and classmates complement electronic courses, which include problem-based learning. Experienced faculty members work closely with students and are accessible by email, telephone, or web-meeting. Students can access library resources online through the Gutman Library website.

Our computer environment is intuitive and easy to use. However, students must have basic computer skills, including familiarity with Windows-based applications, word processing and Internet use. During orientation, students learn how they will use the computer during their program of study and how they will communicate with both their faculty and classmates. Students with minimal computer skills are encouraged to enroll in a computer course prior to orientation.

Technical and Professional Standards

For admission to the program, candidates must:

- Be self-motivated learners, have good study habits and be able to organize life commitments to set aside sufficient time for study and learning. We estimate this requires at least 40 hours per week for full-time students, in an environment conducive to study.
- Possess the emotional maturity and stability to approach stressful clinical situations in a calm and rational manner.
- Have the ability to communicate effectively with women and families from a wide diversity of cultural and socioeconomic backgrounds in an empathetic and sensitive way.
- Have well-developed oral and written communication skills.
- Have the ability to make independent clinical decisions within the scope of midwifery practice and within the guidelines for relationships established with collaborating health care providers.
- Display strong ethical integrity consistent with academic expectations and the American College of Nurse-Midwives (ACNM) Code of Ethics.
- Have sufficient mental abilities and physical capabilities, including but not limited to sensory function (vision, hearing and touch sensation), hand-eye coordination, neurologic and muscular coordination and control to competently perform physical assessments, and the technical procedures necessary for midwifery practice.

Clinical Preceptorship

Initial clinical experiences occur in the office providing prenatal, well-woman and primary care approximately two days per week for two semesters. During the student's final two semesters, clinical experience is full scope and adds all phases of labor, birth, postpartum and newborn care. A student may spend up to 40 hours per week in clinical during the final semester. Only part-time employment should be considered while undertaking this full-time program.

Clinical Requirements

Students are required to meet and document the following practicum requirements during their clinical experience: 10 preconception care visits; 40 new antepartum visits; 130 return antepartum visits; 40 labor management experiences; 40 births; 20 postpartum visits (0-5 days); 40 newborn assessments; 10 breast-feeding support visits; 20 postpartum visits (4-8 weeks); 40 primary care visits; 30 family planning visits; 30 gynecologic care visits; 20 peri/postmenopausal visits. Students document clinical outcomes in a web-based tracking system for a minimal monthly subscription (comparable to postage). Students must develop their critical thinking and clinical skills to a safe, beginning level of competency during their clinical practicum. A Declaration of Safety, indicating a student has achieved beginning level of competency necessary for entry into practice, must be signed by the clinical preceptor prior to program completion and in order to sit for the national certification exam given by the American Midwifery Certification Board (AMCB).

Insurance Coverage and Student Clinical Credentialing

Students must show proof of coverage for malpractice liability prior to starting clinical rotations. This insurance is readily available to student midwives through the ACNM. Cost varies year to year and by location. Applicants should ask for current costs during the admission process and know these may change by the time of purchase. Students typically purchase two years of coverage. Students are responsible for their own medical and dental care while enrolled in the program, and for informing the University they have coverage or they will be automatically placed on the University student health plan. Students may need to submit to, and be financially responsible for, any reasonable health screening that is required by a clinical agency beyond that required by the Midwifery Institute at Philadelphia University. Students are required to have a background check, drug screen, and health clearance on admission and prior to beginning clinical rotations. Additional competencies, such as patient privacy, infection control, and cardiopulmonary resuscitation, are also required prior to beginning clinical rotations. Please check with the program for a complete list and associated costs.

Accreditation and Certification

The M.S. in Midwifery program is accredited by the Accreditation Commission for Midwifery Education (ACME). Their mailing address is: ACME, 8403 Colesville Road, Suite 1550, Silver Springs, MD 20910-6374, (240) 485-1800, www.acnm.org.

Upon successful completion of the program, graduates will receive an M.S. in Midwifery and will be eligible to take the national certification examination for midwives offered by the American Midwifery Certification Board (AMCB). Completion of the program prepares graduates to work in all practice settings.

Course of Study: Master's of Science in Midwifery (Fall and Spring starts, varies slightly)

		Course Credits	Term Credits
Term 1	MMW-730 Theoretical Foundations for Midwifery	3	
	CMW-642 Professional Issues	3	
	CMW-699 Advanced Physical Assessment	3	
	CMW-643 Advanced Physiology/Pathophysiology in Primary Care	3	12
Term 2	CMW-645 Health Care of Women	4	
	CMW-638 Advanced Pharmacology 1	2.5	
	MMW-731 Evidenced-Based Care: Evaluating Research	3	9.5
Term 3	CMW-613 Embryology & Genetics	1	
	CMW-641 Preparation for Office Based Practice	1	
	CMW-610 Antepartum Care	4	
	CMW-612 Postpartum/Newborn Care	2.5	

	CMW-631 Clinical i: Maternal & Well Woman Care I	2	10.5
Term 4	MMW-712 Introduction to Health Policy	3	
	CMW-611 Intrapartum Care	4	
	CMW-644 Advanced Pharmacology 2	1.5	
	CMW-632 Clinical ii: Maternal & Well Woman Care II	3	
	<i>CMW-640 Preparation for Full-Scope Midwifery Practice</i>	1	12.5
Term 5	CMW-619 Advanced Perinatal Pathophysiology	4	
	CMW-633 Clinical iii: Full-Scope Midwifery I	4	8
Term 6	CMW-634 Clinical: iv Full-Scope Midwifery II	5	
	MMW-7xx Elective	3	
	CMW-646 Midwifery Nexus Project or MMW-726 Service Learning/ Travel	1.5	9.5
	Graduation	62	62

TOTAL PROGRAM CREDITS:

DIDACTIC CREDITS	48
CLINICAL CREDITS	14
TOTAL CREDIT HOURS	62

Admission to the M.S. in Midwifery Program

Academic Calendar

Classes are admitted twice a year in the fall and spring. See the Philadelphia University Midwifery Institute website for application deadlines (www.philau.edu/midwifery).

Requirements

Each applicant is evaluated individually. Candidates are expected to meet the following criteria for admission:

- Submit a professional resume.
- For the Certified Nurse-Midwife pathway, a candidate must be a registered nurse currently licensed in the state where employed.
- For the Certified Midwife pathway, a candidate must complete all prerequisites prior to enrollment. Students must complete the CM Pathway courses. Continuation in the program is conditional upon successful completion of these courses in the first term of study. See the

Philadelphia University Midwifery Institute website for prerequisites (www.philau.edu/midwifery).

- Hold a baccalaureate or higher degree in any discipline with a grade point average (GPA) of 3.0 or higher.
- Have an interview and a written agreement with a midwifery preceptor at a clinical site.
- Own a computer and have Internet access.
- Submit two letters of reference.
- Submit official transcripts from all undergraduate and graduate courses/institutions.
- Submit a brief essay, per guidelines, using a word-processing program.
- Submit a writing sample—a review of an evidenced-based research article in a recent *Journal of Midwifery and Women's Health*, or take the Graduate Record Examination (GRE).
- Complete an interview (in-person/telephone/video-conference) with a program faculty member.
- Submit evidence of completion of a three-credit undergraduate statistics course.

Transfer of Credits

Students seeking to transfer credit from another program into the Master's in Midwifery course of study will have their transcripts evaluated on an individual basis. Submission of course descriptions and/or syllabi may be required.

Other Program Options

Philadelphia University also offers an ACNM-accredited Post-Master's Certificate Program in Midwifery; a M.S. in Midwifery Completion program; a re-entry to practice process for CNM/CMs who have been out of clinical practice for a number of years; an advanced placement option for experienced midwives, nurse practitioners, and health care providers;

Post-Master's Certificate in Midwifery

The post-master's certificate in midwifery is for qualified individuals who have already earned a master's degree such as a MSN, MPH, or M.S. in a health related field. Program goals are the same as the Master of Science in Midwifery. Program learning outcomes are the same, but students will build on competencies already achieved in their prior master's degree. The post-master's certificate is a 50 credit program. Students take the identical course of study as full MS students, with the exception of the four MMW prefix courses. Please see the Advanced Placement Option for information on advanced standing in this program.

Program Goals

1. Graduates of the Midwifery Institute of Philadelphia University will practice as safe beginning level midwifery practitioners according to the Core Competencies of the American College of Nurse-Midwives (ACNM).
2. Graduates of the Midwifery Institute will be prepared to practice effectively in a multidisciplinary health care environment according to the Core Competencies of the ACNM.
3. Graduates of the Midwifery Institute will have the necessary research and critical thinking skills to be lifelong learners ensuring safe practice.
4. After completion of the midwifery program graduates will provide midwifery care that demonstrates cultural humility and competence.

5. After completion of the midwifery program graduates will be prepared to practice according to the Code of Ethics and Standards of ACNM.

Program Learning Outcomes

1. Students will be able to integrate theory, clinical knowledge, reasoning and skills to provide high quality midwifery care
2. Students will be able to contribute midwifery care effectively within interdisciplinary teams (clear communication, professional affect, skillful care)
3. Students critically reflect on midwifery practice in a variety of healthcare environments.
4. Using graduate level skills already attained, students of the Midwifery Institute will be able to evaluate research to engage in ongoing evidence based clinical practice.
5. Students will describe diversity issues inherent in the lives of women they serve and the effects of these issues on women's health care.
6. Students will practice midwifery in an ethical, empathetic and humanistic manner
7. Students understand past and present professional issues in Midwifery

Master of Science Completion Program

The Master of Science Completion Program is for qualified individuals who are already midwives certified by the American Midwifery Certification Board and who have already earned a Certificate in Midwifery or Nurse-Midwifery from an Accreditation Commission for Midwifery Education accredited midwifery program. Additionally, we have a dual-enrollment agreement with Baystate Midwifery Education Program. Students currently earning their certificate at Baystate can concurrently complete their Master of Science in midwifery at Philadelphia University.

Program Goals

1. Graduates of the Midwifery Institute will be prepared to practice effectively in a multidisciplinary health care environment.
2. Graduates of the Midwifery Institute will have the necessary research and critical thinking skills to be lifelong learners ensuring safe practice.
3. After completion of the midwifery program graduates will provide midwifery care that demonstrates cultural humility and competence.
4. After completion of the midwifery program graduates will be prepared to practice according to the Code of Ethics and Standards of ACNM.5
5. *Program Learning Outcomes*
6. Students will be able to integrate theory, clinical knowledge, reasoning and skills to provide high quality midwifery care
7. Students will be able to contribute midwifery expertise effectively within interdisciplinary teams (clear communication, professional affect, evidence-based care)
8. Students critically reflect on midwifery practice in a variety of healthcare environments.
9. Students of the Midwifery Institute will be able to evaluate research to engage in ongoing evidence based clinical practice.
10. Students will describe diversity issues inherent in the lives of women they serve and the effects of these issues on women's health care.

11. Students will practice midwifery in an ethical, empathetic and humanistic manner.

CM Pathway

The CM pathway to our existing midwifery education program is for qualified individuals prepared at the bachelor's level who want to become midwives. After successful completion of the M.S. in Midwifery program, graduates will be able to sit for the American Midwifery Certification Board (AMCB) exam to become certified midwives (CMs).

Individuals who may have limited or no experience in health care practice have unique learning needs that are addressed before beginning the M.S. in Midwifery course sequence. Students entering through the CM pathway must complete all prerequisite courses required for admission and pass 4 courses (CMW 635 plus lab, CMW 636, CMW 637) as prerequisites before they segue into our existing 62-credit midwifery education program. As this catalogue goes to press, the CM credential is legally recognized in the following states: New York, New Jersey, Delaware, Rhode Island and Missouri. Other states are currently considering legal recognition for the CM.

Advanced Placement Option

The Advanced Placement Option (APO) is an individualized program of study (IPS) for qualified candidates with previous, formal, related health professional preparation, for example, in advanced practice nursing or in midwifery. APO students may challenge selected portions of the midwifery program by demonstrating competency. The purpose of the APO is to assure sound preparation in midwifery, while minimizing repetition of learning activities for knowledge and skills already attained. Part-time study or accelerated options may be planned according to class schedules, availability, and learner preferences. APO status requires submission of an APO portfolio at the time of application for admission. The Office of Graduate Admissions or the program can provide a portfolio template to you.

Refresher Process

The refresher process is for CM/CNMs who are nationally certified by the American Midwifery Certification Board and have graduated from an Accreditation Commission for Midwifery Education accredited program, but have been out of some or all areas of clinical practice and want to follow the American College of Nurse-Midwives guidelines for re-entry to clinical practice. Interested midwives apply for post-professional education with non-matriculated status. An individualized plan of study is created for each refresher student to review current content and take exams for areas of full-scope midwifery practice in which s/he is not current in practice. The refresher midwife completes all required pre-clinical credentialing and purchases liability insurance. Subsequently, the refresher midwife completes a supervised refresher clinical to demonstrate currency in all areas of midwifery practice. For example, a refresher midwife who is currently providing prenatal care, care of common health concerns and gynecology, would complete a clinical refresher in intrapartum and newborn care. All exam and clinical refresher studies are undertaken as credit-by-exam and clinical demonstration. At the conclusion of a successful refresher process, the midwife receives a letter on letterhead reflecting successful completion of the process and can order an official transcript documenting all credit-by-exam work. Midwives interested in the refresher process are encouraged to speak with the Office of Graduate Admissions or with the Program to learn more. Refresher midwives are strongly encouraged to check with their state board and potential employers to learn about any specific requirements for re-entry to practice.

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY

Program Director: Wendy Krupnick, Ph.D., M.B.A., B.S., OTR/L

Campus Location: Main Campus; classes held eight weekends during each semester: Between class sessions, students complete assignments and participate in online learning activities.

Students will be admitted into this program for entrance in the fall semester only.

Mission

The occupational therapy (OT) program's mission is to develop competent, reflective and ethical occupational therapists who possess a commitment to professionalism and lifelong learning. In keeping with the University mission to prepare graduates for successful careers in an evolving and interconnected world, the OT program incorporates interdisciplinary learning and collaboration to enable graduates to practice in diverse environments and changing service-delivery contexts. The curriculum is organized around three themes that reflect the program's philosophy: enabling participation through being client-centered and grounded in the person-environment-occupation fit; applying evidence and clinical reasoning to enhance practice; and fostering collaboration and innovation in order to contribute to our clients' well-being and quality of life.

Program Learning Outcomes

The Philadelphia University entry-level master's degree in occupational therapy curriculum is designed to prepare competent, reflective and ethical occupational therapists whose practice philosophy is both client-centered and occupation-based, and who possess a commitment to professionalism and lifelong learning.

Graduates from the occupational therapy program will demonstrate the ability to:

- Provide occupation-based and client-centered care by competently applying and adapting the occupational therapy process.
- Locate, evaluate and apply evidence-based resources to build knowledge and support occupational therapy practice.
- Work collaboratively with clients, caregivers and members of the professional team to implement programs and services that enable health and participation.
- Demonstrate the attitudes, behaviors and responsibilities associated with being a health professional (e.g. therapeutic relationships, respect for diversity, interprofessional behaviors).
- Develop innovative tools, programs or services to promote participation and well-being.

Program Description

Individuals whose lives are affected by illness, injury or developmental delay can attain their fullest measure of independence and life satisfaction through expert intervention by an occupational therapist. By helping people to build skills and enhancing how they interact in their environments, occupational therapists help people to function and live life to its fullest.

The full time entry-level master's degree is delivered through a hybrid format that involves intensive on-campus weekend class meetings, scheduled two times per month, and supplemented with online learning activities. Coursework builds on the strengths of the University in the areas of design and health sciences to provide students with unique perspectives on the delivery of occupational therapy services.

The occupational therapy program curriculum is based on a frame of reference that is humanistic and holistic in nature, and which emphasizes optimal functioning throughout the life span. The program is designed to prepare strong entry-level practitioners who employ an evidence-based practice approach with the capacity for creative analysis and sound critical thinking.

One of the unique features of the program involves multiple learning opportunities for students to collaborate with design, architecture or fashion students, as well as practicing health and education professionals.

In addition to course work and fieldwork, students enter into a two-year experience with a client living in the community. Each semester students complete course assignments with their clients to better understand the client's lived experience and occupational adaptation issues. Students incorporate this information into the Master's capstone project where they reflect on and chronicle their learning and accomplishments from classroom, fieldwork and client experiences. The master's portfolio project culminates in a capstone presentation to practicing occupational therapists and representatives of other communities of interest.

Consider some of the following features of the graduate program:

- First 22 months of program are conducted in weekend format on campus; program may be completed within 28 months, including Level II Fieldwork.
- Students complete multiple Level I Fieldwork experiences in a range of practice settings.
- The program focuses on educating practitioners to use evidence to support practice decisions, to work independently and creatively; and to nurture a commitment to lifelong professional development.
- The program is designed for adult learners who are self-directed and good time managers.
- Students are exposed to job opportunities in a wide variety of settings: hospitals, long-term care facilities, psychiatric facilities, hand clinics, rehabilitation centers, pediatric hospitals, schools, home care agencies and other community-based settings.

Unique Program Requirements

Successful students in this type of learning program are self-motivated and disciplined. The program will involve extensive reading and online learning activities. Students must enjoy learning through a visual medium. In addition, students must have an ability to express themselves well in written format and a desire to increase their abilities to think and write critically.

All students must have daily access to a computer with camera or webcam and the Internet. It is highly recommended that students also have access to a headset with microphone.

Prerequisite Course Requirements

(COMPLETED WITHIN LAST TEN YEARS)

Course	Credits
Anatomy and Physiology I (with Laboratory)	4
Anatomy and Physiology II (with Laboratory)	4
Science (Physics recommended)	4
Developmental Psychology or equivalent (Lifespan)	3
Abnormal Psychology or equivalent	3

Statistics	3
Sociology/Anthropology/Cultural Studies or equivalent	3
TOTAL CREDIT HOURS: 24 Credits	

Program of Studies

The MSOT coursework is sequenced in a planned progression in order to build upon and develop knowledge and skills at increasing levels of complexity, competence and integration. Upon the completion of the second year of didactic coursework, students must participate in two full-time, Level II Field work affiliations. Refer to a typical full time sequence below.

Note: A felony conviction may affect a student's ability to be placed at a fieldwork setting.

Program of Studies: MS in OT Sequence (Full-Time)

Year 1.Fall	OCC 610. Portfolio Seminar	1 cr
	OCC 611. Foundations for Practice	3 cr
	OCC 613. Functional Anatomy	4 cr
	OCC 621. Occupational Competence	3 cr
	OCC 625. Clinical Skills A	1 cr
Year 1.Spring	OCC 616. Assistive Technology Design	2 cr
	OCC 623. Applied Neuroanatomy	4 cr
	OCC 628. Intro to Evaluation	1 cr
	OCC 635. Clinical Skills B	1 cr
	OCC 645. Clinical Skills C	1 cr
Year 2.Summer	OCC 741. Interpersonal Relations & Groups	3 cr
	OCC 626. Evidence-Based Practice	3 cr
	OCC 735. Level I Fieldwork A	1 cr
	OCC 738 Psychosocial Interventions	5 cr
	OCC 765 Clinical Applications	1 cr
Year 2.Fall	OCC 745. Level I Fieldwork B	1 cr
	OCC 748. Assessment & Intervention: Adults	5 cr
	OCC 754. Environmental Dimensions of Occupations	3 cr
	OCC 766. Older Adults: Enabling Participation	2 cr
Year 2.Spring	OCC 751. Professional Issues & Trends	3 cr
	OCC 755. Level I Fieldwork C	1 cr
	OCC 757. Innovative Practice in OT	3 cr
	OCC 758. Assessment & Intervention: Children & Youth	5 cr
Year 3.*Summer	OCC 768. Specialty Practice: UE Rehab	3 cr
	OCC 770. Practice Platform Seminar	2 cr

	OCC 784. Mastery	1 cr
Year 3.Fall	OCC 771. Level II Fieldwork: Part A	3 cr
	OCC 775. Clinical Reasoning I	1.5 cr
Year 3.Spring	OCC 781. Level II Fieldwork: Part B	3 cr
	OCC 785. Clinical Reasoning II	1.5 cr
TOTAL CREDIT HOURS		72cr

*Depending on fieldwork site placements, students may be able to begin Level II Fieldwork in the summer, and as a result, would be eligible to graduate in December.

Admissions Criteria

Any individual who has or is about to receive a bachelor's degree from an accredited college or university is eligible to apply. The graduate program in occupational therapy leading to the Master of Science is designed to accommodate students from all undergraduate disciplines. Students in the occupational therapy program will be selected on a competitive basis from candidates submitting complete applications with all required supporting materials.

- Academic Background: A bachelor's degree from an accredited institution with a minimum cumulative grade point average (GPA) of 3.0, and completion of all foundation coursework with a minimum average 3.0 GPA is required. Candidates may apply for consideration prior to completion of all prerequisite requirements as long as a reasonable plan for completion of required coursework prior to entrance into the program is delineated. All prerequisite foundation courses must be completed prior to matriculation in the program, with no less than a B- in each.
- Two Letters of Reference: These letters should examine the applicant's abilities, communication skills, motivation, interpersonal skills and emotional responsibility.
- Personal Essay: Students should write and submit a career goals essay with their application materials (approximately 500 words). The essay will be examined for written communication skills, knowledge of the occupational therapy field, and motivation for the profession.
- Standardized Test Score: Students should submit results of either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) with their application. Candidates' application packets will be reviewed after the GRE or MAT scores are received by the university.
- Resume: Students must submit a resume that highlights their background and experience. Faculty believe that enrollment of students with varied cultural, geographic, academic and employment backgrounds enriches the learning experience and helps sensitize occupational therapy program students to the unique characteristics of the diverse patient populations they will work with as health care providers.
- Clinical Observation Hours: Students should submit documentation of 20 hours of clinical observation under the supervision of an occupational therapist before beginning the professional program. Applicants are encouraged to complete clinical observation hours as early as possible.

Acceptance Classifications

Students may be admitted to this program under one of the following acceptance classifications:

- **Full Acceptance:** Students who have met all admissions requirements with satisfactory performance as judged by the OT program's Admission Committee are granted full acceptance. Full acceptance is granted only when the student's file is complete, and all the program-specific requirements for entry have been met.
- **Conditional Acceptance:** Students may be offered a conditional acceptance classification when a student's file is missing evidence that s/he has successfully completed all prerequisite coursework. Prior to admission under this category, students must show evidence of registration for all outstanding prerequisite courses. Students will not be allowed to take any courses in the program prior to completion of all prerequisite coursework. Upon successful completion of all prerequisite course requirements, students must apply to the Office of Graduate Admissions for a change in admission status.

All students must be fully accepted into the occupational therapy program before they can enroll in any Occupational Therapy courses.

Accepted Student Requirements

Students in the occupational therapy program are expected to fulfill the following requirements during their student experience at Philadelphia University.

Participation in clinical and fieldwork experiences is a required part of the curriculum and a requirement for graduation. Many settings require students to be fingerprinted, undergo a drug screening and/or gain clearance from the PA Sex Offender Registry. Students are responsible for the costs of these processes, as well as for transportation arrangements and costs associated with fieldwork experiences. Information regarding how to meet these requirements is provided by the program.

Note: Clinical and fieldwork sites may deny a student's participation in the clinical or fieldwork experience because of a felony or misdemeanor conviction, failure of a required drug test or inability to produce an appropriate health clearance, all of which would result in delayed graduation or, in the inability to graduate from the program.

Students are expected to obtain materials and/or complete documentation required for Fieldwork:

- Health Clearance (by June, prior to first academic year)
- Annual physical examination
- Annual update of immunizations according to fieldwork site requirements
- Annual proof of active health insurance coverage
- Legal Clearance: Annual criminal background check and annual child abuse history clearance
- CPR certification

Students are expected to maintain professional organization memberships in the following organizations

- Philadelphia University Student Occupational Therapy Association (SOTA)
- American Occupational Therapy Association (AOTA)
- Pennsylvania Occupational Therapy Association (POTA) (or other state OT association)

Accreditation and Certification

The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's phone number is 301.652.2682.

Graduates of the program are eligible to sit for the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. NOTE: a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

Occupational Therapy Program Academic Standards

The occupational therapy program admission criteria are designed to select candidates who are most likely to succeed both in the University academic environment as well as in OT professional practice. While the program faculty is dedicated to assisting students in their professional education, the student also has responsibilities. Students enrolled in the program must demonstrate achievement in academic and clinical competencies necessary for professional practice, and meet academic standards consistent with graduate school criteria. Students must also demonstrate effective professional behavior as detailed in the *Fieldwork Readiness Behavior Development* form (see OT Student Handbook). In order to remain in good academic standing, students must meet the following standards. These academic standards are in addition to the university academic standards as described in the Graduate Catalog and on the Philadelphia University website. *Retention and Progression*

The student's cumulative academic record is reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements. The program director will notify the student when problems in academic performance may jeopardize a student's good standing.

The maximum time for completion of the degree program is 4.5 years from the date of first enrollment. Students who have not earned the graduate degree during this period will have their academic records reviewed and may be asked to meet additional requirements in order to graduate.

Academic & Professional Conduct

In order to remain in good academic standing, students must meet the following standards. These academic and conduct standards are in addition to the university academic standards as described in the University Student Handbook, University Catalog and on the University web site.

- Maintain a minimum semester grade point average (GPA) of 3.0 in Occupational Therapy coursework.
- Maintain a minimum cumulative grade point average of 3.0. (Graduation eligibility requires a minimum overall 3.0 GPA.)
- Receive no more than one grade below B- while in the OT Program. (A second grade below B- will result in dismissal.)
- Repeat core course when "C" (2.0) grade is earned. While the grade of "C" is regarded as a minimum passing grade, it is judged as unsatisfactory performance. Students who earn a "C" grade in a core course must decelerate, and repeat the course before proceeding in the full-time

program (see Deceleration below). Students who are unable to earn a minimum “B” (3.0) in a repeat course will be dismissed from the program. A course can be repeated only once, and the student must achieve a minimum “B” (3.0) grade on the second attempt.

- Demonstrate appropriate professional behavior and conduct (refer to Standards of Professional Conduct).

Competency Grading

- A. Each student is expected to pass every competency on the first attempt with a minimum passing grade of 80%. If unsuccessful, the student will be allowed one retake of the competency; the highest grade that can be earned will be 80%.
- B. Students must earn a competency grade average of 80% or higher within each course. Students who are unable to earn the minimum 80% average must enter into a remediation program defined by the course faculty. Students must demonstrate competency at the end of remediation, or will be dismissed.
- C. Each student is expected to demonstrate proficiency in all safety items in order to successfully pass the competency.

Fieldwork

- Students must attain a minimum overall 3.0 GPA prior to enrolling in Level II fieldwork courses.
- Students must successfully complete Level II fieldwork within 15 months beyond the date of completion of didactic coursework. In instances where there is more than 12 months of inactivity, faculty may require students to engage in competencies and/or other learning activities to assure fieldwork readiness.
- Students must receive satisfactory reports and evaluations from all fieldwork educators to receive fieldwork credit (“CR”).
- Failure to complete a fieldwork, student withdrawal, or having to be removed from a placement may result in a student’s dismissal from the program. Students who need to repeat more than one Level II fieldwork due to unsatisfactory performance will be dismissed from the program.
- If a grade of “NC” (no credit) is obtained in a fieldwork course, faculty determines whether the student is permitted to repeat the fieldwork, or be dismissed from the program. If permission to repeat the fieldwork is granted, the student must develop a written plan of self-correction prior to being placed in another fieldwork.
- A fieldwork may be repeated only once, and the student must achieve a “CR” (credit) grade on the second attempt. If a student receives a grade of “NC” in two fieldwork courses, the student will be dismissed from the program. The decision to permit a student to repeat fieldwork is dependent on fieldwork educator verbal or written reports about student behavior with respect to adherence to site regulations, site schedule, ethical standards of conduct, or engagement in behavior that puts patient/client safety at risk.
- Students receiving a “NC” grade, including “W” (withdrawal) in fieldwork will be placed on probation. The student must re-register and repeat the fieldwork in order to progress in the program. Repetition of a fieldwork could delay graduation. Withdrawal for medical or personal reasons—and approved by program faculty—will not result in probation.
- A student must earn a grade of “CR” in all fieldwork in order to graduate.

Probation, Deceleration and Dismissal

Academic probation is a means of emphatically informing students that their records are unsatisfactory, while there is still time to remedy the situation. Students will be placed on academic probation when their records indicate that normal progress toward a degree is in jeopardy. Students on probation should meet with their advisors to discuss a plan for improving their academic performance. They should also consider reducing the number of hours of employment whenever possible and/or limit participation in any other activity that interferes with the performance of their academic work.

1. **Probation**—Students whose academic records include one or more of the following will be placed on academic probation:
 - Semester GPA below 3.0 (OT Program GPA is comprised of all OT courses taken, beginning with the semester that the student enters the professional phase of the OT Program.)
 - Cumulative grade point average below 3.0.
 - Grade below “B-” in one or more courses
 - Withdrawing from a course for academic reasons (students who need to withdraw from a course for medical or personal reasons must be first be approved by the Academic and Professional Standards Review Committee prior to withdrawing)
 - While the grade of “C” is regarded as a minimum passing grade, it is judged as unsatisfactory performance. Students who earn a “C” grade in core courses must decelerate, and repeat the course before proceeding in the full time program (see Deceleration below).
 - Verbal or written reports from fieldwork educators indicating the student’s non-adherence to site regulations, site schedule, ethical standards of conduct or engagement in behavior that puts patient/client safety at risk. (This information will be reviewed by the Academic and Professional Standards Review Committee for action, either probation or dismissal, depending upon the circumstances.)
 - A student who violates the OT program’s Standards of Professional Behavior or AOTA Code of Ethics and Ethical Standards will be placed on either academic probation or dismissed, depending on the circumstances.

Students on academic probation will be required to improve their academic performance by the end of the next enrolled semester in order to be removed from academic probation. These details will be provided in writing to the student upon notification of placement on probation.

2. **Deceleration**—Deceleration means that the student may not progress in the full-time program.
 - Students decelerate when they receive a “C” (2.0) in any core course (Functional Anatomy, Applied Neuroanatomy, Assessment & Intervention courses (Adult, Children & Youth, and Psychosocial Interventions, or their equivalent). Students must repeat the course and earn a minimum “B” (3.0) in order to proceed in the program. Students who are unsuccessful with remediation activities will be dismissed. Students can repeat only one course.
 - Since the program is a lock-step curriculum, courses that were not successfully completed cannot be repeated until the following year. A second deceleration results in dismissal.
3. **Dismissal**—If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the program. In addition, students

whose academic records include one or any combination of the following will be dismissed from the program:

- Cumulative grade point average below 3.0 for any two semesters
- Probation for any three semesters
- Grade below “B-” in two or more courses
- Grade of “NC” in two fieldwork courses
- Grade of “F” or “NC” in a non-fieldwork course.
- Failure to earn minimum 3.0 grade in a repeated course (a course can be repeated only once).
- Failure to correct deficiencies outlines in probation notice.
- Unprofessional behavior and/or conduct that violates the University’s Code of Conduct, the AOTA Code of Ethics and Ethical Standards, or the OT program’s Standards of Professional Behavior.

Official notification of probation or dismissal will be in writing and sent directly to the student. Students may appeal by submitting a written request for reinstatement to the OT Program Director. The petition should include:

- An explanation of the poor academic performance that led to the dismissal.
 - An explanation of whether the student worked with OT Program faculty, sought tutoring assistance or accessed other support services to address academic performance.
 - Documentation concerning any mitigating circumstances that may have contributed to poor performance (this includes but is not limited to medical or psychological documentation).
 - A plan for preventing recurrence of academic or professional behavior difficulties and for raising performance to at least the minimum standard required for continued enrollment.
 - Letters of support from faculty or others (optional).
4. **Re-entry**—Students who are dismissed from the OT program for academic conduct or any other reason are not typically readmitted. In special circumstances, dismissed students may be considered for re-entry. To be considered for re-entry students must have developed and implemented an action plan that would facilitate successful academic performance. Refer to the re-entry policy in the OT program Student Handbook for further information.
5. **Withdrawal**—Students who withdraw from the OT program may have their records reviewed for possible readmission by program faculty. Readmission will be determined by the faculty based on this review and any additional criteria required at the discretion of the faculty. Refer to the University catalog for further information regarding procedures.

MASTER OF SCIENCE IN PHYSICIAN ASSISTANT STUDIES

Program Director: Jesse Coale, DMin, PA-C, DFAAPA

Campus Location: Main Campus, Hayward Hall, Suite 224

New Jersey Campus, The Carnegie Center, Atlantic City

Full-time, day program. Students admitted for entrance annually in July only.

Mission

To provide students with the foundation of knowledge, technical skills and critical thinking necessary to competently perform the functions of the physician assistant profession in an ethical, empathetic manner working with a licensed practicing physician. A secondary focus is to prepare students to provide comprehensive medical services to diverse underserved patient populations in inner-city and rural locations.

Graduate Outcomes

Graduates of the physician assistant program will be expected to:

- Accurately elicit a medical history and perform an appropriate physical examination based on patient presentation.
- Formulate an appropriate differential diagnosis based on history and physical exam findings.
- Appropriately recommend and interpret common diagnostic studies based on history and physical exam findings.
- Diagnose and manage acute and chronic medical and psychological disorders based on clinical presentation and diagnostic testing results for patients across the lifespan.
- Develop and implement appropriate treatment plans for common disorders including medications, surgery, counseling, therapeutic procedures, rehabilitative therapies, or other therapeutic modalities.
- Perform common laboratory studies and clinical procedures.
- Screen for diseases, assess for risk factors of common disease, and initiate and recommend health promotion and disease prevention measures.
- Provide patient education and counseling for common medical and psychological illnesses, common medical procedures, therapeutic regimens, adherence, and health maintenance.
- Recognize when a problem is beyond the scope of the PA provider and refer the patient to the supervising physician, appropriate specialists, and/or community resources.
- Effectively document medical information in a variety of formats.
- Demonstrate competence in written, oral and electronic forms of communication with patients, families, and other members of the health care team.
- Perform a medical literature search, critically evaluate the relevance of the medical literature, and apply evidence based medicine principles to clinical practice.
- Show sensitivity regarding the emotional, cultural and socioeconomic aspects of the patient, the patient's condition, and the patient's family.
- Conduct themselves in a professional courteous manner and with the highest ethical and legal standards expected of a health care professional and consistent with the role and responsibilities of a physician assistant.
- Continue to develop lifelong learning skills through ongoing self-reflection, active engagement and professional development.

The Profession

A physician assistant, or PA, is a qualified medical professional who practices medicine under the supervision of a licensed physician. PAs provide a wide variety of medical services traditionally performed by physicians. The concept for the profession originated in the early to mid-1960s as a way to enhance the provision of medical care to people residing in medically underserved areas. The care of the underserved remains an ongoing goal of the profession.

Physician assistants work in all 50 states, Guam and the District of Columbia in a range of medical settings including physicians' offices, hospitals, clinics, emergency departments, military and Veterans Administration installations, nursing homes, industrial health centers and correctional institutions. They always work in conjunction with a physician and can have an array of responsibilities including medical history taking, physical examination, ordering or performing lab and other diagnostic tests, synthesizing data to make a proper diagnosis, developing a treatment plan, monitoring patient progress, providing health-related counseling and performing various procedures such as casting and suturing and assisting in surgery. PAs can prescribe medications in all states.

Program Description

The Philadelphia University physician assistant studies program is part of the College of Science, Health and the Liberal Arts. It is a comprehensive academic experience that stresses the practical application of current medical theory. All of the program faculty members are actively practicing health care providers with a great depth of knowledge and experience. Students are exposed to the clinical environment throughout their education with patient contact even during the classroom or didactic portion of the program.

Program-Specific Costs

The typical student in the physician assistant studies program will spend approximately \$3,000 - \$5,000 on medical equipment, point-of-care equipment (such as a smartphone), books, malpractice liability insurance and other program-related fees for both professional phase years combined. This does not include tuition, housing, food, living expenses, travel costs, health center fees and graduation fees. All of these costs are listed elsewhere in the catalog.

The physician assistant studies program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA). This program is available full time, day only. The clinical or practical portion will involve some night and weekend hours and holidays.

PA Program Technical and Professional Standards

Applicants are selected based on the Admissions Committee's assessment of their ability to successfully complete the training and competently function in the role of the profession as defined by: the Accreditation Review Commission on Education for the Physician Assistant, Inc., as published in the Accreditation Standards for Physician Assistant Education; the State of Pennsylvania as published in the Medical Practice Act; and the Program. Successful matriculation necessitates that all candidates must have the physical, emotional and intellectual attributes necessary for success in this type of education.

Technical, Academic and Professional Standards

For admission to the program candidates must:

- Have the academic ability to learn a large volume of technically detailed information and be able to synthesize and use this data to solve complex clinical problems. This information must be acquired in a short and intense period of study, which requires well-developed study skills and a high level of motivation, and may require considerable personal and financial sacrifice.
- Possess the emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

- Have the ability to effectively communicate with ill patients from a wide diversity of cultural and socioeconomic backgrounds in an empathetic and sensitive fashion.
- Have well-developed oral and written communication skills.
- Have comfort with the role of a dependent practitioner operating under the supervision of a licensed physician, while simultaneously feeling comfortable with the large amount of responsibility that goes along with the delivery of patient care in sometimes remote locations. Display strong ethical integrity consistent with working as a health care professional. Have sufficient physical abilities in the areas of sensory function (vision, hearing and touch sensation), hand-eye coordination, and neurologic and muscular coordination and control to competently perform the technical activities that are a critical part of the program and profession, including:
 - Physical examinations, which include visual inspection, listening to heart and lung sounds with a stethoscope, examination by touch to gather information such as skin temperature and texture, and other maneuvers.
 - Performance and interpretation of diagnostic studies such as blood tests, EKG's, and X-rays.
 - Surgical assisting, which can involve activities such as control of bleeding and suturing (wound closure by placing stitches).
 - Performing common procedures such as applying casts, suturing, cardiopulmonary resuscitation (CPR), venipuncture (placing needle into a vein to collect a blood sample) and starting an intravenous access line.

Curriculum

The program is 25 months of continuous study and includes the didactic level consisting of three semesters of classroom and laboratory work in basic and applied medical science, and the clinical level consisting of ten rotations at a variety of clinical sites such as hospitals and medical offices. The first semester of the didactic level begins in mid-July of each year. Students must complete all didactic-level courses before they can enter the clinical level.

Overview of Clinical Training

Upon successful completion of the didactic-level courses, the PA student proceeds into the clinical-education level of the program. The PA student will spend approximately 12 months in clinical rotations. This is divided into 10 five- or six-week blocks.

Clinical Rotations (6 credits each)

The required clinical rotations are five- or six-week blocks in the areas of primary care, internal medicine, pediatrics, surgery, psychiatry/mental health, women's health and emergency medicine and are designed to expose the PA student to patient care in a variety of settings. The student is directly involved with the evaluation and management of patients to the extent that the clinical preceptor or supervisor is comfortable with the level of knowledge and skills of the PA student. Typically, the student spends at least 40 hours per week in the clinical setting, attending to patients and partaking in continuing medical-education seminars.

The remaining clinical experiences include the Medical/Surgical Selective, and the clinical elective. During the elective, students can spend more time in one of their rotation specialties or gain experience in other settings such as neonatology, HIV, cardiology, urology, orthopedic surgery, cardiothoracic surgery and others. The student should expect to be working a full-time schedule.

PAS-605	Clinical Correlations of Public Health	1
PAS-611	Clinical Medicine	8
PAS-612	Clinical Reasoning	2.5
PAS-613	Pharmacology and Pharmacotherapeutics	4
PAS-614	Emergency Medicine	3
PAS-615	Diagnostics Medicine	2
	CREDIT HOURS:	20.5

Summer 1 Semester

PAS 603	<i>Advanced Physical Assessment</i>	0.5
PAS-621	Clinical Disciplines Overview (Surgery, Pediatrics, OB/GYN)	6
PAS-622	Pharmacotherapeutics Seminar	1
PAS-623	Advanced Radiology/ECG Seminar	1

Summer 2 Semester

	1 Clinical Rotation	6
	CREDIT HOURS: `	14.5

YEAR TWO

Fall, Spring, Summer 1, and Summer 2 Semesters

	7 Clinical Rotations (6 credits each)	42
	Medical/Surgical Selective	6
	Elective	6
PAS-771	Master's Comprehensive Experience**	2
	CREDIT HOURS:	57

*Clinical Rotations**

- PAS-741 Internal Medicine Rotation
 - PAS-742 Pediatrics Rotation
 - PAS-743 Women's Health Rotation
 - PAS-744 Psychiatry/ Mental Health Rotation
 - PAS-745 Surgery Rotation
 - PAS-746 Emergency Medicine Rotation
 - PAS-759 Primary Care 1 Rotation
 - PAS-760 Primary Care 2 Rotation
 - PAS-763 Medical/Surgical Selective Rotation
 - PAS-764 Elective Rotation
- TOTAL CREDIT HOURS: 113 Credits

*All rotations may be divided into A & B courses dependent on the academic calendar.

Application Procedure

Philadelphia University is participating in the Centralized Application Service for Physician Assistants (CASPA). To apply for admission into the M.S. in Physician Assistant Studies program at Philadelphia University, please visit the CASPA website at www.caspaonline.org. Application for admission will be

accepted only through the CASPA service. Please refer to the Philadelphia University CASPA portal for specific information related to application deadlines.

You must request that official copies of your transcripts be sent directly to CASPA by the institution(s) attended. Student copies of transcripts or copies sent to CASPA directly by the applicant are not acceptable. Letters of reference should also be sent directly to CASPA from the person making the reference. Your GRE scores, however, should be sent directly to Philadelphia University, Office of Graduate Admissions by Educational Testing Services. Philadelphia University's reporting code is #2666. Once admitted, the student must provide Philadelphia University with an original transcript of their bachelor's degree education. This is necessary to grant the M.S. degree, as the CASPA service maintains the original transcripts.

Admission Requirements

The Accreditation Review Commission on Education for the Physician Assistant—Accreditation Standards for Physician Assistant Education: “The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient's welfare are essential attributes of the graduate PA.”

Admission to the physician assistant studies program is extremely competitive. Applicants are selected based on a committee's assessment of their ability to successfully complete the training and competently function in the role of the profession as defined by the ARC-PA as printed in the Accreditation Standards for Physician Assistant Education, the Commonwealth of Pennsylvania (as published in the Medical Practice Act), and the guidelines of the PA Studies Program. Candidates must have the physical, emotional and intellectual attributes necessary for success in this type of training.

Selection Criteria

Students in the PA program will be selected from candidates submitting complete applications with all required supporting material to the Central Application Service of Physician Assistants (CASPA) at www.caspaonline.org. The Physician Assistant Admissions Committee uses a variety of criteria to make admission decisions.

These can include:

- Academic experience including: a) previous college curriculum difficulty, institution, cumulative grades, science course grades and graduate study, b) academic patterns such as most recent academic performance, credit load, withdrawals and incomplete courses. The physician assistant studies program requires a cumulative total GPA of 3.25 and a science-only GPA of 3.25 for admission; both criteria must be met to be considered for admission. Once admitted, the graduate school requires the maintenance of an overall GPA of 3.00.
- Health care or human service experience with consideration to type and duration. This can include both paid and volunteer experience.
- A personal essay that examines written communication skills, knowledge of the PA profession and motivation for the profession.
- Three letters of reference submitted through CASPA that examine the applicant's abilities, communication skills, motivation, interpersonal skills and emotional maturity from those familiar with your professional or academic abilities, such as a professor or supervisor.

- The amount of prerequisite coursework the applicant has left to complete, along with the applicant’s plan for completion. Students who have not completed all prerequisites prior to application can be admitted on a “conditional basis.”
- Personal interview—The most qualified applicants from the general applicant pool may be invited to come to the University for a personal interview. This interview attempts to ascertain an applicant’s knowledge of the profession, motivation for pursuing a PA career, interpersonal and oral communication skills, compassion, problem-solving abilities, preparation for the educational experience, and dedication to providing care to the underserved.
- Diversity—The PA program believes that enrollment of students with a wide diversity of cultural, geographic, academic and occupational backgrounds enriches the learning experience and helps in sensitizing PA students to unique characteristics of diverse patient populations with whom they will work as health care providers.

Progression Criteria

Definitions:

- Cumulative GPA: calculated average grade of all semesters of the PA Program starting with the first Summer II semester of the year that the student entered the professional phase of the Studies Program through the conclusion of the Program.
- Semester GPAs: calculated average of all course grades that are included in any semester that has a minimum of 8 credits.
- Courses: All PAS and PASF courses, including rotations.
- Didactic: All PAS 400, PASF 500, and PAS 600 level courses.
- Clinical: All PAS 700 level courses.

Grading:

The following is a list of GPA equivalents of letter grades and relevant abbreviations:

A	4.00	B-	2.67	F	0.00
A-	3.67	C+	2.33	W	Withdraw
B+	3.33	C	2.00	CR	Credit
B	3.00	C-	1.67	NC	No credit

The following is the program grading scale:

A	92-100	B-	75-79	F	0-64
A-	88-91	C+	72-74		
B+	85-87	C	70-71		
B	80-84	C-	65-69		

It is important to note that while a grade of “C” is officially passing, all grades below a “B” are considered marginal in the Graduate School because of the 3.000 cumulative GPA requirement.

Criteria to be in Good Standing in the PA Studies Program:

- Students must maintain a cumulative GPA of at least a 3.000 (unrounded).
- Students must obtain all semester GPAs of at least 3.000 (unrounded) during each semester.
- Students must receive a grade of “B-” or above or, if applicable, “CR” in all courses and clinical rotations.
- Students must meet with their academic advisor at least one time per semester, or more regularly if requested.
- Students must pass all end of rotation (EOR) exams with a grade 60% or greater.
- Students must pass all clinical final preceptor evaluations with a grade of 70% or greater on both parts and receive satisfactory written and verbal feedback from clinical preceptors.
- Students must pass all parts of the end-of-program Summary Testing including the Written Comprehensive and OSCE within 2 attempts.
- Students must fully comply with all University and Program Policies and Procedures, including but not limited to the University Community Standards, and the Standards of Conduct as defined this handbook.
- Students must pass all background checks and drug screens.
- Students returning to good standing from probation must comply with all criteria outlined in their probation letter and/or learning contract in the specified time frame.

Criteria for placement on PA Studies Program Probation:

- Students who obtain a cumulative GPA below a 3.000 (unrounded).

Students must complete all didactic level work with a cumulative GPA of 3.0 or they will not be permitted to progress to the clinical level.

- Students who obtain a semester GPA below a 3.000 (unrounded).
- Students who receive a grade of “C” or “C+” in one didactic course in the Program.

A grade below “C” is criteria for dismissal.

- Students who receive a grade below “B-” on one clinical rotation.

If a student obtains below a “C” this rotation must be repeated and a student must obtain a grade of “B” or better. Repetition of a rotation will delay graduation.

- Students failing 1 post rotation exam with a grade below 60% while on clinical rotations.
- Students who fail to obtain a grade of 70% or better on each part of a single final preceptor evaluation while on clinical rotations.
- Students who fail a graded site visit.
- Students who fail any part of the end-of-program Summary Testing two times.

These students will have a special remediation contract developed to assist them in passing these exams on the 3rd and last attempt. This will delay graduation.

- Students who display unprofessional behavior and/or conduct as outlined in this manual, the Clinical Year Handbook, or the University Code of Conduct.

Probation:

Students on academic probation will be required to improve their academic performance during their next semester (unless another time frame is specified in their probation letter) in order to be removed from academic probation. Students will receive a probation letter from the PA Studies Program Academic and Professional Standards Review Committee, which will outline remedial procedures, expectations, and a schedule for correction of the identified deficiencies. If these deficiencies are corrected in a satisfactory manner in the appropriate time frame students will be removed from academic probation. If a student is placed on probation for obtaining a course grade of “C+” or “C” they will only be considered to be on probation for the subsequent semester for purposes of dismissal. Students who fail to correct the identified deficiencies will meet criteria for dismissal (see below).

Criteria for Dismissal from the PA Studies Program:

- If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the Program. In addition, students whose academic record includes one or any combination of the following will be dismissed from the University:
 - Students who refuse to sign or comply with the remediation plan/contract developed by the Academic and Professional Standards Review Committee.
 - Students who fail to correct deficiencies outlined in their probation letter/contract.

This includes, but is not limited to, failure to repeat specified courses in which a grade below “B-” was obtained, failure to gain a grade of “B” on in a repeated course, or failure to correct behavior as stipulated in the student’s probation notice.

- Students who obtain a cumulative GPA below 3.0 for any two terms.

These terms do not have to be sequential.

- Students who are placed on probation for any three terms, including, but not limited to students who have 3 semester GPAs that do not meet the 3.000 minimum.

These do not have to be sequential. Academic or professional probation both apply.

- Students who obtain a grade below “B-” in two or more courses or rotations.
- Students who receive a grade below “C”, including “W” or “NC”, in any didactic course.

Withdrawal from a course for medical or personal reasons, and pre-approved by the Academic and Professional Standards Review Committee, may not lead to dismissal. An approved withdrawn course must be repeated to progress in the Program. Repetition of a course will delay graduation.

- Students receiving 2 or more grades below “C”, including “W”, in more than one clinical rotation, or failure to gain a grade of “B” on a repeated rotation.

Withdrawal from a course or rotation for medical or personal reasons, and pre-approved by the Academic and Professional Standards Review Committee, may not lead to dismissal. An approved withdrawn rotation must be repeated, which will delay graduation.

- Students who fail 2 clinical post rotation exams with a grade below 60%.
- Students who fail to obtain a grade of 70% or better on each part of 2 different final preceptor evaluations while on clinical rotations.
- Students who fail any part of the Summary Testing 3 times.
- Unprofessional behavior and/or conduct, including, but not limited to:
- Students who display of any behavior which may present a potential risk to the health of the student, their classmates, the faculty, clinical colleagues, or patients.
- Students who are identified by preceptors via verbal or written reports, indicating that they are not adhering to site regulations, site schedule, ethical standards of conduct, limitations of student role, or that the student is not progressing academically or not demonstrating proficiency to a level where it may jeopardize patient safety.
- Students who fail to report significant changes in their health that may affect patient care to the Program within 48 hours.
- Students who fail to comply with required background checks including fingerprinting, drug and/or alcohol screening, or students who have misrepresented themselves to the Program on application.
- Students who fail to notify the Program of a criminal charge or arrest within 72 hours.
- Students with positive drug and/or alcohol screening results.
- Failure to communicate with the Program after taking a leave of absence for >365 days.

Dismissal:

Students will receive written notification of academic dismissal and may appeal by submitting a written request for reinstatement to the PA Program Director. The petition should include:

1. An explanation of the poor academic performance that led to the dismissal, i.e. insufficient credits earned and/or low GPA.
2. An explanation of whether the student worked with PA Program faculty, sought tutoring assistance or accessed other support services to address academic performance.
3. Documentation concerning any mitigating circumstances that may have contributed to poor performance. This includes but is not limited to medical or psychological documentation.
4. A plan for preventing recurrence of these academic difficulties and for raising credits and/or the GPA above the minimum standard for continued enrollment.
5. Letters of support from professors or other support staff (optional).

Students in the 5-Year Combined BS/MS Studies Program dismissed during the 1st Fall semester may complete the requirements for the BS in Health Sciences by completing at least 121 credits of the curriculum, but may NOT complete the M.S. in Physician Assistant Studies Program and are NOT eligible to sit for the NCCPA Physician Assistant National Certifying Examination or for Physician Assistant licensure.

Students dismissed from the Professional Phase of the PA Studies Program for failing a course or failing to meet GPA standards may reapply through CASPA and may be readmitted to the Program in a subsequent academic year. Readmission is not guaranteed, and is based on the Admissions Committee's evaluation of the student's academic record, and their assessment of student's ability to successfully complete the training. Students readmitted to the Program would most likely be required to take all, or most, of the courses again. Students dismissed for conduct violations or failing two or more courses will not be readmitted to the Program under ordinary circumstances. In very unusual circumstances,

students dismissed for these issues would be considered for readmission. These students must notify the PA Studies Program Director prior to application, and then reapply to the Office of Admissions following the usual admission procedures (CASPA). All dismissal appeals must be in writing and submitted within ten days of receiving their dismissal letter.

Students dismissed from the PA Studies Program are not eligible to sit for the NCCPA Physician Assistant National Certifying Examination, or for PA certification or licensure.

Graduation Requirements for the PA Program:

- Students must complete the entire Professional Phase within 4 academic years.
- Students must successfully complete and pass all required courses, rotations, and seminars.
- Students must successfully complete and pass the PA Master's Comprehensive Experience, including the Master's Project, and all components of Summary Testing including Objective Structured Clinical Examinations (OSCEs)
- Students must have a minimum 3.000 graduate cumulative grade point average.
- Students must have corrected all deficiencies as outlined in their academic probation notices within the specified time period.
- Students must have no more than one graduate course grades below a "B-".
- Students must have no grades below a "C".
- Students must complete the Application for Graduation on Webadvisor and the Precertification Form for Graduation with their advisor or program representative prior to the semester in which they plan to graduate.
- Students must have no outstanding financial obligations to the University.

Students will be billed for graduation fees and must also pay these fees in order to gain a diploma.

- Students must have complied with all procedures, and meet all requirements, of the University as defined in the [Student Handbook](#) and [Catalog](#).

**NOTE:* Students in the Physician Assistant Studies Program must comply with all Philadelphia University academic standing and probation policies delineated in the Philadelphia University: [Student Handbook](#), [University Catalog](#) and [Graduate Studies Catalog](#).

Upon successful completion of the professional phase, students will receive their master's degree in physician assistant studies, and are eligible to sit for the PANCE examination.

The Program Completion Ceremony, at which time students will receive their certificates, is historically held on the second or third Friday of August at the conclusion of the 25 month program.

CLINICAL DOCTORATE IN OCCUPATIONAL THERAPY

Program Director: Wendy Krupnick, Ph.D., M.B.A., B.S., OTR/L

Campus Location: Main Campus; this is primarily a distance-learning program with two on-campus sessions: one at orientation, and one during the capstone presentation at the end of the program.

Vision and Mission

Our vision is to offer innovative and flexible education that prepares graduates to be leaders in capable of advancing the health-sustaining power of occupation.

Our mission is to prepare artful practitioners who have the skills, knowledge and vision to advance occupational therapy services in contemporary and emerging practice settings.

Program Learning Outcomes

Graduates of the OTD program will be able to:

- Apply research and integrate evidence-based methods to build knowledge and support OT practice
- Become effective leaders in practice and professional settings
- Cultivate inter-professional partnerships and work collaboratively to develop and deliver innovative programs
- Contribute to the OT profession by disseminating knowledge
- Expand thinking and integrate new knowledge to achieve professional goals

Program Description

The post-professional clinical doctoral program is designed for occupational therapists who are ready to advance their knowledge, practice and careers. Students will apply best-practice evidence, build innovative programs, design services, work effectively on inter-professional teams, and strengthen leadership roles. The OTD program is comprised of three major components: core courses, capstone project, and a 3-course minor to support student capstone and clinical and academic career goals.

The clinical doctorate program is offered through two tracks. Students with an earned master's degree enroll in the 30-credit program that can be completed in 16 months to 3 years, depending on the course load taken by the student. Occupational therapists who do not have an earned master's degree complete an additional 9 credits to earn their OTD degrees. The program follows a 12-month calendar with courses offered over 3 academic semesters per year. Each course is delivered in distance-learning format though a variety of teaching modalities such as online PowerPoint® lectures with audio, asynchronous discussion boards, synchronous chat rooms, reading and case-based assignments, research papers, and online group projects (e.g. wikis or blogs).

All candidate applications will be reviewed; following evaluation, students may be admitted directly into the M.S.-to-OTD program with advanced standing, or be required to complete some or all courses listed in the B.S.-to-OTD track.

Unique Program Requirements

Successful students in this degree program are self-motivated and disciplined. The majority of the program is offered online and requires extensive reading and online learning activities. Students must have an ability to express themselves well in written format, and a desire to increase their abilities to think and write critically.

E-Learning at Philadelphia University

The program is offered in a flexible online environment. The vast majority of online work is asynchronous, and can be completed on the student's own schedule provided the student meets the required assignment deadlines. There may be occasional synchronous sessions, depending on the course faculty, content, and student cohort interest.

Program Hardware and Software Requirements

- Daily access to a computer with camera or webcam, and the capacity to hear audio (sound card). Also, a USB microphone is required for assigned synchronous sessions (headset recommended).
- Internet access with high speed connection (DSL, Broadband or cable).
- Microsoft Office software (Word and PowerPoint).

Our computer environment is intuitive and easy to use. However, students must have basic computer skills, including familiarity with Windows-based applications, word processing and Internet use. During orientation students learn how they will use the computer during their program of study and how they will communicate with both their faculty and classmates. Students with minimal computer skills are encouraged to enroll in a computer course prior to orientation.

Admission to the Program

Applications to the program should be submitted to the Philadelphia University Office of Graduate Admissions. Prospective students will be required to submit official transcripts of their occupational therapy and/or graduate degree(s), a resume or curriculum vitae, two letters of recommendation, and complete an application for admission that includes a personal statement explaining their interest in the program as well as noting any relevant history of experience. The GRE is not required.

Admission to the program will be based on:

- graduate GPA (cumulative of > 3.00);
- two letters of reference;
- personal statement (500-1000 words); and
- prerequisite completion (with 3.0 GPA or higher):
 - BS-to-OTD Track: Statistics
 - MS-to-OTD Track: Statistics and Research Methods or Evidence-Based Practice (EBP) (or equivalent). *Note: master's students without EBP or research course may be required to take a comparable course at PhilaU, prior to beginning their OTD track.*

Curriculum

MS-to-OTD Track

<u>Core Courses</u>	<u>Credits</u>
OTD 803 Doctoral Inquiry Seminar	3
OTD 806 Advanced Evidence-based Practice	3
OTD 807 Interprofessional Partnerships	3
OTD 808 Applied Leadership	3

Capstone Courses

OTD 910 Capstone I: Design and Outcomes	3
OTD 920 Capstone II: Implementation	3
OTD 930 Capstone III: Analysis & Presentation	3

*Electives (select 3):

OTD 811 Educational Therapy & Practice	3
OTD 812 Technology and Educational Methods	3
OTD 813 Accessible Living	3
OTD 814 Funding and Grantsmanship	3
OTD 815 Emerging Practice & Entrepreneurship	3
OTD 816. Directed Inquiry Seminar	3

* Students choose electives that inform their capstone experience and can choose from offerings within the OTD program, University, and/or transfer up to 6 credits from outside the University (upon program approval).

TOTAL CREDIT HOURS: 30 Credits

BS-to-OTD Track

<u>Core Courses</u>	<u>Credits</u>
OTD 732 Contemporary Practice Concepts	3
OTD 733 Research methods for Clinical Practice	3
OTD 734 Evidence-based Practice	3
OTD 803 Doctoral Inquiry Seminar	3
OTD 806 Advanced Evidence-based Practice	3
OTD 807 Interprofessional Partnerships	3
OTD 808 Applied Leadership	3

Capstone Courses

OTD 910 Capstone I: Design and Outcomes	3
OTD 920 Capstone II: Implementation	3
OTD 930 Capstone III: Analysis and Presentation	3

*Electives (select 3):

OTD 811 Educational Therapy and Practice	3
OTD 812 Technology and Educational Methods	3
OTD 813 Accessible Living	3
OTD 814 Funding and Grantsmanship	3
OTD 815 Emerging Practice & Entrepreneurship	3
OTD 816. Directed Inquiry Seminar	3

TOTAL CREDIT HOURS: 39 Credits

Retention and Completion of Degree Requirements

Students will be required to remain in good academic standing to be retained in the program. Students must maintain a minimum cumulative GPA of 3.00 each semester. Students falling below will be placed on academic probation. Failure to increase the cumulative GPA to the required 3.00 within one semester

(two semesters under exceptional circumstances) will result in dismissal. Further discussion on retention is included in the “Academic Standing” section in the University’s graduate catalog.

Certification for graduation will require:

- Successful completion of the required program credits;
- A minimum 3.0 cumulative grade point average in the program’s curriculum;
- Earning no grade below “B-”

The OTD may be completed in five semesters. The maximum candidacy period will be four years from the initial date of enrollment for the M.S.-to-OTD track and five years for the BS-to-OTD track.

Program of Studies: Full Time Sequence for M.S.-to-OTD Track

Year 1. Fall	OTD 803. Doctoral Inquiry Seminar	3 cr
	OTD 808. Applied Leadership	3 cr
Year 1. Spring	OTD 806. Advanced Evidence-Based Practice	3 cr
	OTD 8xx. Elective	3 cr
Year 2. Summer	OTD 910. Capstone I	3 cr
	OTD 8xx. Elective	3 cr
Year 2. Fall	OTD 920. Capstone II	3 cr
	OTD 8xx. Elective	3 cr
Year 2. Spring	OTD 930. Capstone III	3 cr
	OTD 807. Inter-professional Partnerships	3 cr

Program of Studies: Part Time Sequence for M.S.-to-OTD Track

Year 1. Fall	OTD 803. Doctoral Inquiry Seminar	3 cr
Year 1. Spring	OTD 8xx. Elective	3 cr
Year 2. Summer	OTD 8xx. Elective	3 cr
Year 2. Fall	OTD 808. Applied Leadership	3 cr
Year 2. Spring	OTD 806. Advanced Evidence-Based Practice	3 cr
Year 3. Summer	OTD 910. Capstone I	3 cr
Year 3. Fall	OTD 920. Capstone II	3 cr
Year 3. Spring	OTD 930. Capstone III	3 cr
Year 4. Summer or Fall	OTD 8xx. Elective	3 cr
Year 4. Spring	OTD 807. Interprofessional Partnerships	3 cr

Program of Studies: Full Time Sequence for B.S.-to-OTD Track

Year 1. Fall	OTD 732. Contemporary Practice Concepts	3 cr
Year 1. Spring	OTD 733. Research Methods for Clinical Practice	3 cr
Year 2. Summer	OTD 734. Evidence-Based Practice	3 cr

Year 2. Fall	OTD 803. Doctoral Inquiry Seminar	3 cr
	OTD 808. Applied Leadership	3 cr
Year 2. Spring	OTD 806. Advanced Evidence-Based Practice	3 cr
	OTD 8xx. Elective	3 cr
Year 3. Sum	OTD 910. Capstone I	3 cr
	OTD 8xx. Elective	3 cr
Year 3. Fall	OTD 920. Capstone II	3 cr
	OTD 8xx. Elective	3 cr
Year 3. Spring	OTD 930. Capstone III	3 cr
	OTD 807. Inter-professional Partnerships	3 cr

Program of Studies: Part Time Sequence for BS-to-OTD Track

Year 1. Fall	OTD 732. Contemporary Practice Concepts	3 cr
Year 1. Spring	OTD 733. Research Methods for Clinical Practice	3 cr
Year 2. Summer	OTD 734. Evidence-Based Practice	3 cr
Year 2. Fall	OTD 803. Doctoral Inquiry Seminar	3 cr
Year 2. Spring	OTD 8xx. Elective	3 cr
Year 3. Summer	OTD 8xx. Elective	3 cr
Year 3. Fall	OTD 808. Applied Leadership	3 cr
Year3. Spring	OTD 806. Advanced Evidence-Based Practice	3 cr
Year 4. Summer	OTD 910. Capstone I	3 cr
Year 4. Fall	OTD 920. Capstone II	3 cr
Year 4. Spring	OTD 930. Capstone III	3 cr
Year 5. Summer or Fall	OTD 8xx. Elective	3 cr
Year 5. Spring	OTD 807. Inter-professional Partnerships	3 cr

COMBINED DEGREE OFFERINGS

COMMUNITY AND TRAUMA COUNSELING

Combined B.S. in Health Sciences/M.S. in Community and Trauma Counseling Combined B.S. in Psychology/M.S. in Community and Trauma Counseling

Professional Counselors practice the prevention and treatment of mental, emotional, and behavioral disorders and associated stresses that interfere with mental health and normal growth and development. The Master of Science in Community and Trauma Counseling Program provides graduates with the knowledge and skills for trauma-informed practice as community mental health counselors across a breadth of settings including agency and institutional settings, professional private practice, and other environments influenced by traumatic events and extreme stress.

The Combined B.S. in Health Sciences/M.S. in Community and Trauma Counseling or B.S. in Psychology/M.S. in Community and Trauma Counseling Program are *designed for students who know early on that they want to become professional counselors*. These programs allow students to seamlessly complete undergraduate and graduate degrees in less time than would be required to complete both of these degrees separately. Students selecting this option can choose between the Health Sciences or Psychology majors as undergraduates. For qualified students, graduate Community and Trauma Counseling coursework begins in the student's senior year (or equivalent) after all undergraduate college studies and major coursework has been successfully completed.

During the first three years of undergraduate coursework, students complete major requirements for the bachelor degree, including Philadelphia University's college studies courses and Community and Trauma Counseling (CTC) program prerequisites. Students who meet the graduate CTC Program progression criteria can matriculate into the master's program by enrolling in first year CTC graduate coursework during their fourth year of undergraduate studies. In December of the fourth year, students are awarded the bachelor degree in either Health Sciences or Psychology, and upon completion of graduate CTC program requirements, the master's degree in Community and Trauma Counseling.

B.S. in Health Sciences Option

The B.S. in Health Sciences track includes multiple courses designed for students who are interested in becoming a health professional. The curriculum includes courses in the natural sciences combined with human sciences, psychology, and unique practical and clinical experiences. Additionally, each student completes extensive volunteer and shadowing experiences with health practitioners as part of the major's coursework. All Community and Trauma Counseling Program prerequisites are completed within the undergraduate degree requirements.

The B.S./M.S. Health Sciences and Community and Trauma Counseling combined degree program prepare students for a rich and rewarding clinical counseling career as a trauma professional. Students will be uniquely primed for clinical practice within hospitals and other health care settings, will have increased competencies and knowledge to serve a variety of populations including medically fragile clients and those with comorbid medical needs, and will have the training and skill set to fluidly collaborate with a wide range of health professionals to best serve their clients. Advanced clinical trauma competency, coupled with a profound health science background will power graduates to be versatile and effective clinicians in the global community.

B.S. in Psychology Option

The B.S. in Psychology offers extensive coursework and learning activities that focus on understanding human behavior, central to the success of health professionals. Students are thoroughly immersed into

the Psychology discipline as this track includes eight core Psychology courses (including all three of the CTC Program prerequisite course requirements) and eight Psychology electives. During their undergraduate study students participate in an advanced research project in a topic of their choosing. All CTC Program prerequisites are completed within the undergraduate degree requirements. The B.S./M.S. Psychology and Community and Trauma Counseling combined degree program prepares students for a rich and rewarding clinical counseling career. Philadelphia University's undergraduate psychology program provides a strong foundation for psychology theory, research and concepts while also developing sound clinical competencies in students. Students in this track will be well prepared for graduate studies in Community and Trauma Counseling. Their graduate coursework and field placements will complement and enhance their undergraduate training. This combined degree will prepare students well for rich and rewarding careers as trauma-informed professional counselors. Advanced clinical trauma competency, coupled with a profound psychology background will power graduates to be versatile and effective clinicians in the global community.

Freshman Admission Option

Freshmen applicants who are admitted to the University must demonstrate the following profile for admission into the combined degree programs:

- Minimum overall high school grade point average (GPA) of 3.0
- Minimum combined SAT score of 1000 for Critical Reading and Math, or 22 on the ACT
- Four years of science—strongly encouraged

Transfer Credit for BS/MS in Community and Trauma Counseling Programs

Students can transfer from outside institutions with 30 or fewer credits. At least half of the Community and Trauma Counseling graduate program's prerequisite courses must be completed at Philadelphia University, including Counseling Psychology. Students may not transfer any of the program's prerequisite courses with grades lower than "B-." These courses include Introduction to Psychology, Abnormal Psychology, Lifespan Human Development/Developmental Psychology, and Statistics. Transfer applicants should contact the Office of Admissions to discuss entry requirements.

Internal Transfer Policy (For undergraduate students interested in transferring into the undergraduate portion of the BS/MS in CTC program)

Students may be eligible to transfer into the combined programs, dependent on seat availability. Requests must be made to Dale Michaels, Associate Professor, Undergraduate Psychology & CTC, who will review the request and determine eligibility. The transfer requires students to change their current major to one of the combined BS/MS CTC majors. No internal transfers will be permitted in years where there are 15 or more current undergraduate pre-professional phase CTC students in good academic standing who anticipate moving into the graduate coursework.

BS/MS DEGREE PROGRESSION CRITERIA

Pre-Professional Phase (Years 1, 2, & 3)

For progression into the graduate counseling program at the conclusion of the third year of undergraduate studies, students must meet minimum requirements established by the CTC Program Faculty. Students who demonstrate the following profile are guaranteed matriculation into the M.S. in Community and Trauma Counseling Program:

- Completion of undergraduate major and Hallmark requirements (during the first three years and the following summer of undergraduate study)
- Overall minimum 3.0 GPA for all college coursework (including transfer courses)

- Overall minimum 3.0 GPA in Community and Trauma Counseling program prerequisites (minimum grades of “B-” or better in all program prerequisite courses, including Abnormal Psychology, Developmental Psychology, Counseling Psychology, Clinical Psychology, and Statistics)

A formal review of a student’s academic progress will occur at the conclusion of each spring semester of undergraduate coursework to evaluate progress towards transition into the graduate/professional phase. Transferred grades will be included in the review for meeting the above criteria.

Students that are unable to achieve the standards identified above may not matriculate into the graduate coursework, and may continue toward completing their undergraduate coursework in psychology or health sciences, if appropriate and upon advisement. Students may then apply to the graduate counseling program upon completion of the major, though may be advised to repeat specific courses to satisfy the admission requirements of the program.

Professional Phase (Years 4 & 5)

Students must successfully complete ALL Pre-Professional phase courses prior to entrance into the Professional phase of the CTC Program, and have the approval of the Pre-Professional subcommittee of the CTC Program Admissions Committee to proceed into the Professional phase. This committee will evaluate the student’s academic and professional behavior. Academic Integrity and Student Conduct Policy violations may negatively affect a student’s ability to matriculate into the Professional phase.

Students who do not meet requirements for progression into the Professional phase may be able to remain at the University but must change their majors to reflect either BS in Health Sciences or BS in Psychology (or other major, as appropriate; refer to the general University academic standards listed in the Student Handbook). These students cannot continue in the BS/MS in CTC Program.

Requirements for progression into the Professional Phase:

1. Academic: Students are evaluated by the cumulative and pre-requisite GPA. Students must have a minimum 3.0 cumulative and 3.0 pre-requisite GPA.
2. Professional Behavior: Students are required to submit one letter of reference from a Philadelphia University faculty. Professional behavior is evaluated by review of this letter of reference, and discussions with faculty. Additionally, students are expected to follow all policies outlined in the Philadelphia University *Student Handbook* including those pertaining to academic honesty. Infractions such as forgery, plagiarism, copying tests, and cheating on examinations will not be tolerated. These infractions may lead to dismissal from the CTC Program. Students shall report any illegal or unethical activity to the Program and may be referred to the Academic and Professional Standards Review Committee.

Students must be appropriately responsive to lawful requests from their instructors and University officials. Students shall not display disruptive or obstructive behavior at the University or its affiliates. Academic integrity issues will be considered.

Probation and Dismissal

Students in the Community and Trauma Counseling Program must meet ALL criteria to remain in the Program and progress to graduation. Pre-professional CTC students are evaluated at the end of each spring semester. Students who do not meet all requirements, cumulative and pre-requisite GPA standards, will be placed on probation or potentially dismissed from the BS/MS program. Students who are on probation or dismissed from the BS/MS program will be notified at the end of the semester

of the appropriate year. Students who withdraw from the University will effectively give up their seats in the CTC Program.

Students who are dismissed during the Professional phase will be held to different criteria depending on whether or not they have completed their bachelor's degree component. Students dismissed from the BS/MS program after the fall of Year 4 may be able to remain at the university and graduate with a BS by changing their major, provided they meet the general university academic standards listed in the Student Handbook. Students in the Professional phase of their education are directed to the academic standards described in the *CTC Student Handbook* provided to CTC students at Orientation.

Procedures for Matriculation into the MS in CTC Program - Professional Phase

By **December 15** of year three, students must have completed and submitted the following to **Dale Michaels, Associate Professor, Undergraduate Psychology & CTC**:

- Program Prerequisite Record
- Current resume
- Career goals essay discussing interest and preparation for counselor education in a trauma informed curriculum
- One satisfactory letter of recommendation from a PhilaU faculty
- Transcripts from previous colleges or universities if applicable (Philadelphia University transcripts will be accessed through web advisor)

OCCUPATIONAL THERAPY

Combined B.S. in Health Sciences/M.S. in Occupational Therapy

Combined B.S. in Psychology/M.S. in Occupational Therapy

Occupational therapy is a health care profession that helps people to maximize their functional independence after illness or injury, or develop the social and emotional skills necessary to participate fully in everyday life. Occupational therapists assist children with motor, social and learning needs to be successful in school activities and family life. They help adults to develop strategies to address the physical and emotional changes associated with rehabilitation or long-term health needs. Therapy frequently involves assisting individuals to relearn old skills, develop new ways of doing or adapt the environment to enable them to live satisfying and independent lives.

The Combined B.S. in Health Sciences/M.S. in Occupational Therapy program or B.S. in Psychology/M.S. in Occupational Therapy program is designed for students who know early on that they want to become occupational therapists. These dual degree programs allow students to seamlessly complete undergraduate and graduate degrees in less time than would be required to complete both of the degrees separately. Undergraduate courses and extra-curricular experiences provide students with a foundation to develop the knowledge, values and interpersonal skills needed for success as an occupational therapist.

The Combined B.S./M.S. is a cohort program that requires uninterrupted enrollment. Once accepted, students may not accelerate (i.e. take additional courses during summer semesters to shorten program length) or decelerate (i.e. take a reduced course load in a semester and add another year to undergraduate study). Students who are unable to meet progression criteria within three consecutive

years may not continue in the B.S./M.S. program and must change their majors in order to earn the undergraduate degree.

During the first three years of undergraduate coursework, students complete major requirements for the bachelor degree, including Hallmarks Core courses and occupational therapy program prerequisites. Students who meet the graduate occupational therapy program progression criteria can enroll in first-year Occupational Therapy graduate coursework during Year 4 of undergraduate studies. At the end of Year 4, students are awarded the bachelor degree in Health Sciences or Psychology, and are eligible to participate in the May commencement ceremony. Upon completion of graduate occupational therapy program requirements in Year 6, the master's degree in Occupational Therapy will be awarded. Students receive their graduate degrees in May and can participate in the May commencement ceremony.

For more information about the M.S. in Occupational Therapy, refer to the College of Science, Health and the Liberal Arts Graduate Programs section of the Catalog.

Freshman Admission

Freshmen applicants who demonstrate the following academic profile will be considered for admission to the program (there may be additional requirements such as observation hours and an essay related to knowledge of and motivation to become an occupational therapist; contact the admission's office for further information):

- Minimum overall high school grade point average (GPA) of 3.0
- Minimum combined SAT score of 1000 for Critical Reading and Math, or 22 on the ACT
- Four years of science—strongly encouraged

Transfer Credit for B.S./M.S. in Occupational Therapy Programs

Students can transfer with less than 16 credits. All of the Occupational Therapy graduate program's prerequisite courses must be completed at Philadelphia University, unless special permission has been granted from the program. Students may not transfer any of the program's prerequisite courses with grades lower than "B-." Program prerequisite courses include Anatomy & Physiology I and II, Lifespan Human Development, Abnormal Psychology, Statistics, one Sociology/Anthropology/Cultural Studies course and Physics (non-calculus based).

Internal Transfer Policy (For undergraduate students interested in transferring into the undergraduate portion of the BS/MS in OT program)

Students may be eligible to transfer at one point only: during the fall semester of the junior year (Year 3), dependent on seat availability. Students should submit a letter to the OT Program Director as soon as they are interested and no later than May 1 of the year that the student meets sophomore status. Students will be notified of acceptance during the fall semester of Year 3. No internal transfers will be permitted in years where there are 15 or more current undergraduate pre-professional phase OT students in good academic standing who anticipate moving into Year 3.

Progression Criteria

Students who demonstrate the following profile are guaranteed matriculation into the M.S. in Occupational Therapy program:

- Completion of undergraduate major and Hallmarks Core requirements within the first three years of undergraduate study
 - Students may not opt to take any of the program's prerequisite courses or any of the major's core courses as credit/no credit
- Overall minimum 3.0 GPA for all college coursework (including transfer courses)

- Students must earn a semester grade point average of 3.0 or above during Years 1, 2 and 3
- Students whose semester GPA falls below the required 3.0 will be placed on academic probation
- Students are dismissed from the BS/MS program if on academic probation for two consecutive semesters, or any three semesters.
- Overall minimum 3.0 GPA in occupational therapy program prerequisites (minimum grades of “B-” or better in all occupational therapy program prerequisite courses are required)
 - All Occupational Therapy program prerequisite courses must be completed by the end of spring semester, Year 3.
 - Students may repeat only one program prerequisite course to improve their overall prerequisite GPA, and must earn a minimum B- on the second attempt in order to be removed from probation.
 - Students who earn below a B- in more than one prerequisite course will be dismissed from the BS/MS program.
 - Students may not repeat a course once Year 3 (spring) has been completed.

By October 15 of Year 3 of undergraduate study, students should submit the matriculation documents identified below (available from the Occupational Therapy Department or on the program’s webpage: www.PhilaU.edu/OT):

- Academic Standards Statement
- Clinical Observation Document: Documentation of at least 20 hours of clinical observation under the supervision of an occupational therapist
- Program Prerequisite record
- Current resume
- One letter of recommendation from PhilaU faculty
- Career goals essay (no more than 500 words)
- GRE or MAT scores (prior to July following Year 3 of studies)

Students who are unable to achieve the standards listed above are not eligible to matriculate into the M.S. in Occupational Therapy program. They may be able to remain at the university but must change their majors to reflect either the BS in Health Sciences or BS in Psychology (or other major, as appropriate). These students cannot continue in the BS/MS in OT program. Students who wish to apply to the OT graduate program after receiving their bachelor degrees will be considered along with external applicants and must apply through OTCAS (see www.philau.edu/ot for more information regarding admission in the graduate OT program).

PHYSICIAN ASSISTANT STUDIES

Combined B.S. Health Sciences/M.S. Physician Assistant Studies

Mission

The mission is to provide students with the foundation of knowledge, technical skills and critical thinking necessary to competently perform the functions of the physician assistant profession in an ethical, empathetic manner working with a licensed practicing physician. A secondary focus is to prepare

students to provide comprehensive medical services to diverse underserved patient populations in inner-city and rural locations.

Learning Outcomes

Physician assistant graduates will:

- Elicit an accurate medical history including Chief Complaint, History of Present Illness, Past Medical History, Family History, Review of Systems, Social History and Sexual History in both a complete and directed format.
- Perform common clinical procedures.
- Define the important ethical issues involved with the medical care of patients and describe how these affect PA practice.
- Recognize when a problem is beyond the scope of the PA provider and refer the patient to her/his supervising physician, or recommend appropriate specialty consultation.
- Prudently recommend laboratory, radiology, cardiographic and other ancillary diagnostic studies appropriate to the history and physical findings. Graduates must list the common contraindications and complications of these tests.
- Demonstrate competence in written, oral and electronic forms of communication. Approach patient encounters using language, body posture, facial expression, speech process and speech content that promote open communication and foster a trusting effective patient-provider relationship.
- Perform a computer medical literature search and critically evaluate the medical literature in terms of its relevance to clinical practice.
- Develop an appropriate treatment plan for common disorders that may include medications, surgery, counseling, therapeutic procedures, rehabilitative therapies or other therapeutic modalities.

Program Description

A physician assistant (PA) is a medical professional who practices medicine with the supervision of a licensed physician. PAs provide a wide variety of medical services traditionally performed by physicians. The concept for the profession originated in the early to mid-1960s as a way to enhance the provision of medical care to people residing in medically underserved areas. The care of the underserved remains an ongoing goal of the profession.

Physician assistants work in all 50 states, Guam and the District of Columbia in a wide range of medical settings including physicians' offices, hospitals, clinics, emergency departments, military and Veterans Administration installations, nursing homes, industrial health centers and correctional institutions. They work in conjunction with a physician and have a wide array of responsibilities including taking medical histories, conducting physical examinations, ordering or performing lab and other diagnostic tests, synthesizing data to make a proper diagnosis, developing a treatment plan, performing health-related counseling, performing various procedures such as casting, suturing and assisting in surgery. PAs can prescribe medication in all states.

The physician assistant studies program is a comprehensive academic experience that stresses the practical application of current medical theory. Most of the program faculty members are actively practicing health care providers with a great depth of knowledge and experience. Students are exposed to the clinical environment throughout their education with patient contact even during the classroom

or didactic portion of the program. The physician assistant studies program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

The typical student in the physician assistant studies program will spend approximately \$3,000 on medical equipment, books, malpractice liability insurance and other program-related fees for both professional-phase years combined. This does not include tuition, housing, food, living expenses, travel costs, health center fees, graduation fees and pre-professional phase book costs. All of these costs, except book costs, are listed elsewhere in the University catalog.

While this is a full-time, day program, the clinical or practical portion may involve some night and weekend hours. Admission criteria, procedures and technical standards are listed in the Physician Assistant Studies Program Information Booklet available from the Office of Admissions and at www.PhilaU.edu.

Freshman Admission Option

This option is designed for students who have no or few college credits (less than 16 credit hours). It is designed as a five-year course of study and includes complete undergraduate and graduate degrees. The first six semesters (three years) make up the pre-professional phase and are designed to academically prepare students for PA training and provide a comprehensive general education. The pre-professional phase consists of medically related science and psychology prerequisite courses along with all of the components of the Hallmarks Core program. After successful completion of the pre-professional phase (which includes maintaining the required grade point averages of 3.25 cumulative and 3.25 science and core prerequisite, acquiring the required letters of reference, completing a personal essay and obtaining approval of the PA Program Admissions Committee), students are admitted to the professional phase. Students must complete all required courses in the pre-professional phase to enter the professional phase.

The professional phase is 25 months of continuous study and includes the didactic level that consists of three semesters of classroom and laboratory work in basic and applied medical science, and the clinical level that consists of ten rotations at a variety of clinical sites such as hospitals and medical offices. Students must complete all didactic-level courses before they can enter the clinical level. The first semester of the professional phase is composed of mandatory foundation courses. The remaining courses in the professional phase are graduate courses.

After successful completion of the fall semester of year four (the first professional-phase semester), students will receive a Bachelor of Science in Health Sciences and be eligible to participate in the May Commencement ceremony. Upon completion of the full five-year program, graduates will receive a Master of Science in Physician Assistant Studies, will be eligible to sit for the Physician Assistant National Certifying Examination, and will be able to participate in the Commencement ceremony.

Clinical Education

Upon successful completion of the didactic level of the professional phase, the PA student proceeds into the clinical education level of the program. The PA student will spend 60 weeks in clinical rotations (ten 6-week blocks) before completing the course of study for physician assistant studies. These experiences most likely will involve night and weekend hours.

Clinical Rotations (6 credits/rotation)

The clinical rotations are 6-week blocks in the areas of primary care, hospital medicine, pediatrics, surgery, psychiatry/mental health, women's health and emergency medicine, and are designed to expose the PA student to patient care in a variety of settings. The student is directly involved with the evaluation and management of patients to the extent that the clinical preceptor or supervisor is comfortable with the level of knowledge and skills of the PA student. Typically, the student spends at

least 40 hours per week in the clinical setting, attending to patients and partaking of continuing medical-education seminars.

During the elective, students can spend more time in one of their rotation specialties or gain experience in other settings such as neonatology, HIV, correctional medicine, urology, orthopedic surgery, cardio-thoracic surgery and others. Continuity of care and regular feedback from clinical faculty are the hallmarks of these experiences.

PA Program Technical and Professional Standards

For admission to the program, candidates must:

- Have the academic ability to learn a large volume of technically detailed information and be able to synthesize and use this data to solve complex clinical problems. This information must be acquired in a short and intense period of study, which requires well-developed study skills and a high level of motivation, and may require considerable personal and financial sacrifice.
- Possess the emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.
- Have the ability to effectively communicate with ill patients from a wide diversity of cultural and socioeconomic backgrounds in an empathetic and sensitive fashion.
- Have well-developed oral and written communication skills.
- Have comfort with the role of a dependent practitioner operating under the supervision of a licensed physician, while simultaneously feeling comfortable with the large amount of responsibility that goes along with the delivery of patient care in sometimes remote locations.
- Display strong ethical integrity consistent with working as a health care professional.
- Have sufficient physical abilities in the areas of sensory function (vision, hearing and touch sensation), hand-eye coordination, and neurologic and muscular coordination and control to competently perform the technical activities that are a critical part of the program and profession, including:
 - Physical examinations, which include visual inspection, listening to heart and lung sounds with a stethoscope, examination by touch to gather information such as skin temperature and texture and other maneuvers.
 - Performance and interpretation of diagnostic studies such as blood tests, EKGs and X-rays.
 - Surgical assisting, which can involve activities such as control of bleeding and suturing (wound closure by placing stitches).
 - Performing common procedures such as applying casts, suturing, cardiopulmonary resuscitation (CPR), venipuncture (placing needle into a vein to collect a blood sample) and starting an intravenous access line.

School of Continuing and Professional Studies

Academic Dean, School of Continuing and Professional Studies: **P. Collins**

Director, Academic Services: S. M. Calder

Director, Marketing: K. Moran-Gannon

Director, Student Services: S. Harris

Director, Professional Education: M. Woltman

Director, Occupational Therapy Assistant Studies: M. Dahl

Director, Doctor of Management in Strategic Leadership: L. Starr

The School of Continuing and Professional Studies at Philadelphia University is based on the philosophy that education is a lifelong experience influencing personal growth, career advancement or career change. Degree programs are designed to accommodate adult learners and their professional and personal obligations. Each term, students enroll in baccalaureate, associate and certificate programs on the Main Campus, Bucks County Campus and off-campus locations.

To accommodate busy professional and personal schedules, courses are offered in accelerated evening and weekend sessions. The program uses a hybrid distance-learning model. Students attend on-campus class sessions and participate in electronically mediated learning experiences during those times when they are not on campus. Select courses and programs are offered online. Special programs and tutoring services are available to help students adjust to the academic environment and strengthen skills in various content areas. Additionally, students who excel in their academic work are recognized on the dean's list and in graduation honors.

The faculty and staff are committed to providing excellence in all phases of the academic experience. Continuing Studies strives to provide a challenging environment where students are able to reach their career and educational goals, as well as enrich their personal lives.

ACCELERATED PROGRAMS

B.S. Degree Completion Program

The Accelerated Bachelor of Science degree is designed to serve the educational needs of adult learners. Uniquely structured for adults with at least 30 previously earned college credits, this program offers Bachelor of Science degrees in: Accounting, Behavioral and Health Services, Business Management, Leadership in Emergency Services, Health Sciences, Health Services Management, Human Resource Management, Information Technology, Law Enforcement Leadership, Leadership in Homeland Security and Organizational Leadership. The program features eight-week terms, transfer of 60 or more credits from previously attended colleges and universities, and ongoing academic advising and personal attention.

B.S. Philadelphia University Online

This Bachelor's degree program is designed for professional adults who want to advance their careers and fulfill the dream of receiving a college degree. Philadelphia University Online programs integrate theory and practice with ties to industry, bringing 128 years of experience in traditional education to students' computers, laptops, tablets and phones.

PhilaU Online courses are offered in the Blackboard Learning System incorporating multimedia technology, message boards, audio, video and email centralization to deliver course material as effectively as the classroom setting; to create an engaging community among student peers; and to facilitate communication with professors. Philadelphia University Online also provides support services 24 hours a day, seven days a week.

A.S. in Occupational Therapy Assistant Studies

This 69-credit program prepares individuals to practice as an occupational therapy assistant in a variety of settings with people of all ages. The program features a hybrid distance-learning model, accelerated eight-week academic terms, five clinical fieldwork experiences and intensive guidance by faculty and mentors. Lecture and laboratory classes are scheduled two evenings per week and Saturday mornings. Students may complete the program in 23 months. Curricular themes permeate all courses and key professional concepts are continually reinforced.

D.Mgt in Strategic Leadership

The mission of the doctoral program is to develop strategic leaders who effectively navigate changing and often complex global environments and contexts by creatively integrating and bridging interdisciplinary knowledge and practice from academia and the workplace. The three-year Doctor of Management in Strategic Leadership program creates a community of mid- and senior-career professionals in which each participant can grow, learn and develop as an organizational leader, consultant, entrepreneur, scientist, researcher and educator.

Bucks County Campus

The Bucks County satellite campus is located in the Bucks County Technology Park, 4800 E. Street Road in Trevoise, Pa. 19053. Easily accessible to residents of Lower Bucks County and Northeast Philadelphia, this campus location has been designed to serve the educational and career needs of adult students. Courses are offered in the evening and on Saturdays to accommodate the schedules of adults who balance a full calendar of professional and personal responsibilities. Academic advising, registration, and computer labs are all available at this location. To schedule an advising appointment, call 215.526.0980.

Summer Sessions

The School of Continuing and Professional Studies offers day and evening classes from May through August during one 12-week and two 6-week sessions. Accelerated courses are offered in an 8-week term within the summer schedule. Summer courses allow students to accelerate their degree programs, compensate for interruptions in their studies, facilitate career advancement or enrich their personal interests.

Information is available through the School of Continuing and Professional Studies or by calling 215.951.2900 or email evening@PhilaU.edu.

On-Site Partnership Programs

The School of Continuing and Professional Studies is committed to designing and delivering customized, credit-bearing educational programs for corporations and organizations with sufficient employees to enroll ten or more students per class at the location of their choice. Companies and organizations that are interested in exploring this unique program should contact the School of Continuing and Professional Studies, at 215.951.2902 to arrange a program assessment meeting.

B.S. ACCELERATED DEGREE PROGRAM

Checksheet

Accelerated programs and courses are only available to CPS students.

The School of Continuing and Professional Studies offers an accelerated degree completion program of 60 credits for working professionals. The courses are offered in 8-week terms and focus on adult general education requirements, professional competencies, a choice of majors, and a limited choice of electives. Candidates for admission to this program must have previously earned 30 to 60 credits from accredited institutions. Candidates must demonstrate competency in writing, mathematics, information systems, humanities, history, science and social science. Students can accumulate credits toward their first 60 credits through existing university coursework, pre-approved transfer coursework, CLEP examination and prior-learning assessment. Extra credits in the competency plus elective portions will reduce the number of free electives at the end. Candidates are required to complete an application and related materials, attend an individual interview and write a personal statement. Transcript evaluations are an integral part of this process.

Program Learning Outcomes

Students who graduate from the accelerated B.S. degree will be able to:

- Integrate liberal arts and sciences concepts into Continuing and Professional Studies core courses, major area coursework and professional endeavors.
- Successfully display, through a team project, their ability to resolve issues, propose solutions and make decisions with students trained in disciplines different from their own.
- Find, evaluate and use information in order to conduct an in-depth analysis of an industry, organization or economic sector.
- Successfully display, through a team project, their ability to resolve issues and propose solutions in a multiethnic environment.
- Demonstrate responsible ethical behavior in academic and business environments by recognizing ethical issues that are presented in a complex, multilayered context and within two identified courses.
- Apply ethical perspective and concepts to an ethical question accurately, and demonstrate their ability to consider full implications of that application.
- Effectively demonstrate knowledge of their profession globally including their ability to forecast future changes and proactively respond to them.

General Education

15 credits

HIST-321 Business, Industry, & Work in American History	3
HUMN-310 Globalization and World Politics	3
SOC-310 The Social Science of the Workplace	3
COMM-320 Professional Communication Skills	3
CSSEM-499 Professional Studies Capstone Seminar	3

Continuing Professional Studies Core **18 credits**

CSSEM-300 Professional Practice Seminar	3
MGMT-361 Leadership Theory & Ethical Practices	3
ECON-331 Economic Decision Making	3
STAT-311 Finding and Evaluating Statistical Data	3
FINC-323 Financial Decision Making	3
IT-201 Learning with Technology	3

Major – select one 15-18 credit option from below list **15 - 27 credits**

3
3
3
3
3

Free Electives **9-12 credits**

3	
	3
	3
	3

Transfer Credits **60 credits**

TOTAL CREDITS: 120 CREDITS

PROGRAM MAJORS**Accounting**

27 credits

ACCT-101ACC	Financial Accounting	3
ACCT-102ACC	Managerial Accounting	3
ACCT- 203ACC	Intermediate Accounting I	3
ACCT-204ACC	Intermediate Accounting II	3
ACCT-303ACC	Accounting Theory & Practice	3
ACCT-309ACC	Federal Taxes I	3
ACCT -316ACC	Cost Accounting I	3
ACCT-409ACC	Auditing	3
ACCT-412ACC	Advanced Accounting	3

Behavioral and Health Services

15 credits

Choose 5 of 6 listed courses

PSYCH-201 ACC	Abnormal Psychology	3
PSYCH-222 ACC	Counseling Psychology: Theories and Principles	3
PSYCH-213 ACC	Developmental Psychology	3
PSYCH-233ACC	Interpersonal Relations and Small Group Dynamics	3
BEHLT-341	Behavioral Health and Neurorehabilitation	3
BEHLT-499	Applied Project in Behavioral Health and Neurorehabilitation	3

Business Management

15 credits

MGMT-401 ACC	Operations Management	3
MKTG-102 ACC	Principles of Marketing	3
ACCT-101 ACC	Financial Accounting	3
ACCT-102 ACC	Managerial Accounting	3
BUS-499 ACC	Business Capstone Seminar	3

Health Services Management

15 credits

HRM-350	Cross Cultural Communication and Diversity Management	3
HLTSV-310	Survey of Health Services Delivery Systems	3
HLTSV-315	Public Policy and Planning in Health Care	3
HLTSV-325	Emerging Issues in Health Care	3

HLTSV-499	Capstone Seminar in Health Services Management	3
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Health Sciences 15-16 credits

Choose 5 of 6 listed courses:

PSYCH-201 ACC	Abnormal Psychology	3
PSYCH-233 ACC	Interpersonal Relations and Small Group Dynamics	3
PSYCH-213 ACC	Developmental Psychology	3
BEHLT-341	Behavioral Health and Neurorehabilitation	3
BEHLT-499	Applied Project in Behavioral Health and Neurorehabilitation	3
BIOL-202	Anatomy and Physiology II	4

*Note: The required Professional Studies core for this major is:

BIOL-104 /104LACC	Biology II	4
IT-201	Learning with Technology	3
MGMT-361	Leadership Theory & Ethical Practices	3
BIOL-201	Anatomy and Physiology I	4
STAT-311	Finding & Evaluating Statistical Data	3

Human Resource Management 15 credits

MGMT-320 ACC	Human Resource Practices and Tools	3
HRM-321	Staffing and Resource Development	3
HRM-336	Compensation and Benefits, Health and Safety	3
HRM-421	Organizational and Employee Relations	3
HRM-499	Applied Research and Practice in Human Resource Management	3

Information Technology 15 credits

IT-315	Information Technology I	3
IT-317	Information Technology II	3
IT-320	Database Management	3
IT-410	Needs Assessment	3
IT-499	Project Management	3

Law Enforcement Leadership 15 credits

MGMT-320 ACC	Human Resource Practices and Tools	3
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LAWEN-301	Planning for Law Enforcement Organizations	3
LAWEN-310	Contemporary Law Enforcement Strategies	3
LAWEN-410	Advanced Law Enforcement Theory and Management	3
LAWEN-499	Capstone Seminar and Project in Law Enforcement	3

Leadership in Emergency Services 15 credits

EMS-310	Emergency Services Law	3
EMS-320	Emergency Management Planning	3
EMS-330	Public Health Issues Impacting Emergency Services	3
EMS-410	Disaster Response and Recovery Planning	3
EMS-499	Theoretical Applications and Applied Project in Emergency Services Leadership	3

Leadership in Homeland Security 18 credits

LHS-350	The Foundations of Homeland Security and Defense	3
LHS-360	Unconventional Conflict	3
LHS-403	Critical Infrastructure: Vulnerability, Analysis and Protection	3
LHS-407	Disaster Politics and Policy	3
EMS-410	Disaster Response and Recovery Planning	3
LHS-499	Theoretical Applications and Applied Project in LHS	3

Organizational Leadership 15 credits

PSYCH-233 ACC	Interpersonal Relations and Small Group Dynamics	3
COMM-310	Communication Theory and Practice	3
MKTG-320	Visual Literacy	3
HRM-350	Cross Cultural Communication and Diversity Management	3
OL	Elective	3

ASSOCIATE IN SCIENCE: BUSINESS ADMINISTRATION

Evening only – Available to Philadelphia University employees only.

College Studies	(21-23 credits)
WRTG-105 Writing About Workplace Culture	3
SCI-101 Environmental Science	3
MATH() Quantitative Reasoning I	3-4
MATH() Quantitative Reasoning II	3-4
<i>For Quantitative Reasoning select one two-course sequence:</i>	
MATH-101/1 Finite Mathematics	3
MATH-102 Pre-calculus	3
MATH-103 Introduction to Calculus	3
MATH-111 Calculus I	4
MATH-102 Pre-calculus	3
MATH-111 Calculus I	4
MATH-103 Introduction to Calculus	3
MATH-112 Calculus II	4
HIST() Historical Understanding I	3
SOC() Social Science I	3
HUMN() Humanities I (WRTG 101, HUMNx)	3
Business and Economics Core	(30 credits)
INFO-101 Introduction to Information Systems	3
MGMT-301 Principles of Management	3
STAT-201 Statistics I (MATH 100)	3
MKTG-102 Principles of Marketing	3
ACCT-101 Financial Accounting	3
BLAW-301 Business Law I	3
ACCT-102 Managerial Accounting (ACCT 101)	3
FINC-301 Financial Management	
(ACCT-101 and STAT 202 or MATH 321)	3
ECON-205 Macroeconomics	3
ECON-206 Microeconomics	3
Free Electives	(9 credits)
	3
	3
	3

CREDIT TOTAL:

60-62

**Prerequisites are listed after the course name in parentheses.*

ASSOCIATE IN SCIENCE: HEALTH AND HUMAN SERVICES

Restricted Enrollment

This 60-credit program builds on technical training programs that have been approved by the Pennsylvania Department of Education for post-secondary credit and that have articulation agreements with the University.

District-1199C Training and Upgrading Fund

Program	Credits
BEHLT-199 Behavioral Health Technician Training Program	21

Core Competencies

WRTG-101 Writing Seminar I	3
COMM-320 Professional Communication Skills	3
MATH-215 College Algebra	3
SCI-101 Environmental Science	3
HIST-114 America in Focus: Themes in U.S. History	3
PSYCH-101 Introduction to Psychology	3
HLTSV-210 Ethical Issues for Health & Human Services Providers	3
IT-101 Introduction to Information Systems	3

Major Concentration

PSYCH-201 Abnormal Psychology	3
PSYCH-223 Interpersonal Relations and Small Group Dynamics	3
PSYCH-224 Psychology of Addiction	3
COMM-310 Communication Theory and Practice	3
BEHLT-290 Clinical Interactions in Behavioral Health	3
CREDIT TOTAL:	60

ASSOCIATE IN SCIENCE: HEALTH & HUMAN SERVICES-RADIOLOGIC TECHNOLOGY

Restricted Enrollment

Checksheet

This 63 credit program builds on transferable credits earned through successful completion of specified Albert Einstein Medical Center School of Radiologic Technology coursework.

Block Transfer Segment 1: Radiologic Technology Technician Program	5 credits
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Block Transfer Segment 2: Radiologic Technology Technician Program	20 credits
Block Transfer Segment 2: Radiologic Technology Technician Program	17 credits

Core and Major Concentration Competency Coursework	21 credits
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WRTG 105 Writing About Workplace Culture	3
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PLA 100 Scientific Reasoning	3
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MATH 215 College Algebra	3
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HIST 114 America in Focus: Themes in U.S. History	3
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PSYCH 101 Introduction to Psychology	3
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HUMN 301 Art in Context	3
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IT 201 Learning with Technology	3
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CREDIT TOTAL	63
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ACCELERATED A.S. IN OCCUPATIONAL THERAPY ASSISTANT STUDIES

This 69-credit program prepares individuals to practice as an occupational therapy assistant in a variety of settings with people of all ages. The program features accelerated 8-week academic terms, five clinical fieldwork experiences, and intensive guidance by faculty and mentors. Lecture and laboratory classes are scheduled two evenings per week and Saturday mornings. The Program uses a hybrid distance learning model. Students attend bi-weekly, on-campus class sessions and participate in electronically mediated learning experiences during those times when they are not on campus. Students may complete the program in 23 months. Curricular themes permeate all courses, and key professional concepts are continually reinforced.

Candidates for admission are required to submit an application that includes a resume, personal statement and evidence of two OT site visits (forms included in application packet) as well as participate in an individual interview.

The occupational therapy assistant studies program at Philadelphia University is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA, www.acoteonline.org. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Program Learning Outcomes

The overall goal of the Occupational Therapy Assistant Studies program is to graduate competent and caring occupational therapy assistants who are grounded in theory and models of practice, educated as generalists, prepared to work in a variety of settings with a variety of clients and committed to lifelong learning.

Upon completion of the program, the occupational therapy assistant will be able to:

- Describe the P-E-O model as a foundation for analyzing the impact of environments and contexts on occupational performance.
- Demonstrate an understanding of the power of occupation as the primary intervention tool.
- Design occupation-based interventions that support occupational performance in the client's environment guided by evidence and principles of best practice.
- Demonstrate professional behaviors and conduct self in a therapeutic manner.
- Collaborate with the occupational therapist in screening, assessment and provision of OT services and with team members, families and clients to work toward the client's goals.
- Demonstrate a commitment to lifelong learning that includes an understanding of how to use critical thinking and the supervisory process for professional and personal growth.

- Demonstrate cultural awareness and understand and value cultural and ethnic diversity locally and in the global environment.
- Utilize information technology effectively, responsibly, and creatively.
- Demonstrate effective verbal, written and electronic communication skills.

FIRST YEAR COURSEWORK	(33 credits)
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IT-201 Learning with Technology	3
WRTG-105 Writing about Workplace Culture	3
BIOL-101 Current Topics in Biology	3
HIST-232 History and Philosophy of OTA Practice	3
OTA-300 Anatomy, Physiology and Biomechanics	6
PSYCH-101 Introduction to Psychology	3
OTA-302 Occupations across the Lifespan: Infancy through Adolescence	3
OTA-306 Conditions I: Infancy through Adolescence	3
OTA-304 Occupations across the Lifespan: Adulthood	3
OTA-308 Conditions II: Adulthood	3
SECOND YEAR COURSEWORK	(36 credits)
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OTA-310 Environments and Contexts of Occupation	3
OTA-410 Interventions I: Infancy through Adolescence	4
OTA-412 Interventions II: Young through Middle Adulthood	4
MATH-215 College Algebra	3
OTA-414 Interventions III: Late Adulthood	4
OTA-400 Leadership and Human Service Systems	3
OTA-406 Fieldwork II A	6
OTA-402 Ethics and Critical Thinking I	2
OTA-408 Fieldwork II B	6
OTA-404 Ethics and Critical Thinking II	1

B.S. ACCELERATED DEGREE PROGRAM/PHILAU ONLINE

Restricted Enrollment

Checksheet

TOTAL CREDITS: 120 CREDITS

Competency Core 24 credits

CSSX 101 Foundation	3
Writing	3
Math	3
Science	3
History	3
Social Science	3
Humanities	3
Information Systems	3

General Education Core 18 credits

HIST 321 Business, Industry & Work in American History	3
HUMN 310 Globalization and World Politics	3
SOC 310 Social Science of the Workplace	3
ACCX 111 Financial Accounting	3
COMM 320 Professional Communication Skills	3
CSSEM 499 Professional Studies Capstone	3

Professional Education Core 21 credits

LCSX 105 Elements of Organization	3
MGTX 105 Principles of Management	3
IT 201 Learning with Technology	3
ECON 331 Economic Decision Making	3
STAT 311 Finding and Evaluating Statistical Data	3

FINC 323 Financial Decision Making	3
MGMT 361 Leadership Theory and Ethical Practices	3

Lower Division Electives 30 credits

Upper Division Free Electives 9 – 12 credits

Major – select one 15 – 18 credit option below 15 – 18 credits

Behavioral and Health Services 18 credits

BEHLT 341 Behavioral Health & Neurorehabilitation	3
BEHLT 499 Appl.Proj in Behavioral Health and Neurorehab.	3
PSYCH 201 Abnormal Psychology	3
PSYCH 213 Developmental Psychology	3
PSYCH 222 Counseling Psychology	3
PSYCH 233 Interpersonal Relatns. and Small Grp. Dynamics	3

Business Management 15 credits

ACCT 102 Managerial Accounting	3
BUS 499 Business Capstone Seminar	3
MKTG 102 Principles of Marketing	3
MGMT 401 Operations Management	3
MGT Organizational Leadership	3

Human Resource Management 15 credits

HRM 499 Applied Research and Practice in H.R. Mgmt	3
MGTX 201 Human Resource Management	3
MGTX 303 Labor/Management Relations	3
MGTX 307 Compensation and Benefits	3
MGTX 308 Training and Development	3

Health Services Management 15 credits

HRM-350 Cross Cultural Communication and Diversity Management	3
HLTSV-310 Survey of Health Services Delivery Systems	3
HLTSV-315 Public Policy and Planning in Health Care	3
HLTSV-325 Emerging Issues in Health Care	3
HLTSV-499 Capstone Seminar in Health Services Management	3

Law Enforcement Leadership 15 credits

CRJX 309 Police Administration and Management	3
LAWEN-301 Planning for Law Enforcement Organizations	3
LAWEN-310 Contemporary Law Enforcement Strategies	3
LAWEN-410 Advanced Law Enforcement Theory and Management	3
LAWEN-499 Capstone Seminar and Project in Law Enforcement	3

Organizational Leadership 15 credits

COMX 301 Mass Media and Society	3
COMX 375 Public Relations	3
MGTX 305 Managing a Diverse Workforce	3
MGTX 405 Organizational Behavior	3
MGTX 408 Organizational Theory and Development	3

Professional Communication and Emerging Media 15 credits

COMM 204 Technologies of Communication	3
COMX 240 The Blog	3
COMM 305 Multimedia Presentations	3
COMM 307 Public Relations and Media Writing	3
COMM 404 Professional Communication Capstone	3

DOCTOR OF MANAGEMENT IN STRATEGIC LEADERSHIP

Program Director: Larry M. Starr, Ph.D.

Mission

The doctoral program mission is to develop strategic leaders who effectively navigate changing and often complex global environments and contexts by creatively integrating and bridging interdisciplinary knowledge and practice from academia and the workplace.

Program Goals and Learning Outcomes

Graduates of the Doctorate in Strategic Leadership (DSL) program are expected to:

1. Develop and apply multiple strategies for effective organizational decision making and performance.
 - a. Integrate in their decision making and performance the contributions of cognitive/conceptual knowledge and skills, experimentation/action learning opportunities, and emotional/reflection of the meanings of previous experiences.
2. Apply critical leadership knowledge and organizational concepts and practices.
 - a. Integrate multiple methods of inquiry into organizational challenges, i.e., problems and opportunities
 - i. Apply varied frameworks of inquiry drawn from multiple mindsets, disciplines and cultural perspectives
 - b. Compare and contrast multiple leadership and management theories, models, approaches and styles
 - i. Evaluate and apply analytic and systemic approaches to thinking and practice
 - ii. Apply administrative and ethical decision making strategies
 - c. Integrate and apply multiple methods of intervention within organizations to meet strategic interests and goals
 - i. Evaluate and apply analytic research and design approaches to product, process and interpersonal problem solving and decision making
3. Apply enabling information technology to improve decision making
 - a. Compare and apply analytic methods and tools to meet strategic challenges
 - i. To move from data to information processing apply data mining, cloud computing, and database management
 - ii. To move from information to knowledge theory and experience apply analytic algorithms and tools of structured prediction
 - iii. To move from knowledge to understanding including assumption modification and simulation procedures
4. Design, develop and implement academic-industry strategic leadership projects
 - a. Define, organize, and communicate topics of strategic leadership via executive education programs
 - b. Apply quantitative and qualitative methods in research projects to enhance individual and organizational problem solving and opportunity recognition
 - c. Contract, develop strategy, and provide leadership for organizational consulting projects
5. Deliver and defend a thesis demonstrating doctoral-level thinking

To directly assess student learning, three rubrics are applied:

- Rubric 1 (R1) concerns peer, jury, mentor and faculty assessment
 - Interval scale and open-ended evaluations of program and course learning objectives including concept understanding, performance and reflected meaning
- Rubric 2 (R2) concerns stakeholder reflective focus group observation
 - Feedback from peers and organizational stakeholders of the applications of coursework in practical settings
- Rubric 3 (R3) concerns personal and professional development observations by coaches, mentors and faculty associates
 - Pre (program start) and post (program conclusion) assessments of the growth and development of strategic leadership competences and capacities
 - Application of validated, standardized professional development instruments

Program Description

The Doctorate in Strategic Leadership (DSL) is a response in the form of a professional academic degree program to the challenges of complexity and the need for creativity among organizational leaders. The program offers a professional doctoral degree and builds a community and network of adult professional students, faculty, scholars, and practitioners. The program enables development of leaders who can strategically and effectively navigate situational and organizational complexity, and who can apply tools leading to creative and innovative outcomes. Graduates of the program will be uniquely suited to astutely identify new opportunities, help solve complex organizational problems, and meet the leadership needs of employers and society in the United States and abroad.

Conditional Requirements

The DSL program is for working adults who have earned an undergraduate and a graduate degree from an accredited academic institution and who have at least 7 years of full-time, mid or senior/executive level management-related, professional experience. Participants perceive themselves to be “scholar-practitioners” who integrate academic knowledge of theories and knowledge with the practical realities of the modern enterprise. Such adult students are operationally described as seeking improved organizational and leadership competencies due to the rapidly changing and complex environment; concerned with managing complex problems with creative and innovative approaches; less focused on primary skills (how to do their specific job); more interested in integrative skills (how to manage politics, communications and how to apply approaches and tools to “get things done”); concerned with the dynamics of strategic leadership; less interested or in need for a research doctoral degree; more interested in an applied, interdisciplinary, integrated, and design-influenced practice degree to facilitate job or career change or to start a new enterprise or enter private practice.

Curriculum

The program requires completion of 15 courses each valued at 3 credits for a total of 45 credits. In Year 1, there are 8 courses (24 credits) that focus primarily on critical knowledge concepts. In Year 2, there are 6 courses (18 credits), primarily application projects of consulting, research and executive education. In Year 3 is 1 course (3 credits), the doctoral thesis a synthesis of the student’s academic and practice experiences through the lens of the person’s professional/occupational domain. Supporting the

academic and practice obligations are three integrating processes: executive development coaching, performance presentation coaching, and writing presentation coaching.

Curriculum/Course Sequence

Year	Spring	Summer	Fall
2016	Jan Feb Mar Apr	May June July Aug	Sept Oct Nov Dec
	Strategic leadership frameworks, concepts and methodologies	Developing and maximizing effective partnerships across-sectors and channels	Leadership in the new normal
	Systems and design thinking implications for leadership	Leadership lessons I: Leadership in military context	Enabling information technologies and tools
	Applied research methods I		Applied research methods II
Year	Spring	Summer	Fall
2017	Jan Feb Mar Apr	May June July Aug	Sept Oct Nov Dec
	Leadership lessons II	Research project	Thesis proposal and development
	Management and leadership of organization development and change	Executive education project	
	Consulting project		
Year	Spring	Summer	Fall
2018	Jan Feb Mar Apr	May June July Aug	Sept Oct Nov Dec
	Thesis synthesis		

Minors, Concentrations, Specializations and Portfolio

Minor

A minor is a set of courses that provides supplemental study in a particular subject area. A student may choose a minor with the assistance of an academic advisor upon completion of 60 semester hours. Options for minors are determined by the academic program and consist of a minimum of twelve credits in the subject area. Guidelines and descriptions for available minors are below.

Guidelines for minors:

- A student may not combine a major and minor in the same or similar functional area (e.g., Finance major and Finance minor; Management major and Human Resource Management minor).
- A student may not use the same course for credit in both the major and minor areas. Any substitute elective from within the discipline must be approved. Please see appropriate form available at University Registrar's website: <http://www.philau.edu/registrar>.
- A student may only use the same course for credit in the free elective and minor areas if his/her major does **not** require a minor. If a student's major requires a minor, that student cannot use the same course for the free elective and minor areas.
- Certain courses in the minor may have prerequisite courses that need to be completed.

Concentration/Specialization

A concentration allows for an in-depth exploration of a focused area within the scope of the student's major discipline. A specialization allows for a thematic grouping of courses within the scope of the student's major discipline. Concentrations and specializations are available for study by majors within the appropriate area only. Options for concentrations/specializations are specified by the academic program. Similarly, the number of credits required to complete the concentration/specialization and the sequence and selection of required and elective courses are determined by the program.

Students in programs that support minors or concentrations or specializations should first meet with their academic advisor to discuss the options for minors or concentrations or specializations. Please see the form available online at University Registrar's website: <http://www.PhilaU.edu/registrar>.

Global Portfolio

Portfolio is a curricular module made up of 5 courses and 2 seminars (total of 17 credits) focused on a topic that allows students to extend their study in an area complementary to their major. It builds on existing requirements and provides students the knowledge and skills needed to address opportunities and challenges in their professions.

Global Portfolio 17 credits

Mission

The Global Portfolio is an academic experience consisting of courses and activities that provide students the knowledge and skills needed to embrace global opportunities and challenges in their profession.

Learning Outcomes

Students who successfully complete the Global Portfolio will be able to:

- a) Identify and define major/influential global issues and trends
- b) Comprehend the impact of global events on their lives and careers
- c) Apply global knowledge for personal intellectual growth
- d) Apply global knowledge for problem solving in their profession
- e) Analyze and evaluate the different perspectives that exist on global events
- f) Create an original work that combines elements of their global knowledge
- g) Participate as informed individuals in a multi-cultural, multi-lingual environment
- h) Develop and display an appreciation and sensitivity toward foreign cultures

Portfolio Description & Requirements

Students of any major, including transfer students, may choose to take the Global Portfolio. Students may enroll in the Global Portfolio either in the spring of their freshman year or fall of their sophomore year. Enrolled students complete a set of 5 self-selected courses from an approved list of globally-oriented courses (please see below). The Global Portfolio requires 17 credits for successful completion, 12 of which can be applied from courses already taken for the major and Hallmarks Core requirements. The remaining 5 credits must be uniquely earned and includes two 1-credit Integrative Seminars and a 3-credit course. For more information, contact Professor Raju Parakkal at parakkalr@philau.edu.

Required courses:

GLOB-101	Integrative Seminar for the Global Portfolio Part I
GLOB-102	Integrative Seminar for the Global Portfolio Part 2

Students select five courses from the following approved courses. Four of the five courses may also satisfy requirements in the major or Hallmarks Core. One course of the five courses needs to be unique to the Global Portfolio.

AHIST-205	The Built Environment
AHIST-206	Renaissance/Baroque Architecture and Interiors
ARCH-204	Great Buildings: Structure, Style and Context
ARCH-320	Ecology and Making
ARCH-321	Itineraries of European Contemporary Architecture
ARCST-410	Vernacular Architecture
ARCST-422	Theories of Architecture Seminar
ARCST-434	Water and Architecture
AREAST-201,202, 205,208,210,220,226,227	Area Studies Courses
ARTH-314	History of Textiles and Costumes
BUS-317	Opportunity Finding in Emerging Markets
DSGN-261	Japanese Craft Production Short Course
ECBIO-101	Environmental Issues
ECBIO-302	Experimental Field Ecology

ECON-401	International Economics
FASHMGT-101	Survey of Global Products
FASHMGT-308	Global Product Management
FASHMGT-408	Apparel/Textile Sourcing
FINC-318	International Finance
HUMN-223	World Philosophies
HUMN-225	Exploring World Literature
JAPN-XXX, SPAN-XXX, FREN-XXX, GER-XXX, ITAL-XXX	Language Courses
JSLA-380	Human Rights
LARCH-206	History of Landscape Architecture I
LAW-203	Comparative Legal Systems
LAW-300	International Law
MGMT-303	Logistics in East Asia
MGMT-307	International Management
MGMT-405	Apparel/Textile Supply Chain Mgmt.
MKTG-324	International Marketing
SOC-201	Class, Gender, & Race in World Societies
SOC-204	Personality and World Culture
SOC-208	Individual & The Global Environment
SOC-211	Power & Poverty in the Global Economy
SOC-225	Global Politics
SUST-121	Environment & Global culture
SUST-200	Energy System and Politics
SUST-303	Global Environmental History
SUST-400	Sustainability and Development in the non-Western World
SUST-421	Environmental Policy
TEXT-314	European Textile Printing

MINORS

Animation & Digital Media Minor

14 credits

Required Courses:

ANIM-307 3D Modeling (3 credits)

ANIM-308N 3D Animation (4 credits)

ANIM-301N Motion Graphics I (4 credits)

ANIM-3xx Digital Audio Production (3 credits) OR ANIM 312 Motion Graphics II (3 credits)

Architectural History/Theory Minor

12 Credits

This minor offers students the opportunity to study art/architectural history and theory beyond the introductory level. The courses listed provide in-depth knowledge and analysis of historical periods and theoretical issues relative to the meaning and practice of architecture and related disciplines.

Required course: ARCH-422 Theories of Architecture Seminar Any three of the following:

ARCH-320, ARCH-341, ARCH-371, ARCH-409, ARCH-410, ARCH-425, ARCH-434

Architecture and Interior Design students may choose one of the following:

LARCH-307 or LARCH-411

Biodiversity Minor

12-16 credits

This minor provides students with a broad overview of the status of the world's ecosystems and how decisions made by individuals, governments and businesses impact the environmental health of our planet both positively and negatively. Students can also opt to take a number of these courses abroad through the School for Field Studies articulation agreement.

Students choose either three or four courses from the following:

BIOL-205, BIOL-209, BIOL-310, BIOL-371, BIOL-391, BIO-392, CHEM-323, CHEM-417, ECBIO-101, ECBIO-201, ECBIO-207, ECBIO-208, ECBIO-301, HSCI 303, ECBIO-305, ECBIO-316, ECBIO-318, ECBIO-319, ECBIO-409, ECBIO-415, PSYCH-240, SCI-381, SCI-382, SCI-493, STAT-301, STUAB-300.

General Business Minor for Non-Business Majors

12-13 credits

This minor is specifically designed for the non-business major. It provides students with marketable business skills that are useful to any professional person.

Required (9 credit hours)

ACCT-101 Financial Accounting

MKTG-104 Marketing Foundations/and MGMT-104 Management Foundations

FINC-301 Financial Management

Choose one additional course from the following:

BLAW-301 Business Law

ECON-401 International Economics

ECON-111 Principles of Economics (4 credits)

Communication Minor**12 credits**

A Professional Communication minor will enhance students' capacity to think critically and communicate effectively. The minor offers practical, professional experience and hands-on projects. With a minor in professional communication, for example, you will be equipped to write and edit copy, design and publish a brochure and give an effective presentation on your work. These skills are in high demand among today's employers.

COMM-101 Introduction to Communication (required)

COMM-105 Design as Communication (required)

Take the 2 required courses above plus choose two of the following courses:

Suggested Combination 1:

This combination might work well for someone majoring in design or a business major in finance or FIM. It is recommended for students interested in careers that focus on writing and creating documents such as brochures, proposals or instruction manuals.

COMM-200 Reading the Visual

COMM-303 Technical Writing

Suggested Combination 2:

This combination might work well for someone majoring in marketing. It is suggested for students who are interested in careers that focus on speaking and presentation skills.

COMM-204 Technologies of Communication

COMM-305 Multimedia Presentations

Or Create Your Own Combination:

Choose 2 of the following courses to complete the four-course requirement:

COMM-200 Reading the Visual

COMM-204 Technologies of Communication

COMM-303 Technical Writing

COMM-305 Multimedia Presentations

COMM-307 Public Relations and Media Writing

Custom Minor**12 credits**

A custom minor is a thematic grouping of four courses from any of the Colleges and is appropriate only for courses that are currently delivered at Philadelphia University, i.e. existing faculty & facilities within the University must support the topic of the custom minor. At least 6 credits toward the custom minor must be completed in residence, and the courses utilized for the custom minor, whether in-residence or transfer, must currently exist in the University catalog. A maximum of 3 credits may be delivered as Independent Study or Course-by-Appointment.

The student must have approval to design a custom minor. The “Declaring a Custom Minor” form contains complete details and is available online from the Academic Success Center website <http://www.philau.edu/successcenter>.

If a minor is *required* by the student’s major, the Program Director reserves the right to identify the topic or individual courses that may not be part of a custom minor, i.e. the proposed custom minor must meet learning outcomes specified for minors within that program.

Custom Specialization

9 Credits

A custom specialization is a thematic grouping of three business or related courses; these courses need not exist within the University. Custom specialization must be declared at the time of transfer student’s admission or at the time of a degree change in order to ensure the harvesting of relevant courses. The custom specialization must be approved by SBA program director or associate dean. The custom specialization option is available exclusively to transfer students.

Entrepreneurship Minor for Non-SBA Majors

Students who successfully complete the Entrepreneurship Minor will be able to:

1. Evaluate their skills, talents, and potential role in the entrepreneurial ecosystem
2. Articulate the value of networking, building the right team, legal business structures, venture funding options, and growth planning
3. Describe and use entrepreneurial accounting and financial principles and tools
4. Apply concepts that cover all major elements of venture creation

Curriculum:

MGTX-111 Essentials of Entrepreneurship

*DECFRM-200 Business Models

ACCT-1XX/FINC-1XX Entrepreneurial Accounting and Finance

MGMT-411 Venture Creation

*SDE students substitute MKTG-104 & MGMT-104, or MKTG-207/302/305/310, or MGMT-310/320 or ECON-3XX

Environmental Sustainability Minor**12 credits**

This minor introduces students to the practices, technologies and mindsets that allow human societies to live in balance with their surrounding environments over multiple generations. Students completing the minor must take four courses from the list below, with no more than two of them selected from the 100-level offerings.

Any four of the following:

SUST-100: Fundamentals of Sustainability
SUST-102: Water Resources and the Environment
SUST-104: The Atmosphere and the Environment
SUST-120: Sustainable Food Chains
SUST-200: Energy Systems and Politics
SUST-202: Economics of Sustainability
SUST-204: Sustainable Planning and Land Use
SUST-300: Sustainable Technologies for Architecture
SUST-302: Industrial Ecology
SUST-303: Global Environmental History
SUST-400: Sustainability and Development in the Non-Western World
SUST-402: Managing Sustainable Organizations
SUST-421/LARCH-521: Environmental Policy
ECBIO-101: Environmental Issues
ECBIO-201: Biodiversity
ECBIO-319: Oceanography

Fashion Industry Management Minor**12 credits**

Students choosing a minor in Fashion Industry Management can look forward to employment in the textile and apparel sectors of the apparel and textile supply chain.

FASHMGT-101 Survey of Global Products
TEXT-101 Survey of the Textile Industry

Any two of the following:

FASHMGT-305 Production
FASHMGT-408 Apparel/Textile Sourcing
TEXT-331 Apparel Fabric Performance

Genetics Minor**13-14 credits**

The Genetics Minor will offer students a strong background in a science, which is an integral part of biological and health-focused fields. Completion of the minor will equip graduates with a skillset that will enhance their professional practice. Future practitioners will gain the ability to recognize “red flags” in a

family history that may indicate a future illness or explain present symptoms. In the lab, personnel will have had hands-on experience with diagnostic and investigative tools used currently in research, clinical, and forensics fields worldwide. Prerequisite: minimum grade of "C-" (1.67) in Biology II and BIOL-104L Biology II Lab (BIOL-104/104L).

Courses:

BIOL-207	Principles of Genetics
BIOL-207L	Principles of Genetics Lab (co-requisite with BIOL 207)
BIOL-302	Medical Genetics
BIOL-307	Developmental Genetics
BIOL-401	Molecular Genetics
BIOL-402	Genetics Seminar (required 4 th course)

Students taking BIOL-207/207L as part of the major curriculum (i.e. Biology, Pre-Medical Studies, Physician Assistant Studies) will need to choose BIOL 302, BIOL 307, BIOL 401 and BIOL 402. Students who do not have a requirement to complete BIOL 207/207L as part of their major (i.e. Biochemistry, Biopsychology, Chemistry, Environmental and Conservation Biology, Health Science, Psychology) will need to complete BIOL 207/207L to satisfy prerequisite requirements for BIOL 402 (and BIOL 302 if this course is elected).

Graphic Design Minor for NON-Design Majors: 13 credits

(These courses must be taken in this exact order)

VSDS-101. Design I. Design Essentials (3 credits)
GRAPH-310. Digital Imaging for Graphic Design (3 credits)
DSGNFND-203. Design II. Introduction to Graphic Design (3 credits)
GRAPH-201. Design III. Introduction to Typography (4 credits)

Graphic Design Minor (for Design Majors OTHER than Graphic, but NOT including Animation and Digital/IDD): 13 credits

(Prerequisite (at least one)):

- VSDS-101. Design I. Design Essentials (3 credits)
- ADFND-101. Design Foundation 1. (Arch. Or Interior Design). (3 credits) or
- INDD-101. Design Foundation 1. (Industrial Design). (3 credits.)

(Additional pre-requisite):

- DRAW-101. Drawing 1. (3 credits)

Required (10 credits):

- DSGNFND-203. Design II. Introduction to Graphic Design (3 credits)
- GRAPH-310. Digital Imaging for Graphic Design (3 credits)
- GRAPH-201. Design III. Introduction to Typography (4 credits)

(Then choose one course from these Graphic Design Designated Electives to total 13 credits):

- GRAPH-208. History of Graphic Design (3 credits)

- GRAPH-305. Exhibit Design and Signage (3 credits)
- GRAPH-341. Illustration (3 credits)
- GRAPH-408. Advanced Publication Design (3 credits)
- GRAPH-409. Issues in Information Design (3 credits)

Graphic Design Minor for Animation and Digital/IDD Majors: 13 credits.

(Pre-requisites):

- VSDES-101. Design 1. Design Essentials (3 credits)
- DRAW-101. Drawing 1 (3 credits)

Required (10 credits)

- DSGNFND-203. Design II. Introduction to Graphic Design (3 credits)
- GRAPH-310. Digital Imaging for Graphic Design (3 credits)
- GRAPH-201. Design II. Introduction to Typography (4 credits)

(Then choose additional courses as necessary from these Graphic Design Designated Electives to total 13 credits)

- GRAPH-208. History of Graphic Design (3 credits)
- GRAPH-305. Exhibit Design and Signage (3 credits)
- GRAPH-341. Illustration (3 credits)
- GRAPH-408. Advanced Publication Design (3 credits)
- GRAPH-409. Issues in Information Design (3 credits)

Historical Preservation Minor

12 credits

This minor provides a foundation in the field of historic preservation. The required courses cover the history of the movement in the U.S., contemporary practice and field work, economic consequences, sustainability issues, and building conservation. Elective courses broaden the student's experience and include: methods of archival research, standards for documentation, and American architectural traditions, as well as design considerations in the adaptive reuse of historical structures.

ARCST-221 Introduction to Historic Preservation

ARCST-266 Preservation Technology I: Traditional Systems & Materials OR

ARCST-268 Preservation Technology II: Modern Systems & Materials

Any two of the following:

ARCST-266, ARCST-268, ARCST-428 LARCH-507, ARCST-341, ARCST-302, ARCST-324, PHOTO-436, ARCST-300

Landscape Architecture

These two minors—Landscape Design, which is for design majors (primarily for architecture or interior design majors), and Landscape Planning, which is for non-design majors (primarily for environmental and conservation biology or environmental sustainability majors)—introduce the student to the field of landscape architecture.

For the Landscape Design minor, the required courses cover the various areas—history/theory, technology, horticulture and design—that constitute an understanding of the discipline relative to design.

For the Landscape Planning Minor, the required courses cover the various areas—technology, communication and history—that are needed for an understanding of the discipline relative to planning.

Landscape Design Minor

13-15 credits

1. One of the following plant/ecology courses (3 or 4 credits):

LARCH-208 Local Flora (3 credits)

SCI-110 Landscape Ecology (3 credits)

2. One of the following history/theory courses (3 credits):

LARCH-206 History of Landscape Architecture I or

LARCH-307 History of Landscape Architecture II or

LARCH-411 Landscape Architecture History III: Urban Landscape Design

3. LARCH-207 LA Tech: Grading (3 credits)

4. One of the following Landscape Architecture design studios (4 or 6 credits):

LARCH-201 LA Design 3: Site Design (4 credits)

LARCH-300 Design 4: Urban Design 1 (6 credits)

LARCH-304 LA Design 5: Community Design (6 credits)

LARCH-401 LA Design 7: Interdisciplinary Design Studio (6 credits)

Landscape Planning Minor

12 credits

1. LARCH-207 Technology I: Grading (3 credits)

2. LARCH-411 LA History III: Urban Landscape Design (3 credits)

3. One of the following plant/ecology courses (3 or 4 credits):

LARCH-208 Local Flora (3 credits) or

SCI-110 Landscape Ecology (3 credits)

4. One of the following courses (3 credits):

LARCH-310 GIS for Landscape Analysis (3 credits) or

LARCH-412 Technology III: Hydrology (3 credits)

Law and Society Minor

12 credits

The Law and Society minor will contribute to students' understanding of law from interdisciplinary perspectives (sociology, psychology, anthropology and political science). It will prepare students for

professional careers in fields that rely on critical thinking and written and oral advocacy skills. The Law and Society minor will also provide a firm background in legal, political and social issues for students who are focusing on a broad array of other professional fields at Philadelphia University such as professional communications, pre-med, environmental sustainability, business, design, psychology, midwifery and physician assistance.

Choose four courses from the list below:

LAW-101 Introduction to Law and Society

LAW-103 Crime and Justice

LAW-105 American Government and the Legal System

LAW-201 Constitutional Law and the Supreme Court

LAW-203 Comparative Legal Systems

LAW-205 Philadelphia Law and Politics

LAW-300 International Law

LAW-302 Law and Ethics

LAW-304 Law Media and Society

LAW-306 Legal Research, Writing and Moot Court

Multimedia and Visualization Minor

12 credits

This minor introduces students to the conceptual and technical issues involved in creating and producing multimedia and visualization projects. Emphasis will focus on the application of digital technologies to enhance the design and presentation process.

ARCH-324 Visualization: Experimental Modeling

ARCH-326 Visualization: Advanced Modeling

ARCH-415 Visualization: Multimedia

GRAPH-310 Digital Imaging and Photographic Manipulation

Photography Minor

12 credits

This minor provides a foundation in photographic techniques, processes, history and theory. Coursework focuses upon photography as a tool for the documentation, research and preservation of architecture as part of visual culture in its application to commercial, fashion, advertising and product design, and as a medium for self-expression.

PHOTO-101 Introduction to Photography: Black and White

PHOTO-102 Introduction to Photography: Digital

PHOTO-307 History of Photography

One of the following:

PHOTO-436 Historic Preservation Documentation: Photography, PHOTO-201, PHOTO-302, PHOTO-303

Visual Studies Minor**12 credits**

The Visual Studies minor introduces students to the design process through the application of the fundamental principles of design and drawing. Students will develop skills including: a sensitivity to value and color, experimentation with a variety of media, process methodologies, and problem solving strategies. A general survey of the philosophy and utility of CAD systems may be accomplished.

Required:

One of the following Design Studios:

VSDS-101, ADFND-101, INDD-101, DSGNFND-103 or DSGNFND-423

One of the following Drawing Studios:

DRAW-101, VSDRAW-101 or ADFND-103

Any two of the following:

ADFND-102, ADFND-104, DSGNFND-203, CAD-201, CAD-204, CAD-206,

DRAW-201, DRAW-206, DRAW-303, or any course from a design major approved by the director of that program.

Pre-M.B.A. Minor for Non-Business Majors**18 credits**

The Pre-M.B.A. minor for Non-Business majors provides students the opportunity to take two graduate-level business courses in their senior year, as well as other courses that position them to complete the M.B.A. in one year of full-time study following the completion of their bachelor's degrees.

The Accounting (CPA) and Finance (CFA) M.B.A. options are typically limited to students with undergraduate degrees in accounting or finance. It is highly recommended that students interested in these fields consult with their academic advisors prior to enrolling in classes.

M.B.A. Program Director approval is required for graduate-level course registration.

The curriculum for non-business DEC students includes the following 18 credit hours of coursework:

MGMT 104 Management Foundations (1.5 credits)

MKTG-104 Marketing Foundations (1.5 credits)

IMBF-503 Foundations of Economic Analysis (3 credits)

IMBF-504 Financial and Managerial Accounting (1.5 credits)

IMBF-505 Financial Management (1.5 credits)

IMBF-508 Statistical Analysis for Business Decisions (1.5 credits)

IMBF-510 Operations Management (1.5 credits)

IMBA-627 Competitive Technical Intelligence (3 credits)

IMBA-628 Accounting for Management Decisions (3 credits)

*Students may take the undergraduate equivalent of these courses if needed to satisfy the minimum number of undergraduate credits (12 credits) required per semester to maintain federal financial aid eligibility.

Course numbers under 500 indicate that the course is an undergraduate business course. Course numbers beginning with "IMBF" indicate graduate master-level foundation courses, and course numbers beginning with "MBA" indicate graduate master-level courses.

Non-Business majors interested in the joint B.S./M.B.A. program should obtain a copy of the "Pre-M.B.A. Requirements for Non-Business Majors Planning Guide" from the Office of Graduate Studies in the College of Design Engineering and Commerce.

Psychology Minor

12 credits

All disciplines in the social sciences analyze human behavior on one level or another. Psychology's uniqueness lies mainly in the fact that it is an experimental science. Students who minor in Psychology will study a body of knowledge about the causes of human and animal behavior and the experimental methods used to study behavior. Students completing this minor should be better able to understand their own behavior and the behavior of others in both work and leisure settings.

PSYCH-101 Introduction to Psychology (required)

Any three Psychology courses (chosen in consultation with a psychology faculty member)

Public Health Minor

12 credits

Public health may be an excellent minor for students in a variety of majors such as Environmental and Conservation Biology, Pre-medical Studies, Economics, Biology, Engineering and Environmental Sustainability. The requirements for a minor in public health are:

- PUBH-101 Introduction to Public Health
- PUBH-201 Introduction to Epidemiology
- ECBIO-101 Environmental Issues
- XXX-XXX Public Health-Related Elective Course
- Public Health Related Electives: PSYCH-222, PSYCH-224, PSYCH-243, SUST-120, DMM-643, HSCI 303.

Other courses in the Environmental Sustainability major (i.e. SUST-400), Junior Seminar in Health Policy offered by the SBA JSINT-310, and new courses in development from the SSH (Introduction to Nutrition, Principles of Exercise, Global Health and Global Climate Change) would also be future options for electives.

Social Sciences Minor

12 credits

Hallmarks Core requirements plus four additional courses approved by the Hallmarks Academic Associate Dean. Please see the Office of the Hallmarks Academic Associate Dean for more information.

Textile Materials Technology Minor

12-16 credits

The TMT minor offers students an introduction to the process flow of fibers through finished products. A sequence of four courses will give a student the opportunity to understand the interdisciplinary nature of textile materials in a wide variety of disciplines and their potential capabilities and limitations.

Select one of the following:

TEXT-101 Survey of the Textile Industry

TEXT-104 Fiber and Yarn Studies

Select any three of the following:

KNIT-201 Knit Technology I

KNIT-205 Knit Technology II

WEAV-201 Weave Technology I

WEAV-301 Weave Technology II

TEXT-321 Nonwovens

TEXT-301 Textile Materials or

TEXTCHM-242 Dyeing & Finishing or

TEXT-301 Coloring and Finishing

TEXTCHM-338 Organic/Textile Chemistry

Web Design & Development Minor for non-Graphic Design students

IDD-510 Essentials of Interactive Design (Graduate Studio, 6 credits) OR DIGD-200 Fundamentals of Web Programming (3 credits) AND DIGD-206 Foundations of Web Design & Strategy (3 credits)

DIGD-307 Advanced Web Design & Strategy (3 credits)

DIGD-3XX Javascript Programming (3 credits) OR DIGD-403 Web Development (3 credits)

Web Design & Development Minor for Graphic Design

IDD-510 Essentials of Interactive Design (Graduate Studio, 6 credits) OR DIGD-200 Fundamentals of Web Programming (3 credits) AND DIGD-206 Foundations of Web Design & Strategy (3 credits)

DIGD-307 Advanced Web Design & Strategy (3 credits)

DIGD-3XX Javascript Programming (3 credits)

CONCENTRATIONS

Architectural Design Technology Concentration

A concentration in Architectural Design Technology is one of three options available to students who are majoring in Architectural Studies. For more information, see College of Architecture and the Built Environment, Architectural Studies program description.

Historical Preservation Concentration

A concentration in Historical Preservation is one of three options available to students who are majoring in Architectural Studies. For more information see College of Architecture and the Built Environment, Architectural Studies program description.

Pre-Occupational Therapy Concentration 21 credits

Occupational therapy is a health care profession that helps people to maximize their functional independence after illness or injury. Occupational therapists (OTs) assist children with motor and

learning needs to participate in school and everyday tasks. They help adults to develop strategies to manage the physical and emotional changes associated with long-term health needs. Therapy frequently involves assisting individuals to relearn old skills, develop new skills or adapt the environment to enable them to live more satisfying and independent lives.

- BIOL-104/ BIOL-104L Biology II lecture/lab
- PSYCH-213 Developmental Psychology
- BIOL-201/BIOL-201L Human Anatomy & Phys I lecture/lab
- BIOL-202/BIOL-202L Human Anatomy & Phys II lecture/lab
- Two additional Psychology courses.

Admissions

Classification: Day Division or Evening Division Student.

Students are classified as either day division or evening division for academic advisement and administrative purposes, not in consideration of the time of the day classes are attended.

For information on graduate degree programs, contact the Office of Graduate Admissions 215.951.2943 gradadm@PhilaU.edu, www.PhilaU.edu/graduate

DAY DIVISION PROGRAMS

Day division students contact Office of Admissions 215.951.2800 or 1.800.951.7287, admissions@PhilaU.edu

Students who apply to the University should be seeking a sound and challenging collegiate education, and should have demonstrated an ability to be successful in such a program by secondary school or prior college/university performance and preparation. Each student is reviewed individually and evaluated on the basis of educational background, including course preparation and grades earned.

The University reviews applications and makes admissions decisions on a rolling basis. Students must file a completed application accompanied by a nonrefundable application fee of \$40 and the appropriate academic credentials mentioned below. All applicants must complete the requirements for a high school diploma or submit the results of the GED.

Prospective high school students should submit an application early in their senior year. Applications reviewed after February 1 will be considered on a space-available basis.

To be considered for admission, freshman applicants must submit official academic credentials with 15 units of secondary school credit and must have taken the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Required academic or college preparatory courses are four units of English, three units of Mathematics (including Algebra II and Geometry), three units of History and/or Social Science, two units of Laboratory Science, and three units of elective courses. Freshman applicants must also submit an essay and one recommendation letter.

Home-schooled and prospective students who have been away from high school for several years are also encouraged to apply for admission. Interested applicants should contact the Office of Admissions to discuss application requirements.

Students wishing to transfer must submit official transcripts from all colleges or universities attended as well as an essay and one recommendation letter. If a student has earned less than 30 college credits, an official secondary school record and SAT I or ACT scores are also required. For information regarding transfer student application deadlines, please contact the Office of Admissions.

EVENING DIVISION PROGRAMS

Evening division students contact the Office of Continuing and Professional Studies 215.951.2900 evening@PhilaU.edu

Prospective students for programs delivered through the evening division should contact the Office of Continuing and Professional Studies for application information at 215.951.2900 or via email at evening@PhilaU.edu. Degree programs are designed, in most cases, to accommodate adults whose professional obligations prevent them from enrolling full time in regularly scheduled day classes.

The evening division's new student body is primarily composed of adults who are seeking a college education leading to a Bachelor of Science in an accelerated format. Some individuals are returning to higher education after their formal education had been significantly interrupted by a period of work, military service, homemaking, child rearing or some combination of these. Some wish to return to higher education to learn new concepts and skills, to do refresher work in a particular field, to prepare for a new career or experience intellectual or social stimulation.

Prospective students should refer to the Continuing Studies section of this catalog or contact the office directly at 215.951.2900 for more specific information.

Applications are accepted for the evening division on a rolling basis.

TRANSFER STUDENTS

Philadelphia University welcomes applications from transfer students for enrollment in day or evening programs.

Transfer students (with the exception of students enrolling in the combined B.S./M.S. Occupational Therapy program*) may be awarded transfer credits applicable to degree requirements provided a "C-" or better is earned in the course from an institution with accreditation recognized by Philadelphia University.

Transfer students in the day division are expected to complete a minimum of 60 credits at the University with at least 12 credits in upper-division work in their major field and nine credits in the Hallmarks Program. Requirements are different for transfer students in the evening division. Contact the School of Continuing and Professional Studies to learn more.

*Combined B.S./M.S. Occupational Therapy program: Transfer students with less than 16 applicable credits can be considered for admission. Students will be awarded transfer credit for no more than half

of the non-science graduate prerequisite courses provided a “B-” or better is earned in each course from an institution with accreditation recognized by Philadelphia University. Prerequisite courses include Anatomy & Physiology I and II, Lifespan Human Development, Abnormal Psychology, Statistics, one Sociology / Anthropology / Cultural Studies course and Physics (non-calculus based). All three science prerequisite courses must be completed at Philadelphia University. Transfer credit may be awarded for all other applicable degree requirements provided a “C-” or better is earned in the course from an institution with accreditation recognized by Philadelphia University.

INTERNATIONAL STUDENTS (UNDERGRADUATE and GRADUATE)

The University welcomes applications for admission from qualified international students.

Academic credentials must include all studies completed to date, marks or examination results, degrees, diplomas and certificates earned. International applicants who have completed their studies outside the United States may be asked to submit a course-by-course evaluation of their academic credentials from an evaluation service accredited through the National Association of Credential Evaluation Services (NACES). For a full listing of accredited evaluation services, visit www.NACES.org. Documents must be authenticated or certified, and those not written in English must be accompanied by notarized English translations.

All international students are required to provide documentation of proficiency in English at the time an application for full admission eligibility is considered. For more information about English proficiency requirements, visit <http://www.philau.edu/international/undergraduate/apply.html> (for undergraduate students) or <http://www.philau.edu/international/graduate/requirements.html> (for graduate students).

Applicants who meet all admissions requirements but lack the required level of English language proficiency may be granted conditional admission. Conditionally admitted students begin their studies in the Bridge Pathways Intensive English Language Program on the Philadelphia University campus. These students must complete a minimum of Level 5 in order to begin their undergraduate or graduate degree program.

After acceptance is granted and we receive all required documents, students who have been fully admitted to Philadelphia University are eligible to receive a SEVIS I-20 for application for an F-1 student visa. A list of the required documents is available at <http://www.philau.edu/international/undergraduate/visa.html> (for undergraduate students) or <http://www.philau.edu/international/graduate/visa.html> (for graduate students).

For more information on applying for the F-1 Student visa, please visit: <https://www.fmjfee.com>. In order to maintain their F-1 status, students must be enrolled full-time at Philadelphia University.

International students are not eligible for most forms of financial aid and are expected to have a sponsor able to pay tuition and living expenses while the student is enrolled. However, a limited number of International Student Merit Scholarships are awarded to eligible undergraduate students. International Student Merit Scholarships cover only a small part of a student’s tuition and fees. A limited number of graduate assistantship can be awarded to eligible graduate students through a competitive application process. For more information, visit <http://philau.edu/financialaid/Graduate/Assistantships.html>

Financial Information

Billing questions? Contact Student Accounts Office 215.951.5988, studentaccounts@PhilaU.edu.
For more information, go to www.PhilaU.edu/studentaccounts

ANNUAL EXPENSES FOR 2015-2016

FULL-TIME STUDENTS

(12 to 18.5 credits per semester)

Tuition:

Undergraduate Day

Tuition (annual rate)* (includes Physician Assistant pre-professional phase)	\$35,620
Students registering for an overload (Credits over 18.5 per semester)	\$1,155/per credit
Physician Assistant Program** (professional phase)	\$41,055

Room*:

Residence Halls	\$5,670
Townhouses	\$7,970
Independence Plaza Apartments	\$8,370
Falls Center 1 BR (1 Person)	\$8,840
Falls Center 2 BR and 3 BR	\$8,370

Board*:

19-Meal Standard Plan	\$5,800
19-Meal Premium Plan	\$6,470
14-Meal Standard Plan (upperclassmen only)	\$5,520
14-Meal Premium Plan (upperclassmen only)	\$6,050
10-Meal Standard Plan (non-residence halls)	\$4,070
10-Meal Premium Plan (non-residence halls)	\$4,440
5-Meal Standard Plan (non-residence halls)	\$2,180
5-Meal Premium Plan (non-residence halls)	\$2,250

* Cost per semester is 1/2 the annual rate

** Cost per trimester is 1/3 the annual rate

Other Fees:

Full-Time Undergraduate Day

1. Application Fee	\$40/student
2. Credit by Examination	\$1,155/course
3. Dorm Security Deposit	\$250/resident student
4. NSO Program Fee	\$200/new student
5. Graduation Fee	\$100/student (graduates only)
6. International Student Fee	\$110/semester
7. General Fee	\$450/semester
8. Parking Decal	\$70/year

9.	Lost Campus Card Replacement	\$25/card
10.	Tuition Insurance – on campus	\$106/semester
11.	Tuition Insurance – off campus	\$78/semester
12.	Health Insurance	\$744/semester

PART-TIME STUDENTS

(per credit hour unless otherwise indicated)

Undergraduate Day Programs

Tuition	\$1,155/credit
Credit by Examination	\$1,155/course
Tuition Insurance	\$3.70/credit
Application Fee	\$40/student
Graduation Fee (graduates only)	\$100/student

Undergraduate Evening Programs

Tuition	\$605/credit
Credit by Examination	\$595/course
Tuition Insurance	\$3.70/credit
Application Fee	\$40/student
Graduation Fee (graduates only)	\$100/student

Undergraduate Online Programs

Tuition	\$680/credit
Credit by Examination	\$680/course
Tuition Insurance	\$3.70/credit
Application Fee	\$40/student
Graduation Fee (graduates only)	\$100/student

Summer Session 2014

Tuition: Day, Evening and Internship	\$605/credit
Tuition Insurance	\$3.70/credit

DEPOSITS

An applicant to the day division should send the director of Admissions a tuition deposit of \$300 after receiving a letter of acceptance. This deposit includes an orientation fee of \$200. The remaining \$100 will be credited to the student's account on the first tuition billing.

All resident students are required to maintain a \$250 room security deposit on account. A deposit to a student's Campus Card may be made for the purchase of books and supplies at the University Bookstore, as well as for use at the vending machines, photocopiers and any dining service location. A deposit of \$400 to \$500 per semester is suggested. Once deposited, funds cannot be withdrawn from the Campus Card. Unused funds are credited to the student's account at the end of the academic year.

Statement of Financial Responsibility

An individual's registration as a Philadelphia University student constitutes his or her agreement to make timely payment of all amounts due. Philadelphia University uses electronic means (email and the Internet) as a primary method of communication and providing billing, payment and enrollment services. Signatures or acknowledgments provided by the student electronically to Philadelphia University via Philadelphia University systems and/or @students.PhilaU.edu or @PhilaU.edu email are

valid and legally binding. Additionally, by accepting Philadelphia University's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including tuition and fees, for which s/he is liable. Details of the University's billing policies are outlined in the Annual Expense brochure.

TUITION PAYMENT POLICY

Day division students are invoiced in July and December for the next semester's charges and electronic statements may be accessed via WebAdvisor using the QuikPAY link. In QuikPAY, students may add an Authorized Payer who will also be notified when a new statement is available. **The University does not mail billing statements.**

Only accepted and completed financial aid awards, including Philadelphia University Scholarships, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Perkins Loans, PHEAA Grants, Direct Plus Loans and/or Direct Stafford Loans are included on the student's invoice. Late applications for financial aid, unless approved prior to the billing due date, are not credited to the student's account or accepted as payment. Any balance due, resulting from unapproved financial aid, must be paid by the billing due date. Any subsequent approval resulting in a balance due the student will be refunded to the student after the drop/add period.

Checks should be made payable to Philadelphia University, P.O. Box 95000-4210, Philadelphia, PA 19195-0001, with the student's identification number clearly indicated on the face of the check. If the University receives a total of three non-sufficient funds (NSF) checks, all future payments must be made by cash, certified check or money order. Students may also use WebAdvisor to pay their account balances online by accessing the QuikPAY link. Electronic checks and credit card payments are accepted. There is no fee to pay by electronic check. Credit card payments will be assessed a 2.75% service fee. The University accepts American Express, Discover and MasterCard for tuition payment.

Philadelphia University offers a deferred payment plan through Tuition Management Services (TMS). Enrollment forms are mailed to the student's billing address. For more information or to enroll, you may contact TMS directly at 888.356.0350 or online at www.afford.com. For further questions and information, contact the University's Student Accounts Office by email at StudentAccounts@PhilaU.edu or by phone at 215.951.5988.

REFUND POLICY

A student who wants to initiate leave of absence or withdrawal must complete either the Withdrawal form or the Leave of Absence form. These forms are available from the Registrar's Office or online at www.philau.edu/Registrar/forms. A student is considered in attendance until one of these forms is completed and returned to the Registrar's Office and the student has been withdrawn from all of his/her classes. Students cannot drop all of their classes on WebAdvisor. Students should contact the Registrar's Office to confirm all courses have been withdrawn and that their Withdrawal/Leave of Absence has been processed. Students are encouraged to follow up with the Student Accounts and Financial Aid offices to discuss the financial implications.

Tuition charges for students who withdraw from the University will be refunded on the following basis:

Undergraduate Day and Online Courses:

Before classes start	100%
First week of class	80%
Second week of class	60%

Third week of class	40%
Beginning of fourth week of class	0%

Undergraduate Evening Courses:

Prior to the first class meeting	100%
Prior to second class meeting	80%
Prior to third class meeting	60%
Prior to fourth class meeting	40%
After fourth class meeting	0%

Online classes follow the undergraduate day refund policy regardless of login status. Summer classes follow the evening refund policy. The University uses federal regulations to determine the refund of federal financial aid funds to the federal government. A copy of this federal refund calculation is available on the Financial Aid webpage or at the University’s Financial Aid Office.

Any student who withdraws or changes room and board status after the semester begins is obligated for a full semester’s room charge. Changes to the board plan may be made during the first two weeks of the semester with no penalty. After that time, students will be billed in full for the board plan.

The effective date for calculating refunds will be the effective date indicated on the Notification of Student Leave of Absence/Withdrawal form. Failure to complete this withdrawal form results in an unofficial withdrawal. Refunds, transcripts and recommendations will be withheld by the University until this official form is received. It is also the student’s responsibility to drop his/her classes through WebAdvisor when s/he completes this form.

Students dismissed from the University or from the residence halls will receive the following refunds:

Tuition based on the tuition refund policy above;

Students are obligated for the full semester’s room and board charges.

Insurance claims for medical withdrawals will be processed through the Dewar’s tuition insurance policy. Claim forms are available in the Student Accounts office. If the student waived this coverage, no refund is available for a medical withdrawal.

ABSENCE AND SICKNESS

Students who are absent from the University due to illness or injury, or any other reason, and who retain their place in class, are subject to full tuition, room and board charges during their absence.

TRANSCRIPTS

Transcripts are not furnished to any student whose account is not paid in full. Transcripts may only be obtained through the Registrar’s Office. Transcripts must be paid for at the time they are requested in order to be processed.

Transcript Fee	\$12/copy
Overnight Transcript Fee	\$37/copy
International Overnight Transcript Fee	\$52/copy

FEES

A one-time, nonrefundable application fee of \$40 must accompany the application for admission. This fee covers the cost of processing the prospective student's application and is not credited to the student's bill.

A \$100 graduation fee is charged to all December, May and August graduating seniors.

A \$450 per semester general fee is charged to all full-time undergraduate students. A \$20 per credit general fee is charged to part-time undergraduate students. A \$10 per credit educational services fee is charged to evening undergraduates and students taking summer courses. The general fee is used for the maintenance and enhancement of student services. Services include, but are not limited to, transportation services, student activities and services, recreational and intramural sports, technology support, health center services, fitness center access and services, and residence hall laundry services.

A \$70 annual parking registration fee is charged to all eligible full-time day division students. A \$15 annual parking registration fee is charged to all eligible part-time day division students.

A \$25 returned check fee is charged for any check that is returned for non-sufficient funds (NSF).

The following fees will be deducted from the \$250 room deposit of any resident student who cancels his/her contract by the date indicated below:

Returning Students

Prior to May 1, \$100 of the room deposit is forfeited.

After May 1, the entire room deposit is forfeited.

New Students

Prior to May 1, the entire room deposit will be returned.

After May 1, the entire room deposit is forfeited.

Campus Card

The University offers a Campus Card which allows students to buy meals, make photocopies, purchase supplies and books at the University Bookstore, and use the campus-wide vending machines and dining facilities. It also serves as a University photo I.D., library card and campus activity card. Depositing funds on the Campus Card can be done in person at the cashier window in Student Accounts, by mail, by calling the Student Accounts Office with accepted credit card information, or online at <http://campuscard.philau.edu>. When making a payment, a student must indicate the amount of the Campus Card payment along with his/her account number. A minimum of \$20 can be placed on the Campus Card and will be available in the account the next business day after receipt. A credit card deposit is available immediately. Any account balance remaining at the end of the academic year will be credited to the student's account and refunded. A \$25 charge is assessed for lost Campus Cards.

Check Cashing

Any student with a valid Campus Card may cash personal checks up to \$100 per day at the Student Accounts Office cashier's window during posted hours.

A \$25 returned check fee will be charged to students who cash checks that are later returned to the University for non-sufficient funds. If a third check is returned, check-cashing privileges are revoked.

Health Insurance

All full-time students are required to have health insurance coverage through their family policy, an individual policy or through the University-sponsored health and accident plan. Full-time undergraduate students are billed automatically for the coverage and may waive the University-sponsored health and accident plan by completing a waiver that documents private insurance coverage by accessing the "Health Insurance Waiver" link via WebAdvisor under the Billing Information section. The waiver must be completed by the second Friday in September for the fall semester. Students beginning their studies in the spring semester must complete the waiver by the first Friday in February. All international students are required to present proof of health insurance at the beginning of each semester. The director of Health Services will determine if the student's insurance is adequate for coverage in the United States. The charge will be added to the student's bill unless proof of insurance is provided to the Health Center before the specified date via the online waiver.

For more information about University requirements and the University-sponsored health insurance plan, visit <http://www.philau.edu/studentaccounts/resources/healthinsurance.html>.

Tuition Insurance

Philadelphia University has contracted with A.W.G. Dewar to provide students with tuition insurance. Full-time day students are billed a flat rate per semester for the plan, which insures each student's comprehensive tuition and fee charges (and housing and meal plan for on-campus students). Part-time students are billed for tuition insurance on a per-credit basis, and the coverage insures the student's tuition charges only. A tuition insurance claim may be filed in the event that a student must withdraw from the University due to a serious illness or accident after the published tuition refund deadlines. This coverage will be billed automatically each semester, including the summer terms. Students may opt to waive this coverage via WebAdvisor. The waiver is good for the academic year and will need to be renewed annually. Waivers for the 2015-2016 academic year, including the 2015 summer semesters, may be completed after April 15th. Students who waived for the 2014-2015 academic year will need to complete the waiver again after April 15th to waive for the 2015-2016 academic year. Students who opt to waive the tuition insurance coverage will be responsible for billed expenses if they require a medical withdrawal after the published tuition refund dates. The annual tuition insurance waiver deadlines are the same as those outlined under Health Insurance. Claim forms for the tuition insurance are available in the Student Accounts Office.

Scholarships include:

MARIANNE ABLE SCHOLARSHIP: Established in memory of the director of Career Services to help a needy junior or senior dedicated to completing his/her education.

JOEL M. ALPERIN SCHOLARSHIP: For Fashion Industry Management majors who need financial assistance.

ALUMNI SCHOLARSHIP: For deserving students in any curriculum.

AAMA EDUCATION FOUNDATION SCHOLARSHIP: For freshmen students studying apparel.

PHYLLIS ARMON MEMORIAL SCHOLARSHIP: For a Textile Design major in need of financial assistance.

ASSOCIATION FOR CONTRACT TEXTILES SCHOLARSHIP: For a junior or senior Textile Design major with need and a 3.0 GPA.

THOMAS M. BAGLEY '90 SCHOLARSHIP: For a male student studying fashion design from the greater Philadelphia region.

DOROTHY BECHTEL SCHOLARSHIP AWARD FOR DESIGN EXCELLENCE: For deserving students pursuing a degree in either Fashion Design or Interior Design who have completed sixty (60) credits toward their degree.

BENJAMIN S. BELLEMERE SCHOLARSHIP: For a student who is a member of the Phi Psi fraternity and demonstrates financial need.

BETHLEHEM CONSTRUCTION CORP./WOLANIN COMPANIES LTD./WOLANIN FAMILY/PRIVATESKY® AVIATION SCHOLARSHIP: This scholarship, established by Vincent M. Wolanin and Gregory M. Wolanin, is made in memory of their father, Vincent J. Wolanin, a Pennsylvania Law Enforcement Officer who died suddenly while they were young, and also in tribute to their mother, Julia Solecki Wolanin, who raised them both through difficult times. Vincent '69 and Gregory '74 both are graduates of Philadelphia University. This scholarship will be awarded to a student who demonstrates financial need as determined by the University's Financial Aid Office, and who also demonstrates excellence in athletics and/or excellence in Architecture, Engineering, Design, Marketing, Management, Chemistry, Computer Information Systems or Computer Science. Special preference will be given to a student meeting the above criteria or one who is a relative or employee of Wolanin Companies Ltd. (or any of its affiliates), and to any student who may have suffered the unexpected, sudden or accidental death of a parent. You may visit the Wolanin Companies Ltd. website at www.wolanin.com or www.privatesky.net.

RICHARD BLEILER MEMORIAL SCHOLARSHIP: Given to a deserving student.

BOBBIN PUBLICATIONS SCHOLARSHIP: To a student in Fashion Industry Management.

KENNETH H. BOYDELL SCHOLARSHIP: For a deserving textile student in need of financial assistance.

RICHARD H. BRAUTIGAM '53 SCHOLARSHIP: For a deserving undergraduate who demonstrates a strong determination to succeed.

BENETT BREGER MEMORIAL SCHOLARSHIP: Awarded to juniors or seniors, with a GPA of at least 3.0, who demonstrate financial need, and are majoring in Engineering, Textile Design, Textile Engineering or Textile Technology.

BURLINGTON INDUSTRIES FOUNDATION SCHOLARSHIP: Established by Burlington Industries Foundation to provide financial support to the dependents of the employees of International Textile Group. If there are no eligible students, then students from North Carolina, South Carolina, and Virginia will be considered; with the preference to students studying: Textile Design, Textile Materials Technology, Fashion Merchandising and Management, or Fashion Design.

CAPLAN FAMILY SCHOLARSHIP: For a deserving student enrolled in a textile, apparel or fashion design degree program who is at least at sophomore level, demonstrates financial need, and has a 3.0 GPA.

CAROLINA ALUMNI SCHOLARSHIP: For a student demonstrating financial need in his or her freshman year who is from North or South Carolina; with a preference for, but not limited to, those majoring in Fashion Merchandising and Management, Fashion Design, Textile Design, Industrial Design or Textile Materials Technology.

JOSEPH M. CATAGNUS '84 SCHOLARSHIP: For a needy student; preference is given to a visually impaired student or to a veteran.

CHARMING SHOPPES, INC. SCHOLARSHIP: Award for Academic Excellence for a senior with a 3.0 GPA and demonstrated financial need who is majoring in Accounting, Apparel, Design, Finance, Marketing or Textiles.

BERT COHEN MEMORIAL SCHOLARSHIP: For a textile student who demonstrates financial need.

HOWARD C. COLE '49 MEMORIAL SCHOLARSHIP FUND: For a student studying Textile Design, Textile Materials Technology or Management.

ED COMBS MEMORIAL SCHOLARSHIP: For qualified international students in pursuit of a degree in textiles, apparel or chemistry with a minimum 3.0 GPA who demonstrate a serious commitment to their field of study. Preference is given to the employees of Levi Strauss & Company International Group and their children.

EDWARD M. COPELAND MEMORIAL SCHOLARSHIP: Awarded to a soccer player based on need; first priority is given to a Delaware Valley resident.

JOHN H'10 AND TARA COUCH SCHOLARSHIP: For a deserving freshman student.

EMILY M. CRANE SCHOLARSHIP: For deserving students in any curriculum.

GERDA L. AND FREDERICK T. CUNDELL SCHOLARSHIP: For a deserving student in the Pre-med program.

CHARLES B. DEGENSTEIN SCHOLARSHIP: For residents of Snyder, Union and Northumberland counties in central Pennsylvania with financial need.

A. LOUIS DENTON SCHOLARSHIP: Awarded to students in their freshman year demonstrating financial need. The scholarship may be continued with a GPA of 3.0.

DINING SERVICES SCHOLARSHIP: For a student who has a 3.0 grade point average and has been employed by Dining Services for at least two semesters and plans to work there in the upcoming academic year.

WILLIAM N. DONIGER SCHOLARSHIP: For a deserving student in any curriculum.

DOWNS SCHOLARSHIP: Awarded to a freshman student from the Philadelphia area who graduated in the top 20 percent of his/her high school class and whose SAT scores placed the student in the top 25 percent of those taking the test. The student must also take some textile courses.

ECHO DESIGN GROUP, INC. AWARD FOR EXCELLENCE IN DESIGN: For a student with 80 or more credits studying Fashion Design or Textile Design.

PHILLIP ELKIN MEMORIAL SCHOLARSHIP: For a deserving Business student.

FASHION GROUP INTERNATIONAL-LIBBY HAYNES HYMAN SCHOLARSHIP: Established in memory of Libby Haynes Hyman to acknowledge her many contributions to the fashion industry and to fashion design education. For students studying Fashion Design, Textile Design, Fashion Industry Management or Fashion Merchandising, this scholarship was established to encourage talented and highly motivated students to pursue a career in the fashion industry.

FASHION INDUSTRIES ASSOCIATION SCHOLARSHIP: For a student majoring in Fashion.

FRED FORTESS TEXTILE/APPAREL SCHOLARSHIP: A merit-based scholarship awarded to needy students in the areas of Fashion Industry Management and Textile Engineering.

E.W. AND A.W. FRANCE SCHOLARSHIP: For a deserving textile student.

JAMES J. AND FRANCES M. MAGUIRE SCHOLARSHIP FOR ACADEMIC EXCELLENCE: Awarded to 3 exemplary students entering Philadelphia University in their freshman year and is renewable through matriculation. Students must have and maintain a minimum 3.5 cumulative GPA and minimum 1100 on SAT (Critical Reading + Math) or 23 ACT composite and demonstrate financial need as determined by the University's Office of Financial Aid.

PEARL AND MURRAY FRUMKIN SCHOLARSHIP: Established by the Textile Veterans Association; for a sophomore who demonstrates financial need and outstanding scholarship.

JAMES P. H'07 AND ANNE M. GALLAGHER FAMILY SCHOLARSHIP: To a deserving student from the Philadelphia area.

GERBER FAMILY SCHOLARSHIP: To assist needy students who are studying abroad.

HAROLD C. GIFT SCHOLARSHIP: For a graduating senior from the Reading Area Senior High School, Reading, PA.

CLIFFORD M. GILPIN '38 AWARD FOR EXCELLENCE IN TEXTILE STUDIES: For a student enrolled in Textile Engineering, Textile Technology or Textile Design. Special preference shall be given to candidates in the Textile Engineering Program. Additionally, the award recipient shall have a grade point average of at least 3.5 and will be expected to demonstrate a strong commitment to their chosen career field, as well as involvement with an appropriate professional organization.

DR. NANCY S. GOLDSMITH MEMORIAL SCHOLARSHIP: For registered nurses enrolled in the Health Services Management program who have at least a 3.0 GPA and a commitment to a career in the allied health services.

RICHARD GOLDSTEIN MEMORIAL SCHOLARSHIP: For students with financial need, starting in their freshman year through graduation, maintaining a 3.0 grade point average in a textile-related field.

PEGGY GOUTMANN SCHOLARSHIP: For junior-, senior- or master's-level students majoring in textiles.

JULIA M. GRANBY SCHOLARSHIP: For students studying either Textile Design or Fashion Design.

BILLY HARRIS '74 SCHOLARSHIP: Named in memory of Billy Harris '74, the scholarship is given to students with financial need who demonstrate academic achievement, leadership skills and athletic ability.

BUCKY AND LORRAINE HARRIS SCHOLARSHIP: The Bucky and Lorraine Harris Scholarship has been established as an endowed scholarship under the guidance of the founding committee members and the University Development Office.

Selected students will have attained at least a sophomore status at the University; will be involved with the Department of Athletics through recreation, office assistance or work study, but NOT a member of an intercollegiate program; and will be used to assist in the management of the campus Fitness Center, along with assisting the facility director in daily building operations.

IRENE HERVEY SCHOLARSHIP: For a textile major who demonstrates financial need.

H. NEWLIN HILL MEMORIAL SCHOLARSHIP: For students enrolled in a textile curriculum who demonstrate financial need. First consideration will be given to dependents of AstenJohnson community employees.

MICHELE IAMPIERI SCHOLARSHIP: To an undergraduate student majoring in Fashion Design and who demonstrates financial need. Preference will be given to a student residing in Howard County, Maryland.

MAURICE KANBAR '52 SCHOLARSHIP: Awarded to a high achieving, innovative student.

LARRY KARLIN '50 SCHOLARSHIP: For an economically disadvantaged male and female undergraduate student in their junior years, majoring in a textile-related field, without regard to grade point average and who have successfully completed the Global Leadership Program (GLP). In those years when students (male and/or female) cannot be identified as having successfully completed the Global

Leadership Program, the GLP selection criteria can be temporarily suspended so that the funds can be allocated to a student or students who meet the other selection criteria.

KATE SPADE & COMPANY FOUNDATION SCHOLARSHIP: For a needy minority student.

JOHN J. KAUFMANN MEMORIAL SCHOLARSHIP: For a freshman enrolled in a textile major, demonstrating academic excellence and financial need.

BORIS KROLL H'71 SCHOLARSHIP: For a student enrolled in Textile Design.

ROGER LAVIALE SCHOLARSHIP: To assist Philadelphia University students studying in Scotland at Heriot-Watt.

MR. AND MRS. ROBERT LEVISON SCHOLARSHIP: For a deserving student enrolled in any degree-seeking curriculum.

DR. GEORGE A. LINTON TRUST: For a student enrolled in a textile curriculum who demonstrates financial need.

STEVEN GARY LITCHMAN '69 MEMORIAL SCHOLARSHIP: For a deserving student majoring in textiles.

LOCKYER FAMILY SCHOLARSHIP: For a needy student from the greater Philadelphia region.

AMBER J. LONG '11 SCHOLARSHIP: In memory of Amber Long, this scholarship is awarded to students beginning in their fourth year who are majoring in Architecture choose to pursue study abroad opportunities. Must demonstrate financial need as determined by the University's Office of Financial Aid. The Scholarship will continue to be awarded if the recipient maintains his or her course of study and a grade point average above 3.0 (grading scale of 4.0). If there is no qualifying applicant, the award may be given to any architecture student on an annual basis who meets the other criteria.

MAGUIRE FOUNDATION SCHOLARSHIP: The Maguire Scholars Program provides last dollar scholarship support to up to five students in the incoming freshman class for four years of matriculation. Eligible students are selected from eighteen Faith in the Future high schools, Mount Saint Joseph Academy, LaSalle College High School, St. Joseph's Preparatory School, Cristo Rey (beginning in 2016), AIM Academy, Merion Mercy Academy, and six Mastery Charter Schools (Hardy Williams in 2016). Maguire Scholars must remain in good academic standing (3.0) and be an active participant in school and/or community volunteer extra-curricular activities.

MARCDAVID LGBTQ ENDOWED SCHOLARSHIP: Awarded to undergraduate students who demonstrate active leadership and advocacy for LGBTQ causes. Students are eligible to receive the scholarship beginning in their sophomore year. The scholarship will be awarded to deserving students who demonstrate financial need as determined by the University's Office of Financial Aid, but leadership and advocacy for the LGBTQ community is paramount. The Scholarship may continue to be awarded if the recipient maintains a GPA above 3.0 (grading scale of 4.0).

CHRISTOPHER K. MCHUGH '86 SCHOLARSHIP: For a deserving undergraduate student in his/her junior year who has demonstrated financial need and a strong determination to succeed.

MEMORIAL SCHOLARSHIP: For a deserving student.

WILLIAM JOSEPH MILOWITZ SCHOLARSHIP: For deserving and underprivileged students who meet the academic requirements of the University.

KRISTINE A. MINNICK '97 SCHOLARSHIP: To a deserving Physician's Assistant student in the fifth year of school with a minimum 3.3 GPA and need. Applications are to be submitted to the Physician's Assistant Program Director.

MISCELLANEOUS ENDOWED SCHOLARSHIP: For deserving students in any curriculum.

MICHAEL AND EVELYN MUTOLESE SCHOLARSHIP: For a student who has financial need and is studying textiles, apparel or fashion merchandising.

RUTH AND MORRIS NISSMAN SCHOLARSHIP: For a deserving U.S. citizen, without regard to major, who demonstrates creativity (in any discipline) and empathy for others. Special consideration will be given to a student who has challenges to overcome and demonstrates the resolve to build a better world. The scholarship will be effective beginning in the student's freshman year and will continue into succeeding years if the recipient continues to maintain a GPA above 2.5 and demonstrates a commitment to creating understanding within the University and broader community.

OFFICE DEPOT SCHOLARSHIP: For deserving students in any curriculum.

UGHTON FAMILY SCHOLARSHIP FOR VETERANS: Provides financial support to students who served in one of the five branches of the U.S. Military (Marine Corps, Army, Navy, Air Force, and Coast Guard) and received an Honorable Discharge, or is currently serving on active duty or as a reservist in one of the aforementioned branches. Award to a deserving student demonstrating financial need in their freshman year and continuing for a total of four years if the student maintains a GPA of 3.0.

VITO S. PANTILIONE ENDOWED SCHOLARSHIP: Awarded to high-achieving students with a preference for those majoring in Finance or Accounting. If none can be identified, then the Scholarship may be awarded to students whose majors are within the School of Business Administration who otherwise meet the established criteria. The Scholarship will be awarded to a deserving student who demonstrates financial need as determined by the University's Office of Financial Aid, beginning in her or his freshman year. The Scholarship will continue to be awarded if the student maintains his or her course of study and a grade point average above 3.0 (scale of 4.0). If there is no qualifying freshman applicant, the award may be given to a sophomore, junior or senior who meets the other criteria.

PHILADELPHIA MEN'S AND BOYS' APPAREL ASSOCIATION SCHOLARSHIP: For a student majoring in Fashion Industries Management or Apparel.

PHILADELPHIA TEXTILE ASSOCIATION SCHOLARSHIP: For a student who is majoring in one of the textile fields. Preference is given to a Philadelphia-area resident.

PHILADELPHIA WOOL AND TEXTILE ASSOCIATION AWARD: For a deserving textile student with 60 or more credits who demonstrates need and is actively involved with a campus-based or community-based service organization.

JOHN '70 AND BARBARA PIERANTOZZI SCHOLARSHIP: Established by John's fellow alumni, colleagues and friends in honor of his service to PhilaU in a variety of leadership roles from 1974 until his retirement in 2011. The scholarship will be awarded annually to a freshman student with demonstrated financial need as determined by the University's Office of Financial Aid. First preference will be given to residents of the City of Philadelphia.

HARRY REIMER SCHOLARSHIP: For a well-deserving student in any curriculum.

ARTHUR B. ROBERTSHAW JR. '23 SCHOLARSHIP: For junior- or senior-level students studying textiles.

ROCKIN' CHRISTMAS SCHOLARSHIP: For a strong, academically qualified student from Lee County, Florida; a student demonstrating high levels of excellence in academics and athletics and/or math,

science, music, chemistry, biology or architecture; and/or has lost a parent due to illness or sudden death.

KAY AND HAROLD R. RONSON '51 SCHOLARSHIP: For deserving students in any curriculum.

ARTHUR SALAMAN SCHOLARSHIP: For a deserving student-athlete with need and a 3.0 GPA.

FRANK L. SCARDINO '58 TEXTILE SCHOLARSHIP: Awarded to a student enrolled in one of the following programs: Textile Design (B.S. or M.S.), B.S. in Engineering with a concentration in Textile Engineering, or M.S. in Textile Engineering. The Scholarship will be awarded to a deserving student, who demonstrates financial need as determined by the University's Office of Financial Aid. If the recipient is an underclassman (or in the case of a graduate student, a student with at least two full years of full-time student remaining prior to earning a graduate degree), the Scholarship will continue to be awarded if the student maintains their course of study and a grade point average above 3.0 (grading scale of 4.0).

SCHLESINGER SCHOLARSHIP: For a student in any curriculum.

SCHWAB FAMILY SCHOLARSHIP: Awarded to a junior Fashion Merchandising or Fashion Industry Management student with a 3.0 GPA.

THOMAS R. SHIRLEY, SR. SCHOLARSHIP: For a deserving student from the Roxborough, Manayunk or East Falls neighborhoods, or a student from the Philadelphia area.

JOHN SICHEL MEMORIAL SCHOLARSHIP: For a deserving student in any area of study.

SIGMA PHI EPSILON SCHOLARSHIP: Awarded to students who model the Sigma Phi Epsilon philosophy of developing promising young leaders. The scholarship will be awarded to a deserving student(s) who demonstrates financial need as determined by the University's Office of Financial Aid, beginning in their sophomore year. The scholarship will continue to be awarded if the student continues in good academic standing. In addition, candidates for this scholarship should demonstrate leadership and participation in student activities and service. Preference will be given to students who serve as class officers or officers of university supported organizations, and who are members of the Greek community.

ALLEN SIRKIN '64, H'10 SCHOLARSHIP: Awarded to a needy student enrolled in Fashion Industry Management or Textiles.

RICHARD D. SMITH MEMORIAL SCHOLARSHIP: A scholarship restricted for a Textile major.

W.W. SMITH CHARITABLE TRUST: Given to academically qualified students from middle-income families who are usually not eligible for federal and state grant assistance.

ARTHUR SOBEL SCHOLARSHIP: For deserving students enrolled in the Textile Design, Textile Engineering or Chemistry programs.

JOHN L. STEEN '59 SCHOLARSHIP/FELLOWSHIP: For a U.S. citizen who is a full-time undergraduate student majoring in Textile Engineering, Industrial and Systems Engineering with a minor in Textile Engineering, Textile Technology, Textile Design or Textile Management and Marketing (must be a concentration in apparel, fabric development, quality assurance or textile production). The Steen Scholarship for undergraduate students will be effective beginning in the student's sophomore year and will continue into succeeding years if the recipient maintains a grade point average above 3.0 (grading scale 4.0) and demonstrates a commitment to his/her chosen career field.

In the event that an undergraduate student is not available, the John L. Steen Graduate Fellowship must be awarded to a U.S. citizen who is a full-time graduate student majoring in Textile Engineering. The Steen Fellowship will continue into succeeding years if the recipient maintains a grade point average above 3.0 (grading scale 4.0).

The recipient, either an undergraduate or graduate student, is expected to demonstrate leadership skills and actively participate in community service.

In all cases, a resident of the State of New Jersey will be given preference.

BERNARD STEUR SCHOLARSHIP: For a Textile Engineering student with a strong interest in knitting.

FLORENCE STEWART SCHOLARSHIP: For a deserving student from Asia, particularly from Singapore or Indonesia.

BERTRAM A. STROOCK '11 SCHOLARSHIP: For a deserving student.

MICHAEL T. SULLIVAN '86 MEMORIAL SCHOLARSHIP: For deserving students in part-time evening programs; awarded annually.

TEXTILE VETERANS ASSOCIATION SCHOLARSHIP: For a sophomore who demonstrates financial need and outstanding scholarship.

THACKRAH SCHOLARSHIP: Awarded to students in their Junior or Senior year who need financial help in order to graduate. Scholarship is renewable if awarded prior to the Senior year and student maintains a GPA above 3.0.

W. FRANK UHLIG '29 SCHOLARSHIP: Preference is given to a student studying in textile and chemistry.

UPS SCHOLARSHIP: Distributed by the Association of Independent Colleges and Universities of Pennsylvania to a deserving student selected by the University's Financial Aid Office.

KELLY MARIE VOGDES '01 SCHOLARSHIP: established in memory of Kelly Marie Vogdes, who graduated from Philadelphia University in 2001, for students studying Fashion Merchandising and who are graduates of Camden Catholic High School.

FREDERICK WASSON SCHOLARSHIP: For students in any major.

MARTIN WEINER SCHOLARSHIP: Preference is given to Korean or other international students.

J. BYRON WOLBACH SCHOLARSHIP: For a student majoring in Textile Engineering, Textile Technology or Textile Design. First consideration given to dependents of Lawrence Schiff Silk Mills employees.

WILLIAM WOOD SCHOLARSHIP: For a student deemed deserving.

YOUNG MENSWEAR ASSOCIATION/LEVI STRAUSS FOUNDATION ADVANCED STUDIES SCHOLARSHIP: For graduate-level textile and apparel students.

YOUNG MENSWEAR ASSOCIATION ENDOWED SCHOLARSHIP: For a deserving student enrolled in a textile or apparel program.

YOUNG MENSWEAR ASSOCIATION GIFT SCHOLARSHIP: Given to students who are pursuing educational courses that will benefit the men's apparel/textile industry and who have a demonstrated need for financial assistance.

Financial Aid

Financial Aid Office 215.951.2940, financialaid@PhilaU.edu, www.PhilaU.edu/financialaid

At Philadelphia University we believe that no student should be denied the opportunity for post-secondary education solely because of lack of adequate financial resources. In keeping with this philosophy, the Financial Aid Office provides information to students about financial planning and distributes financial aid resources to qualified students. The amount of financial aid available to any student is based on academic performance, need and the availability of funds. A financial aid consumer booklet is available on request from the Financial Aid Office located in the White Corners building.

HOW TO APPLY

Submit the FAFSA at www.fafsa.gov by April 15. Federal school code is 003354.

To apply, students should submit a Free Application for Federal Student Aid (FAFSA) electronically at www.fafsa.gov by April 15. Philadelphia University's federal school code is 003354. Applicants are considered for all types of aid for which they might qualify. Entering students must be accepted for admission before their requests for aid can be considered. Late applicants will be considered as long as funds continue to be available. All financial aid, with the exception of Federal Work Study, is credited to the student's account at the beginning of each semester.

Aid awards are made for one academic year at a time. Students must submit new financial aid applications each year by April 15 to qualify for financial aid assistance. Renewal awards are based on academic performance and continuing financial need. Aid may be withdrawn if a student fails to make satisfactory academic progress, fails to report financial aid from sources outside the University, owes a refund on a federal or state grant, or is in default on a student loan.

TYPES OF AID AVAILABLE

Federal Pell Grant: A Federal Pell Grant is a grant administered by the U.S. Department of Education. Grants may range up to \$ 5,775 per year for undergraduate students with financial need. Pell grants are limited to 600% of Pell usage.

Federal Supplemental Educational Opportunity Grant (SEOG): Federal SEOG is a grant program administered by the University. Awards are based on need and other grant eligibility.

Federal Perkins Loan: The Federal Perkins Loan program provides students with long-term, low-interest loans for educational expenses. The amount that can be made available to an applicant is based on the student's computed financial need and available funding.

Students are eligible to borrow up to \$5,500 during one academic year, but no more than \$27,500 during the period s/he is a full-time student. No interest is charged while at least half-time status is maintained.

First-time Perkins Loan recipients must complete an entrance interview at www.mappingyourfuture.org.

Repayment of the loan with interest at five percent per annum on the unpaid balance begins either six or nine months after the student graduates, terminates student status or becomes less than a half-time student. Repayment must be completed within 10 years after the interest begins to accrue.

Federal Work-Study Program: The Federal Work-Study Program is designed to stimulate and promote the part-time employment of college students who have demonstrated financial need and who require the wages from the employment to pursue their studies. Students in the Federal Work-Study Program

are employed by the University. Students are paid biweekly for the hours worked during the preceding pay period. Federal Work-Study is not deducted from the student's tuition invoice. Employment under the Federal Work-Study Program is awarded as part of the financial aid package.

The Financial Aid Office assists in matching students with a job based on completion of an online job application form.

Federal Direct Stafford Loan: Loans are available to students enrolled for at least six credit hours per semester. Students may borrow up to \$3,500 per academic year for the freshman year, \$4,500 for the sophomore year and \$5,500 per academic year for the junior and senior years. The total amount outstanding that students may borrow for undergraduate study is \$23,000.

The annual interest for loans first disbursed on or after July 1, 2015 for the 2015-16 academic year is 4.29%. The government will pay this interest until a student has terminated his/her studies, or has dropped below half-time status. The student will have a six-month grace period until the student must begin repayment of the principal and interest.

There is a 1.073 percent loan-origination fee deducted from the face value of the loan.

Under current regulations, all applicants must pass a needs test to qualify for this loan. A FAFSA must be filed prior to certification of a loan application by the University. The student must maintain satisfactory progress to renew the loan.

An application for a Federal Direct Stafford Loan can be completed *at* www.studentloans.gov. If a paper application is preferred, please contact the Financial Aid Office and we will send you one. Sample repayment plans for Federal Direct Stafford Loans are available on our webpage.

Entrance and Exit Interviews: Federal law requires that every student receiving a Federal Direct Stafford Loan through Philadelphia University must complete both an entrance and exit interview. These sessions are completed online at www.studentloans.gov.

Unsubsidized Federal Direct Stafford Loan: The Unsubsidized Federal Direct Stafford Loan provides students who do not qualify for all or part of the Federal Direct Stafford Loan due to need restrictions the opportunity to obtain a low-interest loan. The annual limits a student can borrow are identical to the Federal Direct Stafford Loan program. Under a new federal program, students can borrow an additional \$2,000 of unsubsidized loans when coupled with their existing Stafford Loan amount. The distinguishing feature of the Unsubsidized Federal Direct Stafford Loan is that the interest begins to accrue upon disbursement of the loan. Principal payments start six months after the student leaves the University or drops below half-time status. Application procedures are identical to those for a Federal Direct Stafford Loan. Interest rates for loans disbursed after July 1, 2015 for the 2015-16 academic year will be 4.29%.

Direct Stafford Loan borrowers (subsidized and unsubsidized) will be limited to borrowing for only 150% of the length of their academic program.

Federal Direct PLUS Loans: Parents of dependent undergraduates may borrow up to the student's cost of attendance minus any estimated financial aid. Eligibility is based on the borrower's credit rating. The annual interest rate is a fixed rate of 6.84% for the 2015-16 academic year. Loan fees of 4.292% will be deducted from the face value of the loan.

Repayment of principal and interest begins 60 days after the loan is disbursed. All PLUS borrowers have the option of deferring the payment of the PLUS Loan interest and principal until after the student graduates or drops to less than half-time status. Applications for the PLUS Loan are available *at* www.studentloans.gov.

Philadelphia University Grants: Philadelphia University Grants are offered to full-time undergraduates who have established financial need. The selection is made by the Financial Aid Office.

Faculty Scholarships and Grants: Scholarships and grants are awarded to students based on academic performance at the time they enter the University. These awards are renewable each year of full-time enrollment as long as minimum grade-point average requirements are met.

Pennsylvania Higher Education Assistance Agency (PHEAA): PHEAA is a state grant program for undergraduate Pennsylvania residents who will be enrolled full time (12 or more credit hours per semester).

All Pennsylvania residents applying for financial assistance from Philadelphia University are required to apply for a PHEAA grant.

Other State Grant Programs: Delaware, Connecticut, Massachusetts, Ohio, Rhode Island, Vermont and West Virginia, along with some other states, offer state grant awards to students who are residents of these states. Students should contact the appropriate state grant agency for more information.

Privately Sponsored Scholarships: Most libraries have books and brochures that list hundreds of scholarships and loan programs. Many of these awards are given to students meeting special conditions such as membership in an ethnic group or religion, academic major, parental employment or labor union association, and parent or student fraternal affiliation.

Veterans and Veterans' Dependent Benefits: The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001. This new GI bill also has a transferability component allowing service members to transfer unused educational benefits to immediate family members. For additional information regarding the Post 9/11 GI Bill go to www.gibill.va.gov. Veterans who served on continuous active duty for 181 days or more after January 31, 1955, may be eligible for educational benefits under the Montgomery G.I. Bill or Veterans Educational Assistance Program (VEAP). In addition, a variety of loans, employment opportunities and other forms of financial assistance are available to veterans. A student who is the dependent of a veteran who died or is permanently disabled as a result of service in the armed forces and students who are serving in the reserves may be eligible for educational benefits. The Financial Aid Office has further information, or contact the Veterans Administration at www.va.gov.

Yellow Ribbon Program: Philadelphia University also participates in the Yellow Ribbon Program. Contact the VA at www.va.gov for more information regarding the qualifications for that program.

Tuition Exchange Program: Philadelphia University is a member of the Tuition Exchange Program. If a parent is employed by a participating college or university, students may be eligible for consideration through the Tuition Exchange Program. Interested persons should contact their place of employment or the University Financial Aid Office for more information.

Athletic Scholarships: Athletic scholarships are available in men's and women's varsity sports. The number of scholarships, the requirements, academic standards and awards are controlled by Philadelphia University and by the NCAA regulations for men's and women's varsity sports. Contact the Department of Athletics at 215.951.2720 for more information.

Federal Income Tax Credits: The American Opportunity Tax Credit offsets the cost of tuition, fees, course-related books, supplies and equipment for higher education by reducing the amount of income tax for which you are liable. In addition, the credit is partially refundable, which means that you may be able to claim the tax credit and receive a check from the IRS even if you owe no income tax. The amount

of the credit can be up to \$2,500 per student and income restrictions apply. For more information, contact the Internal Revenue Service at www.irs.gov.

Endowed and Gift Scholarships: Each year, the University receives funds for a limited number of scholarships for eligible students. Although donors may place some restrictions on these funds, academic achievement and need are the primary factors to be considered in determining scholarship eligibility. However, a limited number of scholarships are based solely on academic excellence.

AID POLICIES

Academic Progress Requirements

The University is required to establish satisfactory academic progress standards for its federal financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid.

Whether a student is considered to be making satisfactory academic progress depends on successful semester completion of courses (credit hours), cumulative grade point average (GPA) and maximum time limits to complete their course of study. Students must meet all the requirements listed below:

- **Semester Completion Requirement:** A student must have earned hours equal to at least 75 percent of cumulative hours attempted to remain in good standing. Students earning less than 75 percent of the cumulative hours attempted will be placed on financial aid probation.

Attempted hours are defined as the hours for which the student is enrolled and charged as of the census date of each semester. Earned hours are defined as the sum of hours for which a student has earned a grade of "A," "B," "C" or "D." Withdrawals, incompletes, audits and failures are not earned hours. Passing grades received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail courses are considered attempted but not earned. Repeated courses are included in the calculation of attempted and earned hours.

- **Grade Point Average Requirements:** Students must maintain a cumulative grade point average (GPA) of 2.0 or have academic standing consistent with the requirements for graduation as determined by the University. Philadelphia University's academic standards are outlined in this undergraduate course catalog.
- **Maximum Time Limit Requirements -** A student's eligibility for financial aid will be terminated once they have attempted more than 150 percent of the normal credits (as defined in the undergraduate course catalog) required for his/her degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed.
- **Evaluation of Academic Progress:** A financial aid recipient's satisfactory academic progress is evaluated after each semester of the academic year. At that time, a student will either be in good standing, be placed on financial aid probation warning status, or be placed on financial aid probation. Financial aid probation will require an appeal for aid reinstatement and an academic plan coordinated with the student's academic advisor. This plan will be the new standard by which the student will be evaluated for academic progress. The student must meet all three progress requirements (completion rate, GPA and fall within the maximum time frame) to remain in good standing. Student will be notified by the Financial Aid Office if he/she is placed on probation or denial status for financial aid.

- **Warning status:** Warning status will not prevent the student from receiving financial aid. The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, probation status could be imposed. Probation status will prevent the student from receiving any Title IV and institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards.
- **Appeal and Reinstatement:** Students may appeal their probation status by submitting an Appeal Form to the Director of Financial Aid, along with an academic plan coordinated with the student's academic advisor. Appeal forms are included in the letter informing students of their probation status and should be submitted to the Financial Aid Office.

Some circumstances such as medical problems, illness, death in the family, relocation, employment changes or personal problems can be considered for an appeal. Documentation verifying the situation may be requested.

Submission of the form is required within four weeks of receipt of the denial letter. The Director of Financial Aid will review the appeal and contact the student via letter as soon as a decision is reached.

Students can raise their GPA and/or satisfy credit deficiencies by taking additional coursework at Philadelphia University without receiving financial aid. Students can eliminate credit deficiencies, but not GPA deficiencies, by successfully completing approved coursework at another institution without receiving aid at that institution. Transfer credits used to satisfy credit deficiencies cannot be credits that were earned prior to the semester in which the student incurred the deficiencies. The student must submit a copy of the academic transcript to both the Financial Aid Office and Registrar's Office.

The policy does not preclude a student from enrolling in subsequent semesters. Students may have their financial aid reinstated by the Financial Aid Office once all satisfactory academic progress standards are met. It is the student's responsibility to inform the Financial Aid Office once they have fulfilled the necessary requirements.

Repeat coursework

Students repeating coursework in which they received a passing grade more than two times will not be eligible to receive federal financial aid for those courses.

Grade level advancement policy for Stafford Loan eligibility

1-29	Freshman level
30-59	Sophomore level
60-89	Junior level
90-up	Senior level
120-up	(for Architecture students only) 5th year

Tuition Refund Policy

Effective Date of Withdrawal Refund Amount

Before Classes Start 100%

First Week of Classes	80%
Second Week	60%
Third Week	40%
Fourth Week	0%

Federal regulations mandate that students attending Philadelphia University who are federal financial aid recipients be processed for a refund if they withdraw before the 10th week of the semester.

Financial Aid Refund Check Policy

Financial aid will be applied to tuition first. Any remainder must be applied to all other University charges before a refund check is issued. Students who are credited with aid in excess of their tuition and other charges will be mailed a refund check within 14 days of the financial aid disbursement to their student account. Financial aid typically disburses after the second week of classes. Students can sign up in QuikPAY for direct deposit of their refund. The parent borrower will be refunded, by mail, any excess funds resulting from a Parent PLUS loan.

Return of Title IV Funds

The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula. The number of days completed up to the withdrawal date divided by the total days in the payment period or term equals the percent of the payment period or term completed. (Any break of five days or more is not counted as part of the term.) The percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid (100 percent minus the percentage of earned aid).

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution will offer the student a post-withdrawal disbursement via a letter, which, if accepted, must be paid within 120 days of the student's withdrawal. The student must accept or decline the post-withdrawal disbursement within the time frame indicated in the letter.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Perkins Loans
- Federal Graduate PLUS Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants
- Federal Supplemental Opportunity Grant

Graduate Admissions

For information on graduate degree programs, contact the Office of Graduate Admissions 215.951.2943 gradadm@PhilaU.edu; www.PhilaU.edu/graduate

Accreditation: Graduate programs at the University are approved by the Department of Education of the Commonwealth of Pennsylvania and accredited by the Middle States Association of Colleges and Secondary Schools. Accreditations associated with specific schools and programs can be found on the respective school/program webpages at www.PhilaU.edu.

Graduate students are taught by a faculty that includes both full-time professors and experienced industry professionals and practitioners. Their academic credentials and industry experience make them uniquely qualified to provide students with the knowledge to become successful professionals in their chosen fields.

Graduate classes average about 18 students and are offered in the late afternoon/early evening hours and occasionally on weekends. Some graduate programs offer courses during the day. Students may begin graduate coursework in the fall (August), spring (January) or summer (May and July) semesters. Some programs enroll students throughout the calendar year. Others are limited to one start-term per year.

Any individual who has or is about to receive a bachelor's degree from a regionally accredited university is eligible to apply. Graduate programs are designed to accommodate students from all undergraduate disciplines. The Admissions Committee admits those students who show the capacity and motivation to pursue a challenging graduate program.

Applications are accepted throughout the year for entrance in the fall, spring or summer semesters. Required application materials vary from program to program. When deciding to apply for admission, applicants should visit their desired program website for full application details.

INTERNATIONAL STUDENTS

Director of International Student Programs. *Located in The Kanbar Campus Center 215.951.2660*

The University welcomes applications for admission from qualified international students. Persons who have completed their studies outside the United States must present all post-secondary school credentials. Such credentials must include all studies completed to date, marks or examination results received, degrees, diplomas and certificates earned. International applicants may be asked to submit a course by course evaluation of academic credentials provided by an evaluation service accredited through the National Association of Credential Evaluation Services (NACES). For a full listing of accredited evaluation services, visit www.NACES.org. Documents must be authenticated or certified, and those not written in English must be accompanied by notarized English translations.

After acceptance is granted, a matriculation deposit, an International Student Agreement Form, a notarized Statement of Financial Support and current bank statements are required for the University to issue a SEVIS I-20 form.

English Language Requirement

All international graduate students are required to proficiency in English at the time an application is considered. Required levels of English proficiency are any one of the following:

- Test of English as a Foreign Language exam (TOEFL) – minimum of 79 (Internet-based) or equivalent

- International English Language Testing System exam (IELTS) – minimum of 6.5
- Successful completion of Level 5 at BridgePathways at PhilaU
- Proof of successful completion within the last year from an accredited English language program also approved by Philadelphia University. For a current listing, visit the International Admissions website.

ACCEPTANCE CLASSIFICATIONS

Students may be admitted to a particular graduate program under one of the following acceptance classifications:

Acceptance

Students who have met all admissions requirements with satisfactory performance as judged by the Admissions Committee are granted full acceptance. Full acceptance is granted only when the student's file is complete. A complete file includes all required application materials as listed on the Graduate Admissions or graduate program website.

Note: Individual graduate programs may require additional admission materials for full acceptance.

Probationary Acceptance

Students with academic performance and/or test scores below the normally acceptable levels but show potential to be successful in a graduate program may be granted probationary acceptance at the discretion of the Office of Graduate Admissions. Probationary students will be monitored closely by the program director during their first three courses. Failure to maintain a 3.0 or better GPA is cause for dismissal. After the completion of three courses, with a cumulative GPA of at least a 3.0, the probationary status may be removed at the discretion of the program director.

Conditional Acceptance

The University reserves the right to grant conditional acceptance to students who are missing some of their application materials but who otherwise meet admissions criteria. Conditional acceptance is limited to one semester, during which time the missing application materials must be submitted. Completed application materials will then be reviewed for full acceptance. Individual programs have different requirements for conditional acceptance, and some programs do not offer conditional acceptance. Conditional admission is also granted when certain foundation courses are needed prior to starting core graduate program courses.

Non-Degree Acceptance

In certain circumstances, a student may wish to apply as a non-degree student. To apply for non-degree status, students need to submit an admissions application and a transcript indicating the possession of a bachelor's degree. A maximum of three graduate courses may be taken as a non-degree student. Courses taken under non-degree status may be applied to a degree program, but only after all admissions requirements are met and full acceptance is granted. Acceptance as a non-degree student does not guarantee full acceptance into a graduate program. To change from non-degree to degree status, students must complete all admissions requirements and apply for a change of degree status to the Office of Graduate Admissions. Non-degree acceptance is not available for all programs.

Readmission

Students who have not registered for two consecutive semesters (excluding the summer) must apply directly to the Office of Graduate Admissions for readmission. To be readmitted, students must be in good academic standing (minimum GPA 3.0) and must have no financial obligation to the University.

Students must submit official transcripts from any institutions attended since leaving Philadelphia University. Readmission is also subject to available space in the program. Students should check with their program director upon re-entry to review any curriculum changes that may have occurred. Students may be asked to complete additional requirements to graduate.

DOCUMENTATION

All documents received as part of the admissions procedure become the property of the University. They will not be duplicated, returned to the applicant or forwarded to any other college, university, individual or agency. One copy of each of the transcripts will be released to the program director.

STATEMENT OF PHILOSOPHY OF GRADUATE EDUCATION

Graduate education at Philadelphia University is an extension of the University's mission to offer professional education. Programs combine theory and practice, scholarly research and application to produce graduates who are prepared for both senior levels of responsibility and further graduate study, including the doctorate. Curricula are organized around foundation, core, concentration and elective courses, and are taught by both full-time faculty and practicing professionals. Curricula are based on measurable learning outcomes developed by University faculty and professional standards as defined by both professional associations and practicing professionals.

Graduate Financial Information

Billing questions? *Contact the Student Accounts Office 215.951.5988 studentaccounts@PhilaU.edu. Go to www.PhilaU.edu/studentaccounts for more information.*

Cashier located on the first floor of Archer Hall: Monday-Friday, academic hours 9:30 a.m. to 4 p.m.; 9:30 a.m. to 4 p.m. summer hours.

STATEMENT OF FINANCIAL RESPONSIBILITY

An individual's registration as a Philadelphia University student constitutes his or her agreement to make timely payment of all amounts due. Philadelphia University uses electronic means (email and the Internet) as a primary method of communication and of providing billing, payment, and enrollment services. Signatures or acknowledgments provided by the student electronically to Philadelphia University via Philadelphia University systems and/or @students.philau.edu or @philau.edu email are valid and legally binding. Additionally, by accepting Philadelphia University's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including tuition and fees, for which he or she is liable. Details of the University's billing policies are outlined in the annual expense brochure.

EXPENSES FOR 2015-2016

TUITION AND FEES

TUITION AND FEES

Graduate tuition for the 2015-2016 academic year is \$1,050 per credit hour. Credit by examination is \$1,050 per course. Graduates are charged a \$100 graduation fee. For full-time students enrolled in the Physician Assistant Studies Program, the annual tuition is \$41,055. The tuition is \$870 per credit for

students enrolled in the Midwifery Program only. Students in the Strategic Design MBA or Modeling Simulation and Data Analytics programs will be billed \$1,250 per credit hour. Students enrolled in the Industrial Design program will be billed \$1,500 per credit hour. A \$20 per credit hour educational services fee will be charged to all graduate students. Physician Assistant students will be charged \$200 per trimester for the educational services fee. Limited fellowship opportunities are available for Strategic Design MBA students. Graduate students who take day or evening undergraduate classes pay the graduate tuition rate for these classes. An international student fee of \$110 per semester will be charged to all graduate students who are not U.S. citizens or permanent residents.

Health Insurance

All graduate students in health sciences programs within the College of Science, Health and the Liberal Arts are required to have health insurance coverage through their family policy, an individual policy or through the University-sponsored health and accident plan. Graduate students in health sciences programs within the College of Science, Health and the Liberal Arts are also encouraged to participate in the Needle Stick policy. The policy will be billed automatically for these students. Students will be billed for half of the annual policy in the fall semester (\$744) and half of the annual policy in the spring semester (\$744). Students who withdraw or graduate during the fall semester will only have coverage through December 31. Students who begin their studies in the spring semester will be billed the spring/summer rate of \$944. Students who have private insurance coverage may complete an online waiver that may be accessed in WebAdvisor. The waiver must be completed annually. The waiver deadlines are Friday, September 11, 2015, for the fall and Friday, February 5, 2016, for students who were not enrolled in the fall and are beginning their studies in the spring.

Other graduate students enrolled in at least three credits may choose to be enrolled in the University-sponsored plan. Open enrollment for the fall semester ends the second Friday in September and open enrollment for the spring semester ends the first Friday in February. For information on the University-sponsored plan, please contact the Student Accounts Office.

In adherence with immigration laws, international students are required to have health insurance coverage. Documentation of adequate health insurance must be provided via the online waiver by the second Friday in September for the fall semester and by the first Friday in February for the spring semester. If documentation of adequate health insurance is not provided, the student's account will be charged for the University-sponsored health and accident plan. Adequate health insurance must include coverage for the academic year, be licensed to do business in the United States, have a U.S.-based office and a U.S. telephone number.

STUDENT BILLING

Student Accounts Office *Located on the first floor of Archer Hall: Monday-Friday academic hours 9 a.m. to 5 p.m.; 9 a.m. to 4:30 p.m. summer hours.*

Tuition is due by the first day of each semester. Students may pay by one of the following options:

1. Remit payment in full
2. Monthly payment plan
3. Third Party Billing
4. Financial Aid

Monthly Payment Plan:

Graduate students who wish to pay their tuition in monthly installments over the course of the semester must formally notify the University's Student Accounts Office. Our office will enroll the student in a payment plan with Tuition Management Services (TMS). There is a nominal enrollment fee for this

interest-free payment option. Notification will be required each semester and new enrollment with TMS will be required.

Third Party Billing:

Students whose employers offer tuition remission will need to submit this information to the Student Accounts Office by the first day of the semester. In the event of non-payment by the employer, the student will be responsible for all charges. Notification will be required each semester. Students whose employers offer tuition reimbursement will be responsible for paying the tuition by the first day of classes each semester and submitting the proof of payment to their employer for direct reimbursement.

Financial Aid:

To use financial aid, be certain all the proper forms are completed and approved by the Financial Aid Office before registering for courses. Questions about financial aid are handled by the Financial Aid Office. For detailed information regarding financial aid for graduate students, please visit www.PhilaU.edu/financialaid/graduate.

Tuition Insurance:

Philadelphia University has contracted with A.W.G. Dewar to provide students with tuition insurance. The 2015-2016 rate is \$3.70 per credit hour. Graduate and evening students are billed for tuition insurance on a per-credit basis. The 2015-2016 rate is \$58 per trimester. Physician's Assistant students enrolled in the professional phase classes are billed a flat rate per trimester for the plan, which insures each student's comprehensive tuition charges. A tuition insurance claim may be filed in the event that a student must withdraw from the University due to a serious illness or accident after the published tuition refund deadlines. This coverage will be billed automatically each semester, including the summer terms. Students may opt to waive this coverage via WebAdvisor. The waiver is good for the academic year and will need to be renewed annually. Waivers for the 2015-2016 academic year, including the 2015 summer semesters, may be completed after April 15th. Students who waived for the 2014-2015 academic year will need to complete the waiver again after April 15th to waive for the 2015-2016 academic year. Students who opt to waive the tuition insurance coverage will be responsible for billed expenses if they require a medical withdrawal after the published tuition refund dates. The annual tuition insurance waiver deadlines are the same as those outlined under Health Insurance. Claim forms for the tuition insurance are available in the Student Accounts Office.

Tuition is due by the first day of each semester. Checks should be made payable to Philadelphia University, P.O. Box 95000-4210, Philadelphia, PA 19195-0001, with the student's identification number clearly indicated on the face of the check. If the University receives a total of three non-sufficient funds (NSF) checks, all future payments must be made by cash, certified check or money order. Students may also use WebAdvisor to pay their account balances online by accessing the QuickPAY link under the Billing Information section. Electronic checks and credit card payments are accepted. There is no fee to pay by electronic check. Credit card payments will be assessed a 2.75% service fee. Philadelphia University accepts American Express, Discover, MasterCard and VISA for tuition payment.

Graduate Financial Aid

Financial Aid Office: 215.951.2940 financialaid@PhilaU.edu www.PhilaU.edu/financialaid

Eligible students who are enrolled on at least a half-time basis (defined as at least 3 credits per semester) may apply for the Federal Perkins Loan, Federal Work Study, Federal Stafford Loan and Unsubsidized Federal Stafford Loans.

Types of Financial Aid Available:

1. Federal Perkins Loan:

The Federal Perkins Loan program provides students with long-term, low-interest loans for educational expenses. The amount that can be made available to an applicant is based on the student's computed financial need and available funding. A student is eligible to borrow up to \$8,000 during one academic year, but not more than \$60,000 for undergraduate and graduate study. No interest is charged while you maintain at least half-time status. Repayment of the loan with interest at five percent per annum on the unpaid balance begins either six or nine months (based on the conditions of your promissory note) after you graduate, terminate your student status, or become less than a half-time student. Repayment must be completed within 10 years after the interest begins to accrue.

Entrance Interviews

Federal law requires that every student who has obtained a Federal Perkins Loan through Philadelphia University must have an entrance interview. This can be done at www.mappingyourfuture.org

Exit Interviews

Federal law requires that every student who has obtained a Federal Perkins Loan through Philadelphia University must have the opportunity for an exit interview before leaving the University. This can be done online at www.mappingyourfuture.org The Financial Aid Office will contact the borrowers prior to their anticipated graduation dates to remind them of the necessity for an exit interview.

2. Federal Work-Study Program:

The Federal Work-Study Program is designed to stimulate and promote the part-time employment of students who have demonstrated financial need and who require the wages from the employment to pursue their studies. Students in the Federal Work-Study Program are employed by the University. Students are paid bi-weekly for the hours worked during the preceding pay period. Federal Work-Study is not deducted from the student's tuition invoice. Employment under the Federal Work-Study Program is awarded as part of your "financial aid package."

The Financial Aid Office will attempt to match a student with a job based on his/her job application form, which will be sent with the award letter. Students must maintain satisfactory progress to renew employment.

3. Direct Federal Stafford Loan (Unsubsidized):

Loans are available to students enrolled for at least three credit-hours per semester. Students may borrow up to \$20,500 per academic year unsubsidized. The Unsubsidized Federal Stafford Loan requires the interest be paid by the student on a quarterly basis while the student is enrolled in school.

The total amount outstanding that you may borrow for undergraduate and graduate study is \$65,500 subsidized and \$138,500 combined subsidized and unsubsidized.

The annual interest for loans issued after July 1, 2015 for the 2015-16 academic year will be a fixed rate of 5.84% for the unsubsidized loan. Interest begins to accrue upon disbursement on the unsubsidized portion of the loan. Repayment of the principal begins 6 months after the student has graduated or dropped below half-time status.

There is a 1.073 percent loan-origination fee deducted from the face value of the loan.

A Free Application for Federal Student Aid (FAFSA) must be filed at www.fafsa.ed.gov prior to certification of a loan application by the school. A student must maintain satisfactory progress to renew his/her loan.

Direct Federal Stafford Loan applications are available at www.studentloans.gov Sample payment plans for Direct Federal Stafford Loans are available at the Financial Aid Office.

Entrance and Exit Interviews

Federal law requires that when students borrow through the Direct Federal Stafford Loan program for the first time, they must complete an entrance interview. In addition, when students graduate, withdraw, or enroll less than half-time, they must complete an exit interview. The entrance and exit counseling sessions can be completed online at www.studentloans.gov.

4. Graduate PLUS Loan:

The Graduate PLUS Loan allows the graduate student to borrow up to the calculated cost of attendance minus any other aid that the student is receiving. Students must be enrolled in at least 3 credits per semester and be credit-worthy. The annual interest rate for loans issued after July 1, 2015 for 2015-16 academic year will be 6.84%. Repayment of principal and interest begins 60 days after the loan is disbursed. There is also a 4.292 percent loan origination fee deducted from the face value of your Graduate PLUS loan. To apply, students must complete a FAFSA at www.fafsa.gov and a Direct Graduate PLUS Master Promissory Note at www.studentloans.gov.

APPLICATION PROCEDURES

Philadelphia University requires that all students applying for aid file the Free Application for Federal Student Aid (FAFSA). This may be done online at www.fafsa.gov. Financial aid, regardless of its source, may not be automatically renewable. It is the student's responsibility to obtain the application forms and submit them once each academic year.

Call the Financial Aid Office at 215.951.2940 with questions.

GRADUATE ASSISTANTSHIPS

A limited number of graduate assistantships are available to selected qualified incoming graduate students. Assistantships are competitive, and students should apply by the deadline published by the Office of Graduate Admissions. Award criteria include demonstrated exceptional scholastic achievement; outstanding professional promise; and competence for service in the departments of the University. The financial need of applicants may be an additional consideration.

The objectives of the University Graduate Assistantship Program are to provide professional experiences that complement graduate instruction and research while contributing financial assistance to exceptional students who are pursuing graduate degrees at Philadelphia University.

This Assistantship Program is designed to aid in the successful completion of the degree pursued and to enhance career opportunities through applied professional experiences. All graduate assistant duties are designed to foster student training and graduate-level learning experiences.

Compensation includes tuition remission and a modest stipend for a maximum of four semesters (up to a maximum of 36 graduate credits). Awards may be full or prorated assistantships. Students must maintain the academic standing described the Graduate Assistant Program Guidelines. Contact the Office of Graduate Admissions for more information or visit www.philau.edu/financialaid/graduate for details.

VETERANS AND VETERANS' DEPENDENT BENEFITS: The Post 9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001. This new GI bill also has a transferability component allowing service members to transfer unused educational benefits to immediate family members. For additional information regarding the Post 9/11 GI Bill, go to www.gibill.va.gov. Veterans who served on continuous active duty for 181 days or more after January 31, 1955, may be eligible for educational benefits under the Montgomery G.I. Bill or Veterans Educational Assistance Program (VEAP). In addition, a variety of loans, employment opportunities and other forms of financial assistance are available to veterans. A student who is the dependent on a veteran who died or is permanently disabled as a result of service in the armed forces and students who are serving in the reserves may be eligible for educational benefits. The Financial Aid Office has further information, or contact the Veterans Administration at www.va.gov.

Yellow Ribbon Program: Philadelphia University also participates in the Yellow Ribbon Program. Contact the VA at www.va.gov for more information regarding the qualifications for that program.

WITHDRAWALS AND REFUND OF TUITION

A student who wants to initiate leave of absence or withdrawal must complete either the Withdrawal form or the Leave of Absence form. These forms are available from the Registrar's Office or online at www.philau.edu/Registrar/forms. A student is considered in attendance until one of these forms is completed and returned to the Registrar's Office and the student has been withdrawn from all of his/her classes. Students cannot drop all of their classes on WebAdvisor. Students should contact the Registrar's Office to confirm all courses have been withdrawn and that their Withdrawal/Leave of Absence has been processed. Students are encouraged to follow up with the Student Accounts and Financial Aid offices to discuss the financial implications.

Tuition charges for students who withdraw from the University will be refunded on the following basis:

Before 1st class meeting	100%
Before 2nd class meeting	80%
Before 3rd class meeting	60%
Before 4th class meeting	40%
After 4th class meeting	0%

Online: *(Online classes follow this refund policy regardless of login status)*

Before classes start	100%
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First week of class	80%
Second week of class	60%
Third week of class	40%
Beginning of fourth week of class	0%

The date for calculating refunds is the date on the student's written request for withdrawal. Failure to complete withdrawal in writing results in an unofficial withdrawal. Refunds, transcripts and recommendations will be withheld until this written request is received.

The University uses Federal regulations to determine the refund of federal financial aid funds to the federal government. A copy of this federal refund calculation is available at the University's Financial Aid Office.

AID POLICIES

Academic Progress Requirements

The University is required to establish satisfactory academic progress standards for its federal financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid.

Whether a student is considered to be making satisfactory academic progress depends on successful semester completion of courses (credit hours), cumulative grade point average (GPA) and maximum time limits to complete their course of study. Students must meet all the requirements listed below:

- **Semester Completion Requirement:** A student must have earned hours equal to at least 75 percent of total hours attempted for the semester to remain in good standing. Students earning less than 75 percent of the hours attempted will be placed on financial aid probation. Attempted hours are defined as the hours for which the student is enrolled and charged as of the census date of each semester. Earned hours are defined as the sum of hours for which a student has earned a grade of A, B, C or D. Withdrawals, incompletes, audits and failures are not earned hours. Passing grades received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail courses are considered attempted but not earned. Repeated courses are included in the calculation of attempted and earned hours.
- **Grade Point Average Requirements:** Students must maintain a cumulative grade point average (GPA) of 3.0 or have academic standing consistent with the requirements for graduation as determined by the University. Philadelphia University's academic standards are outlined in the graduate course catalog.
- **Maximum Time Limit Requirements:** A student's eligibility for financial aid will be terminated once they have attempted more than 190 percent of the normal credits (as defined in the graduate course catalog) required for his/her degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the coursework was successfully completed.
- **Evaluation of Academic Progress:** A financial aid recipient's satisfactory academic progress is evaluated after each semester of the academic year. At that time, a student will either be in good standing, be placed on financial aid warning, or denied financial assistance for future enrollment periods. The student must meet all three progress requirements (completion rate, GPA and fall within the maximum time frame) to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on warning or denial status for financial aid.

- Warning status: Warning status will not prevent the student from receiving financial aid. The warning semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the warning period, denial status will be imposed. Denial status will prevent the student from receiving any Title IV and institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards.
- Appeal and Reinstatement: Students may appeal their denial status by submitting an Appeal Form to the Director of Financial Aid. Appeal forms are included in the letter informing students of their denial status and should be submitted to the Financial Aid Office.

Some circumstances such as medical problems, illness, death in the family, relocation or employment changes or personal problems can be considered for an appeal. Documentation verifying the situation may be requested.

Submission of the form is required within four weeks of receipt of the denial letter. The Director of Financial Aid will review the appeal and contact the student via letter as soon as a decision is reached.

Students can raise their GPA and/or satisfy credit deficiencies by taking additional coursework at Philadelphia University without receiving financial aid. Students can eliminate credit deficiencies, but not GPA deficiencies, by successfully completing approved coursework at another institution without receiving aid at that institution. Transfer credits used to satisfy credit deficiencies cannot be credits that were earned prior to the semester in which the student incurred the deficiencies. The student must submit a copy of the academic transcript to both the Financial Aid Office and Registrar's Office.

The policy does not preclude a student from enrolling in subsequent semesters. Students may have their financial aid reinstated by the Financial Aid Office once all satisfactory academic progress standards are met. It is the student's responsibility to inform the Financial Aid Office once they have fulfilled the necessary requirements.

RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

The number of days completed up to the withdrawal date divided by the total days in the payment period or term equals the percent of the payment period or term completed. (Any break of five days or more is not counted as part of the term.) The percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid (100 percent minus the percentage of earned aid).

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution will offer the student a post-withdrawal disbursement via a letter, which, if accepted, must be paid within 120 days of the student's

withdrawal. The student must accept or decline the post-withdrawal disbursement within the time frame indicated in the letter.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal Graduate PLUS Loans

SERVICES

Health Services

The Student Health Center *is located in Scholler Hall. Call 215.951.2986. To obtain a health insurance brochure, contact the Student Accounts Office at 215.951.2633/2944.*

Health Services is available to all international graduate students. Other full-time graduate students may opt to utilize the services by paying the semester Student Health fee and submitting a Pre-matriculation Health Form. Arrangements to pay the fee can be made by visiting Student Health Services, located at the end of Scholler Hall adjacent to the Althouse Gym, or the Business Office.

The Student Health Center is open weekdays from 9 a.m. to 5 p.m. A Self-Care Station is stocked with common over-the-counter medications and health education brochures that are available to all students during the hours of operation. The Center is staffed by nurse practitioners who can meet most health care needs. Please feel free to call 215.951.2986 for an appointment or visit during walk-in hours. Information about the Center's hours can be found at www.PhilaU.edu/healthservices. Students who require more comprehensive treatment are referred to local physicians, hospitals and laboratories at the student's expense.

Housing

While on-campus housing is reserved for undergraduate students, unreserved space is available for graduate students. The Office of Residence Life places graduate students on a first-come, first-serve waitlist for housing in the Philadelphia University Residences Falls Center complex. In addition, the Office of Residence Life provides listings of off-campus housing including apartment complexes and local rentals, and offers a yearly off-campus housing fair. For further information, please contact the Office of Residential Life at 215.951.2741.

On-Site Courses

The University is prepared to offer graduate courses at an employer's location. Please call the appropriate program director or director of Graduate Admissions for details.

Parking

All students must register their vehicles. Registration may be done at www.PhilaU.edu/security/parking. A valid state registration and current insurance card must be presented, together with a current, valid University I.D., to pick up your parking permit at either the Safety and Security Office on the Ravenhill Campus, Monday through Friday, from 9 a.m. to 5 p.m., or during the first two weeks of the fall and spring semesters, from 5 p.m. to 7 p.m. in The Tuttleman Center lobby. For information, call the Safety and Security Office at 215.951.2620.

Fees:

Full-time Day Graduate Students	\$70/year
Part-time Day Graduate Students (under 12 hours)	\$15/year
Evening Graduate Students	No fee

Student Identification Card

Student photo-identification cards are available to graduate students. During the first two weeks of classes, the University has extended evening hours to process new student identification cards in The Kanbar Campus Center. Students will need identification cards to check out books and access buildings, such as the library and computer center.

Application for Admission to Graduate Programs

Application

Submit the completed application along with a non-refundable fee of \$40 made payable to Philadelphia University. Please type or neatly print all information. Students are admitted for the fall, spring, winter or summer semesters, depending on the program. International students are admitted only for the fall and spring semesters with some exceptions. There may be limits to the number of openings available in each program. To apply online, visit the University's website at www.PhilaU.edu.

Official Transcript

An applicant must arrange for an official transcript from each undergraduate and graduate school he/she has attended to be sent directly to the Office of Graduate Admissions. Failure to disclose attendance at an institution at the time of application may cause denial of application for admission. International applicants may be asked to have all post-secondary transcripts evaluated by an accredited academic credential evaluation service. This official evaluation is to be submitted to the office of Graduate Admissions in lieu of official transcripts or mark sheets. A listing of accredited evaluation services can be found at www.NACES.org. World Education Service (WES) is Philadelphia University's preferred evaluation service. For information on World Education Service, please visit www.WES.org.

Recommendations

Applicants may use the forms enclosed. You must have recommendations from two people who are not related to you and who are familiar with your professional and scholastic qualities forwarded to the Office of Graduate Admissions. Recommendations are not required for all graduate programs so be sure to check individual program application requirements.

Standardized Test Results

Some graduate programs require the submission of standardized test scores. If required, please request your Graduate Management Admission Test (GMAT) scores or Graduate Record Exam (GRE) scores to be sent to the Office of Graduate Admissions. The University code number is 2666. The standardized test requirement will be waived for those students already possessing a previous master's degree. Applicants should consult the graduate program webpage to learn whether submission of a standardized test score is required. Some graduate programs will award conditional admission, allowing new students to submit the standardized test by the end of the first semester.

Non-degree Candidates

A student applying for admission to the graduate programs may elect to pursue non-degree study in which s/he may take graduate courses for professional certification or personal enrichment. To apply as a non-degree candidate, a student need only submit an application and transcript indicating that a bachelor's degree was received. This option is limited to specific graduate programs. Applicants for non-degree study should contact the Office of Graduate Admissions to learn whether non-degree study within a specific program is an option.

International Applicants

The University welcomes applications for admission from qualified international students. Persons who have completed their studies outside the United States must present all post-secondary school credentials. Such credentials must include all studies completed to date, marks or examination results received, degrees, diplomas and certificates earned. International applicants may be asked to submit a course by course evaluation of academic credentials provided by an evaluation service accredited through the National Association of Credential Evaluation Services (NACES). For a full listing of accredited evaluation services, visit www.NACES.org. Documents must be authenticated or certified, and those not written in English must be accompanied by notarized English translations.

After acceptance is granted, a matriculation deposit, an International Student Agreement Form, a notarized Statement of Financial Support and current bank statements are required for the University to issue a SEVIS I-20 form.

Mailing Address

Director of Graduate Admissions, White Corners
PHILADELPHIA UNIVERSITY
4201 Henry Avenue
Philadelphia, PA 19144-5497

Phone: 215.951.2943

Fax: 215.951.2907

Email: gradadm@PhilaU.edu

Toll-free: 800.951.7287

Instructions for International Students

International graduate students who have been fully admitted to Philadelphia University are eligible to receive a SEVIS I-20 for application for an F-1 visa. Please review the following pages, as the information is intended to help you understand the steps you need to take from now until you arrive on campus.

Please note that the United States Department of Homeland Security (DHS) requires F-1 and J-1 visa applicants to pay a one-time fee of \$200 to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS). The fee must be paid at least three business days prior to applying for your visa or applying for admission at a U.S. port-of-entry for those exempt from the visa requirement. The fee must be paid prior to submission of a change of status petition or reinstatement application. The fee must be paid online at <https://www.fmjfee.com/i901fee/index.jsp> and must be accompanied by a Form I-901. It can be paid by you or by a third party, inside or outside the U.S. If you are denied a visa, the SEVIS fee will not be refunded. However, if you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again.

In order for the University to issue your SEVIS I-20, you must submit the following:

- A completed and signed International Student Agreement Form
- A completed, notarized Statement of Support Form. Students supporting themselves do not submit this form.
- Official bank statements no more than six months old.
- A Transfer Recommendation Form for students currently studying in the United States. Official or attested copy of degree certificate and university transcripts
- Official test report (TOEFL / IELTS / GRE)

Registration and Orientation

Class registration takes place shortly after you make a tuition deposit. You will receive notification from Graduate Admissions. International students must be on campus for the International Student Orientation, usually taking place a few days before classes begin.

Tuition

Graduate tuition for (most programs) for the 2015-2016 academic year is \$1070 per credit-hour (including a \$20 educational services fee per credit hour). For full-time students enrolled in the Physician Assistant Studies Program, the annual tuition is \$41,055. Graduate students who take undergraduate day or evening classes will pay the respective day or evening rate for these classes. An international student fee of \$110 per semester will be charged to all graduate students who are not U.S. citizens or permanent residents.

Estimated Expenses

- Tuition: \$19,260
- Room and Board: \$11,985
- Books, Insurance, etc.: \$3,500

English Language Requirement

All international graduate students are required to provide proof of proficiency in English at the time an application is considered for full acceptance. Required levels of English proficiency are any one of the following:

- Test of English as a Foreign Language exam (TOEFL) – minimum of 79 (Internet-based) or equivalent
- International English Language Testing System exam (IELTS) – minimum of 6.5
- Successful completion of Level 5 at BridgePathways at PhilaU
- Proof of successful completion within the last year from an accredited English language program also approved by Philadelphia University. For a current listing, visit the International Admissions website.

Applicants who meet all admissions requirements but lack the minimum English Language proficiency may be granted conditional admission. Conditionally admitted students may begin their studies at BridgePathways at PhilaU.

Full-time Student Status

Requirements to maintain F-1 student status as mandated by the U.S. Bureau of Citizenship and Immigration Services:

- Have a valid I-20
- Have a valid passport and an F-1 student visa.
- Be a full-time student (for graduate students, this means registering for at least nine credits per semester).

University Academic Policies and Procedures

The following are policies and procedures for the students pursuing coursework in the undergraduate, graduate, continuing and professional studies and non-degree programs of the University. This section is divided into two sections:

1. **Undergraduate Student Academic Policies and Procedures** and
2. **Graduate Student Academic Policies and Procedures**

Undergraduate Student Academic Policies

(Traditional, Accelerated and Non-Degree Students)

ABSENCES FOR MEDICAL REASONS

Any student who is unable to attend classes for three consecutive days or more due to illness or injury should alert the Dean of Students Office. Notifications by the Dean of Students Office will be sent to each professor of the student currently not able to attend classes due to medical reasons. Philadelphia University Health Services does not provide "sick notes" for students to professors for brief absences from class due to illness. We encourage students to communicate directly with their professors about their absences. This is meant to encourage mature communication between student and professor, as well as encourage personal responsibility for class attendance decisions.

Absences due to illness do not supersede the specific attendance policy for an instructor. Students are required to contact their professors about their academic standing in class either during or immediately following the medical problems. The determination of a student's academic standing in class is completely within the discretion of the individual instructor.

If a student is diagnosed with a communicable illness that poses a possible threat to the University community, a general notification may be sent to those at risk for exposure to the illness per the recommendation of the Philadelphia Health Department. Efforts will be made not to disclose the infected student's name. The University cannot assume responsibility for deductions and assumptions made by others, but will make every effort to anticipate and address any concerns.

Students who are diagnosed with a communicable disease and those not immunized against an offending vaccine-preventable disease may be required to leave campus until their illness is resolved. For information, contact the Student Health Center at 215.951.2986.

ABSENCES AND OBSERVANCE OF RELIGIOUS HOLIDAYS

Philadelphia University is a nonsectarian educational institution and respects the diversity and religious needs of its affiliates. The University respects the rights of faculty, staff and students to observe religious holidays. While academic and personnel calendars do not incorporate religious holidays, the policy is intended to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations. Non-attendance of class on religious holidays by those observing the holiday will be excused without penalty. No adverse or prejudicial effects will result because a student availed herself or himself of these provisions.

The University respects students' rights to observe religious holidays. Students planning to be absent from a class due to religious observance shall notify the faculty during the first week of classes, if possible. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Professors shall

work with students to ensure they have a reasonable opportunity to make up missed classes and assignments.

ACADEMIC ADVISING-UNDERGRADUATE

Philadelphia University's academic-advising model supports students throughout their academic careers at the University. Academic advisors assist students in developing suitable educational plans, understanding program requirements, policies and resources, evaluating their academic progress, and clarifying realistic life and career goals.

Advising for first-year students (freshmen and new transfer students) and students who have not declared their majors is provided at the Academic Success Center. Faculty Advisors in the Academic Success Center actively reach out to their advisees in order to assist them in their academic life. First-year students may meet with ANY first-year advisor at the Academic Success Center on a drop-in basis Monday-Friday from 9 a.m. to 5 p.m. All first-year students MUST meet with a first-year advisor before November of their first semester for assistance with Pre-registration for spring.

Other advising services for all students in the Academic Success Center include assistance in understanding transfer credit evaluation, majors advising for students who have not declared a major or who are thinking of changing their major, change of major forms and other advising forms.

Upper-level students (sophomore through 5th year) who have declared their majors are assigned advisors in their colleges. These students are expected to assume increasing responsibility for their progress toward graduation. Students must contact their advisor to set up advising appointments at least twice during the academic year. They are expected to consult with their advisors concerning course registration for fall and spring semesters. While upper-level advisors are available to discuss program requirements and policies, emphasis is placed upon working with students to clarify their educational, personal and career goals.

Advising for all accelerated programs is provided through the School of Continuing and Professional Studies in The Tuttleman Center.

ACADEMIC HONORS

- *Dean's List:* Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.60 or better are eligible for the Dean's List for that semester. The Registrar calculates student's eligibility for the Dean's List after the 4th week of the following semester, when all ***incomplete ('I')*** grades have been resolved. Subsequent grade changes will not be on the downloaded Dean's List.
- *Latin Honors:* A candidate for graduation who earns a cumulative grade point average of 3.60-3.69 will be graduated "cum laude," 3.7-3.79 will be graduated "magna cum laude" or "summa cum laude" if their final average is 3.80 or better. Latin Honors only apply to Bachelor's degree candidates
- Additional awards are presented at the annual University Awards Ceremony and during Commencement.
- *Valedictorian (Criteria for Choosing)*

The title of Valedictorian is conferred upon an undergraduate student within the graduating class who has achieved the highest academic excellence. Each year, Philadelphia University selects one Valedictorian. The following selection criteria should be followed when choosing the Valedictorian:

1. Highest GPA in the graduating class.
2. All credits completed at PhilaU.

In the event of a “tie,” the following factors may be considered by the Provost in the selection of a Valedictorian:

1. Participation in the Honors Program.
2. Availability to participate in commencement activities.
3. Amount and quality of transfer credit (if the highest ranking students all carry transfer credit).
4. Number of courses repeated.
5. Number of credits earned by examination, as well as level of achievement on such credits.

ACADEMIC INTEGRITY

Academic Integrity and honesty is the foundation of the Philadelphia University teaching, learning, and professional community. Anyone who is a part of this community who knowingly or unknowingly breaks the rules of academic integrity as defined by the Philadelphia University community commits an offense against all members of this group. In order for all to know and understand the standards that define academic integrity at Philadelphia University, the following policy has been developed and ratified by students, faculty, and staff.

These policies pertain equally to all courses regardless of the method of delivery. Thus, they pertain to courses delivered fully or partially online as much as to courses delivered in-person.

1) Types of Academic Dishonesty

The following incidences provide examples of the most common types of academic dishonesty, but other instances may occur outside of the categories defined here.

a) Cheating

Cheating is the inappropriate and unacknowledged use of materials, information, designs, ideas or study aids in any academic exercise. The use of books, notes, calculators, electronic resources and conversations with others is restricted or forbidden in certain circumstances as indicated by your professor. Cheating also includes stealing, buying, or otherwise obtaining a test; selling or giving away answers to a test; buying or selling a paper, painting, sculpture, model, project, or design for use in the fulfillment of an academic requirement; or falsifying a grade or attempting to alter a grade on a test, official academic record, or a change of grade form.

Students may not request others (including commercial term paper companies) to conduct research or prepare any work for them.

Students in all course delivery formats, including online and other forms of distance-learning, must complete all coursework themselves. Any attempt to have others complete coursework in the student’s name is a form of cheating.

Students are also not permitted to submit identical work or portions of that work for credit or honors more than once without prior approval of the faculty member.

b) Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work. “Invented” information (that is, information which is made up by the student) may not be used in any laboratory experiment, surveys or other academic exercise. The student must always acknowledge any

source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

c) Plagiarism

Plagiarism is the representation of the words, images, information, charts, graphs, data or ideas of another as one's own in any academic exercise. Every idea, image or argument that is not one's own must be cited. Only information considered to be "common knowledge" does not need to be cited. When unclear about the definition of "common knowledge" in a particular discipline, students should consult with the faculty member teaching the course.

Paraphrased material taken from print, electronic sources, or other media should also be cited. Along with this citation, the author should acknowledge a paraphrase properly, by using words such as: "to paraphrase Smith's comment," or "drawing on Smith's ideas about." Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly cited according to correct citation conventions. Manipulated images or visuals that are not your own must also be cited. Students must familiarize themselves with the correct citation conventions required in each course. Any questions about what constitutes plagiarism should be discussed with the faculty member.

Faculty members may suggest a style guide to use; style guidelines are also available on the Philadelphia University's Academic Success Center Website. (www.philau.edu/successcenter)

- **Facilitating Academic Dishonesty**

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are in violation of the academic integrity.

- **Denying Others Access to Information or Material**

It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student. Examples of offenses of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

- **Digital Piracy and Privacy**

The following, and similar practices, are violations of academic integrity when done to benefit one's own (or others') academic record:

- *Digital Piracy and Privacy*: The willful violation of copyright laws through file sharing of information destined for an academic submission; use of material discoverable or downloadable without acknowledgement of the source; willful deletion of another's work from shared sites, interference with others' use of shared sites, e-portfolios, etc.
- *Hacking*: Seeking out weaknesses in a computer network or system for the purpose of academic gain.
- *Cracking*: Breaking security on a system to engage in theft or vandalism for the purpose of academic gain.

2) Process of Handling and Reporting Violations of the Academic Integrity Policy

Overview

All members of the Philadelphia University learning community are entrusted with respecting and maintaining its Academic Integrity Policy (hereafter referred to as “AIP”), whether instruction occurs in-person, online or hybrid. Violations are taken very seriously, as the AIP reinforces the values of original thinking and the recognition of the effort and work of others. Anyone violating this trust harms not only themselves but also the whole learning community (students, faculty, and staff), and the rights of all members of the University and professional communities are compromised.

Roles of Faculty Members and Students Involved in Violations

The severity of violations of this policy varies and must be considered thoughtfully on a case-by-case basis. Sanctions based on this policy are ultimately assessed and implemented at the discretion of the faculty member. Faculty members may determine sanctions within the bounds of the course, e.g. failure on the assignment, or failure of the course. Faculty members do not have the authority to suspend a student from the University.

In order to reach a fair and consistent decision about sanctions, faculty members may seek the advice of the Advising Advocate in their given College, their program director, or their Executive Dean. In such cases, the faculty member may not reveal the name of the student or otherwise compromise the student’s identity. When a faculty member assesses a penalty for a violation of the AIP, the student has the right to appeal the penalty—either because s/he feels s/he was not in violation of the policy or because s/he disagrees with the severity of the sanction.

The faculty member has the prerogative to submit a record of the violation of the AIP to the Dean of Students Office. Documentation with the Dean of Students Office formalizes the occurrence and provides a historic record in the event of a recurrence of an AIP violation. It is the role of the faculty member to examine only single violations at hand. It is the role of the Dean of Students Office and the Academic Integrity Board to evaluate issues of recurrence.

Steps in Handling Violations of the AIP

- 1) **Prevention of Violations in Course Planning:** Faculty members are required to include a statement on the Academic Integrity Policy in their syllabi, referring students to the policy in the Student Handbook and the Academic Catalog. Faculty members are also encouraged to provide examples of violations of the AIP that might occur in the course and potential penalties for infractions. In the event that this information does not appear on the syllabus, students are nonetheless bound to the AIP, which is promulgated in the Student Handbook and the Academic Catalog.
- 2) **Resolution at the Course Level:** Faculty members who perceive a violation of the AIP have the prerogative to assess the penalty they deem most appropriate. The faculty member has two main means of support: 1) the advice of the College’s Advising Advocate, their program director, or the Executive Dean of the College; 2) following the procedures outlined here.
 - a. As a first step, the faculty member may consult his or her Advising Advocate, program director, or Executive Dean. This is an optional step to acquaint the faculty member with potential ways forward and to solicit feedback on potential resolutions. Because these individuals are not a party to the actual perceived violation, it is not permitted for a faculty member to share the name(s) of the student(s) involved nor to identify the student(s) by any other means.

- b. Within one week of the faculty member becoming aware of the perceived violation, unless there are extenuating circumstances, the faculty member shall consult with the student (or group of students) involved regarding the allegation of academic misconduct. This consultation may take place in person or in written correspondence, in whatever manner the faculty member deems most effective.
 - c. Typically, the faculty member will make the student(s) aware of the penalty imposed for the violation during this first consultation with the student or shortly thereafter. However, the faculty member has the prerogative to assess the penalty at a later date, if there are extenuating circumstances. The faculty member assigns a sanction, up to and including giving the student a failing grade for the class.
 - d. Sample sanctions include but are not limited to:
 - 1. Repeat the assignment or complete another assignment.
 - 2. Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0").
 - 3. Failure of the class.
 - e. In cases of egregious violations of the AIP, the faculty member may request that the Academic Integrity Board consider more severe sanctions for the student(s) involved, including suspension or expulsion from the University. In this case, the faculty member should file the form for a hearing request with the Dean of Students Office. The form may be obtained from the Dean of Students Office or <http://www.philau.edu/successcenter/advisingforms.html>. Once the form is filed, the student(s) shall remain enrolled in the course, unless the faculty member requests immediate removal of the student(s) from the course. Such requests for immediate removal are forwarded to the Office of the Provost.
- 3) **Recording of Violations with the Dean of Students Office:** The faculty member has the prerogative—and is strongly encouraged—to document all violations of the AIP. To document the violation, the faculty member should send written documentation (paper or electronic) to the Dean of Students Office, which serves as the repository for reported violations of the AIP. The description sent to the Dean of Students should detail the violation, the discussions between faculty member and student, and the penalty imposed for the violation. It is anticipated that a vast majority of such violations will end with resolution at the course level and with the recording of the violation and resolution with the Dean of Students Office, requiring no further action by the faculty member or the Dean of Students.

The Dean of Students Office is obliged to keep the record of AIP violations confidential, as mandated by the University Student Records policy. In cases of repeat violations of the AIP by the student or in cases in which further adjudication is being considered, the Academic Integrity Board will be informed and will maintain confidentiality. The Dean of Students Office may also initiate proceedings with the Academic Integrity Board if a student has received a citation for more than one violation of the AIP, or if a violation of the AIP is reported by a university department not directly tied to teaching (as with the Library, the Office of Information Resources, Academic Success Center, etc.).

- 4) **Referral to the Academic Integrity Board:** There are three possible scenarios in which an alleged violation of the AIP proceeds to the Academic Integrity Board for adjudication:
- a. In perceived egregious violations of the AIP, the faculty member may request a full hearing as a means to determine an appropriate penalty, in cases where the faculty

member deems that the student's actions warrant suspension or expulsion from the University. In these cases, the faculty member files a form for a hearing request with the Dean of Students Office.

- b. The student(s) involved has the right to appeal the finding and/or sanctions leveled by the faculty member. In this case, the student(s) files the form for a hearing request with the Dean of Students Office.
- c. The Dean of Students also may request a judgment by the Academic Integrity Board in cases of repeat violations of the AIP, or if a violation of the AIP is reported by a university department not directly tied to teaching (as with the Library, the Office of Information Resources, Academic Success Center, etc.).

The form can be obtained from the Dean of Students Office or <http://www.philau.edu/successcenter/advisingforms.html>. The form for a hearing request should be filed with the Dean of Students Office within 7 days of the faculty member's imposition of a sanction (unless there are extenuating circumstances that require additional time), to allow for scheduling of a hearing as soon as possible. At this time, the Dean of Students Office will also inform the student's academic advisor and the Executive Dean of the student's degree-granting college of the proceedings against a student.

- 5) **Convocation and Composition of the Academic Integrity Board:** The Dean of Students Office will set up and convene the hearing within two weeks of the filed request (unless extenuating circumstances require a delay). The Academic Integrity Board will comprise three voting faculty members (including the Chair of the Student Experience Committee, who chairs the Board proceedings, and two other faculty members from the Student Experience Committee), and two voting student members (drawn from a pool of students from the Student Experience Committee or those nominated by the Dean of Students Office). One administrative representative from the Dean of Students Office will be present in a non-voting capacity, to record the proceedings and to insure the proper administration of the hearing and recording of the finding.
- 6) **Proceedings of the Academic Integrity Board:** The faculty member who made the initial finding or referral to Academic Integrity Board may submit a written statement and supporting evidence, as she deems appropriate, and should be prepared to appear at the hearing to present evidence. The student(s) involved in the adjudication may submit a written statement and supporting evidence, and must appear before the Board to address the finding of the faculty member. For students enrolled in online or other distance-learning formats, the Academic Integrity Board may include the student by means of internet-based visual and verbal participation or, in cases where visual interaction is technology not possible, by phone. The student's academic advisor, Advising Advocate, and Executive Dean are permitted—but are not required—to attend the hearing, though not in a voting capacity. The Chair of the Academic Integrity Board will determine whether any witnesses may offer testimony. The five voting members of the Board will make a judgment that shall uphold, amend, or retract the sanction(s) imposed by the faculty member. In cases of egregious violations of the AIP or recurrent violations of the AIP, the Academic Integrity Board has the authority to suspend or expel the student from the University.
- 7) **Documentation of the Academic Integrity Board Hearings:** All documentation of the hearing process will be kept on file in the Dean of Students Office. The student will be told of the

outcome of the hearing immediately after deliberation, and will receive a written summary of the finding of the Academic Integrity Board within 3 working days of the hearing. The student's Executive Dean and Academic Advisor will also be informed of the conclusion of the Academic Integrity Board.

- 8) **Appeal of the Academic Integrity Board Decision:** Students have the right to appeal a decision by the Academic Integrity Board in accordance with the guidelines governing a "University Committee" published in the University Catalog: "In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal."

ACADEMIC STANDING

A student's academic standing is determined at the end of each full-time or part-time semester on the basis of cumulative credits and cumulative grade point average according to the following table. To retain good academic standing, students must have a cumulative grade point average of 2.0 and have earned 75% of the total credits attempted.

School of Continuing and Professional Studies students will be evaluated at the conclusion of their first 12 academic hours. Students in good academic standing will be evaluated at the end of each term. Students who are not in good academic standing after the first review at 12 hours will have an additional 12 hours to be restored to good academic standing.

Probation

Students with a cumulative GPA below 2.0 and those who have not earned 75% of the credits they attempted (known as normal progression to degree) will be placed on academic probation. Students will be required to sign a student success contract with their advisor and meet with their advisor regularly. Students on academic probation may also be on financial aid probation. They are encouraged to keep in close contact with their financial aid counselor. Advisors may find a copy of the student success contract on the Academic Success Center website.

Academic probation is a means of emphatically informing students that their record is unsatisfactory while there is still time to remedy the situation. Students will be placed on academic probation whenever their records indicate that normal progress toward a degree is in jeopardy. Probation is not meant to be a penalty, but should be interpreted as a serious warning to improve the quality of academic work. Students on probation are not permitted to take more than a normal course load and may be required to take a reduced course load. Students on academic probation will not be able to participate in intercollegiate athletics or hold an elected or appointed office in any SGA-recognized student organization. Students on probation should reduce the number of hours of employment whenever possible and limit participation in any other extracurricular activities that interfere with the performance of their academic work.

Dismissal/Terminal Probation

If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the University. Students will receive written notification of academic dismissal and may appeal for reinstatement by submitting a written request for reinstatement to the chair and sub-committee chair by the date listed in the letter. The petition for reinstatement should include:

1. An explanation of the poor academic performance that led to the dismissal, i.e. insufficient credits earned and/or low GPA.
2. An explanation of whether the student worked with his/her academic advisor, sought tutoring assistance or accessed other support services to address academic performance.
3. Documentation concerning any mitigating circumstances that may have contributed to poor performance. This includes but is not limited to medical or psychological documentation.
4. A plan for preventing recurrence of these academic difficulties and for raising credits and/or the GPA above the minimum standard for continued enrollment.
5. Letters of support from the academic advisor, professors or other support staff (optional).

Members of the Student Experience Committee will review petitions for academic reinstatement. Written notification will be made as soon as practical, no later than one business day prior to the beginning of the enrollment period for which the student is seeking reinstatement.

If a student is readmitted to the University following an appeal to the Student Experience Committee, a semester will be stipulated for his/her re-admission. If students wish to enter more than one year from the original semester indicated on their letter, their request must be resubmitted to the Student Experience Committee for re-evaluation.

Students placed on terminal probation must meet the stipulations established for them. Failure to do so will result in automatic dismissal from the University

See *“Re-entry to the University.”*

Prior Academic Standing		New Curriculum GPA	New Academic Standing
Good	One Term (full-time or part-time)	2.00 or higher	Good
Good		Less than 2.00 and/or less than 75% credits attempted.	Probation
Probation		2.00 or higher	Good
Probation		Less than 2.00 and/or less than 75% credits attempted.	Dismissal
Dismissal	(committee permits continuation)		Terminal Probation
Terminal Probation		2.00 or higher	Good
Terminal Probation		Less than 2.00 and/or less than 75% credits attempted.	Dismissal
Withdrawal/Probation	—————→		Re-entry/Probation

ADDRESS OR NAME CHANGES

It is the student's responsibility to see that a valid permanent address and current name is on file in the Office of the University Registrar. Any change of name or permanent or local address must be reported to the Office of the University Registrar when it occurs. Students may also change their address on WebAdvisor. A forwarding address should also be given to the U.S. Postal Service. International students must also contact the director of International Student Programs when changing their name or address. Documentation must be presented to change name.

APPEAL OF ADVERSE DECISIONS

Students have the right to appeal decisions that are made regarding them by any faculty, official or committee of the University. The Dean of Students and the Academic Success Center can advise students on the appeals process.

Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the dean or the person to whom that faculty or staff member reports. In the event a satisfactory resolution cannot be reached at that level, or if there were no intermediary, an appeal may be submitted to the Executive Dean of the College or the Academic Dean of the School of Continuing and Professional Studies. The Executive Dean of the College or Academic Dean of the School of Continuing and Professional Studies is the final appeal.

In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal.

ATTENDANCE

All students are responsible for, and grades may be determined by, all requirements outlined by the instructor's syllabus. This may include class attendance and participation, as well as the completion of all assignments, the reading of all required materials, the completion of laboratory assignments and/or field trips, and the taking of the required examinations.

Any students with absences due to extended illness should contact the Dean of Students office. This will not, however, override an instructor's attendance policy. Students are required to speak with their instructors about all extended absences to learn of their academic standing in class. Students with excessive absences due to personal circumstances should contact the Dean of Students and are encouraged to contact the Counseling Center.

AUDITING A COURSE

A student who wishes to attend a course regularly but does not wish to receive credit for the course may request permission to audit from the Manager of Academic Operations of the college in which the course is offered. The Manager of Academic Operations will, in turn, obtain permission from the faculty member.

Students are expected to meet the requirements for auditors, which are established by the faculty member teaching the course. Following the completion of the course, the faculty member will determine whether these requirements have been satisfied, and, if so, the notation of "AU" will be posted on the transcript. Students who have been academically dismissed from the University, who have not been accepted for re-entry, may not audit courses.

Tuition and fees to audit the course are the same as those when taking the course for credit. Students must register for an audit course the same way they would for any other. In addition, they must complete the "Request for Permission to Audit a Course" form requesting permission to audit, and

submit the signed form to the Registrar before the “last day to add” (see Academic Calendar). At that time, the decision becomes final. Form available on the Registrar’s website: <http://www.philau.edu/registrar/>.

Audit courses cannot be applied toward degree requirements.

See “Schedule Changes.”

CANCELLATION OF CLASSES

Cancellation is automatic upon failure of the instructor to appear 15 minutes after the normal starting time of that class, unless notice is sent prior to that time that the instructor will be late.

CHANGE OF MAJOR

Students who wish to request a Change of Major (Curriculum) must obtain the proper form from the Academic Success Center or the webpage at <http://www.philau.edu/successcenter/index.html>. Continuing and Professional Studies students should contact the School of Continuing and Professional Studies. Completing a Change of Major form requires multiple signatures prior to formally making the change. Please see the “change of major” form for details.

Students who request a Change of Major into the following programs: Animation & Digital Media, Architectural Studies, Architecture, all Engineering majors, Fashion Design, Graphic Design Communication, Interactive Design & Media, Industrial Design, Interior Design, Landscape Architecture, Psychology/CTC, must consult with the Academic Success Center or upper-level college advising advocate because certain timelines, stipulations and additional signatures may be required.

CHANGING CATALOG YEAR

In connection with changes in University curricula, there may be rare occasions in which students are requested to change their catalog year to gain the learning advantages offered by the new curricula. Changes in Catalog Year are only progressive, meaning that catalog year changes may only advance to the latest or most recent year’s curricula. No students or programs may request that a catalog year be changed regressively, i.e. moving back to the curricula of previous year or years.

CHILDREN IN INSTRUCTIONAL SETTINGS

The University teaching and learning environment is not an appropriate setting for children. Faculty and students shall refrain from bringing children to classrooms, studios, laboratories and other instructional settings except in the event of unanticipated emergencies and in those instances, only with appropriate approval. When unanticipated emergencies do arise and an exception is being sought, the procedure for seeking approval is as follows:

- A student seeking permission must contact the course instructor prior to the beginning of class to discuss potential alternate solutions, and if there are none, to request the instructor’s permission to bring his/her child to that instructional setting on the designated day.
- Full-time and adjunct faculty members seeking permission must contact either the program director/section coordinator, as appropriate, or the manager of academic operations, in accordance with the College/School procedures, to discuss the circumstances, and whether the director/section coordinator or manager will grant permission to bring his/her child to that instructional setting on the designated day.

While this is a general University policy about children in instructional settings, individual Colleges or Schools may adopt more restrictive policies which do not allow for any exceptions for certain settings, such as workshops, laboratories, and studios, for the protection of faculty, students, their children as well as the University's facilities.

COURSE LOAD AND COURSE OVERLOAD

Students enrolled in 12 to 18.5 credits per semester are considered enrolled full-time and will be billed at the comprehensive tuition rate. Students taking less than 12 credits per semester are considered part-time and will be billed at the per-credit rate. Students enrolled in more than 18.5 credits per semester are enrolled in an overload. Students enrolled in an overload will be billed the comprehensive rate plus the overload per-credit charge for all credits over 18.5.

COURSES TAKEN ELSEWHERE

From time to time, matriculated students may find it necessary to take courses at another college or university. Students may also seek permission to take courses at another institution during the academic year if specific courses are not available at Philadelphia University. Students may only register for six credits or two courses at another institution.

Permission to take courses at another institution will be granted only if the institution is a regionally accredited institution. Courses at the other institution are determined to be equivalent to courses at Philadelphia University by the respective program director or associate dean after a faculty review of the corresponding course description. Generally, permission to take courses equivalent to Philadelphia University junior- and senior-level courses will be granted only if the other institution is a four-year college or university. Students may not take junior- and senior-level courses at a two-year or community college.

Students must fulfill their residency requirements at Philadelphia University. *See "Residency Requirements."*

If the student earns the equivalent grade of "C-" or higher for an approved course, Philadelphia University will grant credit for the course. Students should not take courses at other institutions on a "Credit/No Credit" or pass/fail basis, as the University will not accept such a grade toward a Philadelphia University degree. Grades earned at another college or university are NOT made part of the student's Philadelphia University transcript; rather, the credits will be considered only for transfer credit.

It is the responsibility of the students to:

- Secure a catalog description from the other institution and verify that the intended course will be offered.
- Obtain a "Permission to Take Courses at Another Institution" form online at the Academic Success Center website <http://www.philau.edu/successcenter/index.html>. The completed form must be submitted at least six weeks before courses begin at the other institution.
- Take the form and the catalog course description(s) to the following individuals for review and approval: (1) a faculty member in the appropriate academic area to verify equivalency of the intended course; and (2) the Associate Dean for Hallmarks Core courses equivalency, or the program director or Associate Dean for course equivalency in the major. Submit a copy of the form to your advisor and retain a copy for your records.
- Submit the completed form to the University Registrar. As a general rule, a student will not be permitted to take a course at another institution if the course is being offered by Philadelphia

University and if, at the time the student wishes to take the course, the student is residing within 30 miles of the University. Students should not plan to take more than two courses at another institution in any term, including the summer. Students must be in good academic standing at the University and must be in residence at Philadelphia University during the semester immediately preceding the awarding of the degree.

The Registrar will send a letter to the college or university for permission to take the course(s). Copies will be supplied to the student and to the student's advisor.

The student must make arrangements for an official transcript to be sent to the Office of the University Registrar after completion of the off-campus coursework. No credit will be evaluated until that office has received an official transcript. No credits will be transferred without prior approval.

COMPLIANCE WITH UNIVERSITY REGULATIONS

By accepting registration, students agree to accept responsibility for compliance with academic requirements, residency requirements and conduct regulations.

It is recognized that, once registered, students have basic rights, but the University reserves the right to require students to withdraw at any time if they fail to live up to their responsibilities to maintain the standards of conduct and scholarship.

Due-process procedures will be followed in all violations that could result in the dismissal of a student from the University.

COMPUTER RESOURCES

The Office of Information Resources (OIR) is responsible for management, operation, security and support of the information-technology environment at Philadelphia University. In accordance with established policies, all members of the Philadelphia University community are responsible for effective, efficient, ethical and acceptable use of information resources. The complete text of the University's "Information Technology Policy" is published in the University's Student Handbook and is available online at <http://www.philau.edu/studenthandbook/2015-2016/>.

CONDUCT

The University tries to minimize the number of specific regulations governing conduct, assuming that students are adults and mature enough to establish a code of conduct that will reflect well on themselves and the University. The University expects students to perform their work honestly, pay debts promptly, comply with public laws and respect the property of the University, the community and fellow students.

All individuals and organizations affiliated with the University or using the name of the University are expected to conduct their affairs in a manner reflecting credit on the University.

The University does have regulations governing certain types of conduct. These are stated in detail in the Student Handbook, which is available online at www.PhilaU.edu/studenthandbook.

A Student Conduct Committee reviews serious cases involving violations of conduct standards and regulations, including academic dishonesty. The operation of this committee is outlined in the Student Handbook.

COURSE-BY-APPOINTMENT (CBA)

The intended course-by-appointment must currently exist in the University catalog, i.e. course number and course name already have been created by the Registrar. All prerequisites for the existing course must have been met prior to the CBA.

A written proposal detailing how the existing syllabus will be modified to allow equivalent classroom experiences during the term must be attached to the required approval form. This form is obtained online at the University Registrar's website at <http://www.philau.edu/registar> and, if approved, the student must submit the form to the Registrar before the "last day to add" deadline (see Academic Calendar). Further details are provided on the form.

Students may also be permitted to take CBA for an existing catalog course that anticipates low enrollment. In such cases the University Registrar lists such courses on the master schedule without indicating days or times. The assigned faculty member subsequently contacts all students who register, and a mutually convenient day and time is established. The completed form with the required signatures will be submitted to the manager of academic operations of the college in which the course is given, or the School of Continuing and Professional Studies if appropriate, and must be presented to the Registrar before the "last day to add" deadline.

The University reserves the right to identify courses that may not be taken by appointment regardless of scheduling conflict or anticipated date of graduation.
See "Independent Study."

CREDIT HOUR

Definition of a "Credit Hour" – Semester Credits

The calculation for credit hour for all courses at Philadelphia University is consistent with the U.S. department of Education and the Pennsylvania Department of Education credit hour definition as defined below.

U.S. Department of Education:

The Code of Federal Regulations, Title 34: Education, Part 600. Institutional eligibility under the Higher Education Act of 1965, as amended. Subpart A-General Section 600.2 states the following:

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) *One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*

(2) *At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*

Pennsylvania Department of Education (PDE): 22 Pa. Code, Chapter 31, 31.21-31.22.

"A semester credit hour represents a unit of curricular material that normally can be taught in a minimum of 14 hours of classroom instruction, plus appropriate outside preparation or the equivalent as determined by the faculty".

Philadelphia University's formats and modes of instruction appear below based on the calculation of these modes of delivery for one credit hour per week:

Lecture: A credit hour is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks.

Laboratory/Studio: The conventional suggestion is two hours of instruction and at least four hours of work outside of class in the semester.

Independent Study: In addition to earning credits through formal courses, students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. An independent study provides students a unique opportunity to work closely with a faculty mentor, while studying a subject of their own choice. This learning experience, however, *should not duplicate the content of an existing catalog course*. The meeting time established by student and faculty must meet the minimum instructional time and out of class student work per week as in the established time for lectures, labs or studios. *Additional requirements are detailed in the current catalog, and each School/Program may have requirements beyond those at the University level.*

Internship: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship. Details can be found at: www.philau.edu/careerservices/students/internships. The 0.5 and 3 credit internship courses require a minimum of 12 hours per week on site, and the 6 credit internship course requires a minimum of 35 hours per week on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.

Course by Appointment: Students may be permitted to take a "course-by-appointment" for an *existing catalog course*. The assigned faculty member subsequently contacts all students who register, and a mutually convenient day and time is established. The course follows the normal syllabus, assignments, and examinations. *Additional requirements are detailed in the current catalog and each School/Program may have requirements beyond those at the University level.*

Clinicals/Rotations/Fieldwork/Preceptorship: These learning experiences occur outside of a class setting with directed activity and a faculty member in contact with the student to ensure student outcomes are reached. Typically the learning experience occurs outside of a lecture setting with directed activity. The experience may involve a site supervisor or a preceptor. Student activities may include experiences where the student is directly involved with the evaluation and management of patients/clients displaying the level of knowledge and skills learned during instruction, hours in a clinical/office setting, attending to patients/clients and partaking in continuing medical/education seminars, demonstrating the connection between academic learning and real world application in a clinical/office setting and documenting, reflecting and chronicling their learning and accomplishments. Due to the wide variety of programs the actual activities students participate in may differ, but all

activities must meet at least the minimum credit hour requirement for lab/studios. (The majority usually go well beyond this requirement).

Online: Philadelphia University follows the definition of Distance Education/Distance Learning consistent with HEOA, PDE and Middle States standards and guidelines for all distance learning degree or certificate programs.

Online education is an alternate format to onsite based instruction using various technologies to deliver faculty directed instruction to students who are not physically present in an onsite setting. These methods could be synchronously or asynchronously and technologies may include but are not limited to the internet; one-way and two-way transmissions through open broadcast, discussion boards, satellite, wireless communications devices; audio conferencing; or Video cassettes, DVDs, and CD-ROMs, when used in a course in conjunction with any of the technologies listed.

All our online courses satisfy the PDE guidelines for “equivalent instruction”. See below for PDE parameters for curricular content that that are equivalent to classroom based instruction. (PA Code 31.21)

According to PDE clarification, equivalent content:

- should be related directly to the objectives of the course/program,
- should be measurable for grading purposes.
- should have the direct oversight or supervision of the faculty member teaching the course
- should in some form be equivalent of an activity conducted in the classroom.

PDE states that equivalent content may not be:

- homework assignments
- focused on “time spent,” that is, the amount of time the student spends accomplishing the task

Hybrid: Hybrid courses are a combination of onsite (face-to-face) and online formats. The instruction hours must reflect the total of both methods and comparable time to out of class requirements as in traditional onsite courses.

Accelerated Courses: Philadelphia University offers courses that are outside of the standard 15 week semester. Courses in the College of Continuing and Professional Studies are offered in 8 week terms. These courses go through the same curriculum governance as courses in the standard semesters and are subject to the same standards. All accelerated courses must meet the required instruction time and out of class work time as defined for their traditional counterparts.

Short Courses: These are Faculty-led short courses away or abroad. These courses provide students with appreciation and understanding of the global or national environments. Short away courses help students value intercultural/diversity experiences as they develop an ethical & professional awareness of their discipline within the global/national community. Students also gain insight into the historical, cultural, social, political and geographic contexts of the site of study while applying their resourcefulness, flexibility, interdependence and the ability to collaborate and work in a group. All short courses whether away or abroad, must meet the required instruction time as traditional onsite courses.

Academic Year: It is important to note that regardless of terms, format or mode of delivery, all programs in all terms follow the established credit hour definition.

Traditional Programs – All traditional programs at Philadelphia University follow the standard semester format with Fall and Spring semesters totaling a minimum of 30 weeks of instructional time. (DOE CFR Title 34 668.3 #1i) These weeks do not include reading days or final exams. The traditional programs also utilize the twelve week summer term or the two six week summer terms.

The resident Continuing and Professional Studies programs have five eight-week terms which consist of two eight-week Fall terms, two-eight week Spring terms and one eight-week summer term.

The Online Continuing and Professional Studies programs has six eight-week terms which consist of two eight-week Fall terms, two eight-week Spring terms and two eight-week summer terms.

The Disaster Medicine and Management program as approved by the state has four twelve-week terms (Fall, Winter, Spring and Summer).

Determining and Monitoring Amount and Level of Credits: Credit hours are determined by the faculty and the college deans in collaboration with the University Registrar's Office which enforces the credit hour policies listed above. All curriculum proposals go through the Philadelphia University Academic Opportunities and Oversight committee and are approved by their College Education Committees. These committees guide, review, evaluate, and coordinate curriculum proposals for all curriculum in the university. All undergraduate courses indicate the number of credits proposed and the number of hours for lecture, lab etc. per week for the course e.g 3-2-3 which indicates that this 3 credit course will have 3 hours of lecture and 2 hours of Lab/Studio instruction per week. The graduate courses specify the number of credits for the proposed course and the syllabi show the weekly task/instruction. Furthermore, at the submission of the semester course schedule the Registrar's office reviews all submissions to ensure they are meeting the credit hour requirement.

Program Review and Content Specialty Accreditation: Through the regular process of Program Review as well as individual program accreditation, credit hour assignment is monitored by the colleges themselves and visiting accrediting teams. The majority of programs in both the college of Architecture and the Built Environment are reaccredited every 5-7 years, as are some of our design programs, engineering and health sciences programs.

CREDIT/NO CREDIT OPTION-UNDERGRADUATE

Students are permitted to take up to four courses during their enrollment in a bachelor's degree program on a "Credit/No Credit" (CR/NC) basis.

Any course may be taken on this basis except COLLST-499, HALLMARK-499, MATH-099, ITXA-100/100G, WRTG/WRIT-100/100G, WRTG/WRIT-101/101G and WRTG/WRIT-2XX. Students are also encouraged to consult with their program directors to determine whether to use the CR/NC option for required major courses. Science and Math courses offered by the College of Science, Health and the Liberal Arts must be approved and signed by the Dean.

To obtain credit, students must earn a "C-" or better in the course. The grade point average will not be affected whether credit is received for the course or not, except in certain cases where the option is used to repeat a course.

Students who elect to take a course on a CR/NC basis must notify the Office of the University Registrar on the proper form by the "last day to add" (see Academic Calendar). At that time, the decision becomes final.

Please consult with your academic advisor and the Office of the University Registrar to suggest when this option is or is not an advisable choice.

See *“Repeating Courses,”* and *“Schedule Changes”*

DECLARING A MAJOR

Students at Philadelphia University registered as Undeclared are urged to declare a major after completing 30 credits. However, students are required to declare a major after completing 60 credits (30 credits in residence for transfer students). Students who are unsure about their choice of major should take advantage of majors advising at the Academic Success Center.

DEGREE OPTIONS

The following are degree options outside of the standard undergraduate or graduate degree programs. Offerings for these types of degree programs may be found at <http://philau.edu/catalog/Introduction/UgradABList.html>.

- Combined Degree program

A Combined Degree program is reserved for fields in which the master’s degree is the required credential for a professional license. Students are admitted as freshmen to a Combined Degree program (BS/MS). This pathway may shorten the time to the graduate degree. Undergraduate students must maintain the program’s academic progression criteria to remain in the Combined Degree program and to retain admission to the graduate program.

- “4 +” Option “sub-matriculation”

A “4+” Option is an accelerated pathway to a graduate degree. Undergraduate students may apply to a designated graduate program and begin graduate coursework, i.e. submatriculate into the graduate program. The graduate degree is completed after the baccalaureate, in additional semesters depending upon the graduate curriculum.

- Double Degree/Second Baccalaureate Degree

Students who have received one baccalaureate degree from Philadelphia University and who wish to seek a second such degree in another curriculum are required to complete all the additional course requirements and fulfill a second residence requirement of a minimum of 33 credits. At least 12 credits must be in the new major. Students interested in this possibility should consult with their faculty advisor for further information.

- Double Degree/Second Baccalaureate Degree (CPS)

Students who want to earn a second Bachelor degree after previously earning a Bachelor degree at any other institution or any other academic unit at Philadelphia University, excluding the School of Continuing & Professional Studies, must fulfill the School of Continuing & Professional Studies residency requirements of: 33 overall University credits; with specifically 12 credits in the major, 9 credits within the General Education Core, and 9 credits within the Continuing Professional Studies Core. Students interested in this possibility should consult the School of Continuing and Professional Studies for further information. Students who have previously earned one Bachelor degree through the School of Continuing & Professional Studies are not eligible to pursue a second Bachelor degree.

- Double Major

Students wishing to earn a double major must do so by completing all requirements for the

“primary” major and all required courses in the “secondary” major. Only students of demonstrated ability, i.e. 3.0 cumulative GPA or higher, will be approved for double-major status.

The equivalent of **at least ten (10) courses must be unique to each major**. This minimum course requirement may mean that students have to take advanced electives in one program in addition to the listed core requirements in order to establish the uniqueness of each intellectual discipline and to assure the intellectual integrity of each. At least four courses (12 cr) of upper-level work must be completed in residence at Philadelphia University in each major. The same course(s) may not be used to satisfy residency requirements in both majors.

Students wishing to pursue a double major should discuss their options first with their faculty advisor and then with a faculty advisor from the “secondary” major. The double-major option must be declared/approved once a student has reached junior standing (60 cr.) and at least one calendar year prior to the student’s anticipated graduation date.

Students must submit the “Approval of Double Major” form to the Office of the University Registrar so the student’s transcript and degree audit will record completion of the two majors’ degree requirements. The form, available online from Academic Success Center, <http://www.philau.edu/successcenter/index.html> lists required courses for the “secondary” major. A list of required courses for the “secondary” major, approved by both advisors, must be added to the advising file for pre-certification purposes.

Students may not utilize credits allocated to an option, concentration or *designated* elective in the “primary” major to satisfy requirements for the “secondary” major and vice versa. Students may utilize credits allocated to a minor or to free electives in the “primary” major to satisfy requirements for the “secondary” major. Students selecting a double major will be exempt from any mandatory minor requirements that would otherwise apply.

Students completing a double major will receive **one** degree and **one** diploma. If the two completed majors bear different degree designations (e.g., BSE, BArch, BS), during the precertification process, the student will have the option to select the degree designation that will appear on the transcript and diploma.

A student with a double major may graduate upon completion of all requirements for both majors as described above, or s/he may default to a single major by submission of written notification to the Registrar’s Office and the student’s certifying officer. If a student defaults to a single-major option, the student may then graduate upon completion of all requirements for that one major but may not continue at the University for completion of the second major.

In some cases the combined requirements of the two majors will necessitate the completion of a greater total number of credits than either major taken separately, and depending on the term-to-term load, the student will most likely incur additional tuition charges according to the standard University policy for course overloads. There is no guarantee that the double major will be funded by the student’s financial aid and/or scholarships. (*Students should review all approved academic plans with the Financial Aid Office to establish what courses will be funded.*) Completing more than one major will not necessarily improve the chances of admission to a graduate program or increase prospects in career goals. Furthermore, individuals with more than one major can significantly reduce opportunities to explore more wide-ranging elective coursework, internships, study abroad

and areas of personal interest.

Students enrolled in the School of Continuing & Professional Studies do not have the opportunity to complete a double major.

- Dual Degree program

A Dual Degree program is designed to offer an accelerated pathway to the two degrees at the same level. The two degrees may be completed concurrently or consecutively.

DISABILITY SERVICES

Philadelphia University does not discriminate on the basis of disability, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The University provides accommodations for students with disabilities, who are eligible for accommodations and who seek accommodations. All students interested in receiving accommodations must contact the Office of Disability Services by email at DisabilityServices@philau.edu, phone at (215.951.6830) or by visiting our office (Kanbar 102D). Information on services may also be obtained by visiting our website: <http://www.philau.edu/disabilityservices/index.html> Students requesting accommodations in the classroom must present a current accommodation letter from the Office of Disability Services to the instructor before accommodations may be provided. Philadelphia University works with students with disabilities regarding equal access to all services and programs. Requests for accommodations may be made at any time (although accommodations are not retroactive). The University encourages all students who have any inquiries to contact Disability Services.

DIVISION CHANGE

Students wishing to transfer to Continuing and Professional Studies to finish their degree requirements should complete a School of Continuing & Professional Studies Application for Admission form available at that office in The Tuttleman Center. If a student will ultimately be certified for graduation by the undergraduate division, academic advising will remain the responsibility of the day division advisor. Continuing and Professional Studies students wishing to transfer to the undergraduate division to finish their degree requirements should complete an Application form available at the Office of Admissions. Students who have been dismissed from the University for academic reasons must apply through the Admissions Office and must be readmitted by the Student Experience Committee before registering for additional courses at the University.

See "Academic Standing."

DROPPING COURSES, ADDING COURSES & SCHEDULE CHANGES

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the "last day to add" in the Academic Calendar. See Academic Calendar online.

Undergraduate first year students need to submit a Course Withdrawal/Course Registration form to the Registrar's Office in order to make any changes to their semester schedules. This includes changes to add, drop or withdraw from a course.

Students may drop a course with no notation on the transcript if the drop is completed before "last day to drop without 'W' grade" deadline on the Academic Calendar.

After the "last day to drop without W grade," a student may withdraw from a course prior to or on the "last day to withdraw from a course" (see Academic Calendar). When a student withdraws from a course, a "W" will appear on the transcript for that course, and this will affect the student's Academic Standing. To withdraw from a course, students must submit a signed Course Withdrawal form to the

University Registrar or the School of Continuing and Professional Studies. Forms may be found online at the Registrar's website: <http://www.philau.edu/registrar>.

If the student officially withdraws after the "last day to withdraw from a course," a "WF" will appear in the transcript and affect the student's GPA calculations and Academic Standing. If the student fails to officially withdraw from a course before the "last day to withdraw from a course," a grade of "F" will appear on his/her transcript and affect the student's GPA calculations and Academic Standing.

Specific deadlines for dropping special accelerated courses or summer session courses are published in the Academic Calendar by the University Registrar. These deadlines will determine the drop period for summer and all Continuing and Professional Studies sessions.

In exceptional cases a student may request special permission from the Director of the Academic Success Center to drop a course after the "last day to withdraw from a course" deadline. In such cases a grade of "W" will appear on the transcript for that course, and this will affect the student's Academic Standing.

Students may not drop or withdraw from fundamentals courses.

See "Schedule Changes," "Leave of Absence/Withdrawal Policy" and "Refund Policy."

FINAL EXAMINATIONS

Final examinations are scheduled during a one-week period at the end of each semester. Examination periods are two hours in length.

The University has a policy prohibiting the administration of any final examinations during the last "instructional" week of the semester in place of an examination during the scheduled final exam week. No student is required to take more than three final examinations during a given day. If, because of this policy, it is necessary for a student to have any examinations rescheduled, arrangements must be made with the university registrar no later than a week in advance of the start of exam week.

FUNDAMENTALS COURSES

Fundamentals of College Mathematics, MATH-099 is offered by the University.

Placement into Fundamentals of College Mathematics is determined by SAT scores, and for Math, a self-screening trigonometry questionnaire.

For purposes of calculating the student's course load, this course counts as three credit hours. However, it will not count as credits toward graduation, and it may not be used to satisfy the residency requirement or for use as a free elective.

- Students must complete this course within three semesters of matriculation.
- Students must earn a "C" (2.00) or better to receive credit for this course. Students who earn less than a grade of "C" must repeat that course in the next semester in which it is offered. Grades in Fundamentals courses enter into the calculation of a student's grade point average.
- Students who are required to take Fundamentals of College Mathematics must pass that course before taking any other mathematics course and certain science courses.
- Students may not withdraw from a Fundamentals course. The director of the Academic Success Center must approve any exceptions in writing.

GRADE APPEAL

To appeal a grade for a course, the student should first discuss the grade with the faculty for the course. If the student is not satisfied with the outcome of this discussion, the student may file a subsequent appeal with the Associate Dean of the College or the Director of Student Services in School of Continuing and Professional Studies. In the event that the student is not satisfied with the outcome at that level, or

if there is not an intermediary, an appeal may be submitted to the Executive Dean of the College or the Academic Dean of the School of Continuing and Professional Studies. The Executive Dean for the College or the Academic Dean for the School of Continuing and Professional Studies is the final appeal.

GRADE CHANGES

All grades become part of the permanent records of the University at the end of the semester. Following this, no grades may be changed without the written approval of the faculty and associate dean of the college offering the course. Forms for change of grades may be found online on the University Registrar's website, www.PhilaU.edu/registrar.

This in no way affects the institutional policy regarding the grade of "Incomplete."

GRADE POINT AVERAGE/GRADING

The unit of credit is the semester hour.

Quality points are assigned to letter grades according to the following scale:

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	F	=	0.00
C+	=	2.33			

The quality points earned are computed by multiplying the numerical value of the letter grade by the number of semester credit hours for the course. The Grade Point Average (GPA) is determined by dividing the total quality points earned by the total Semester GPA credit hours. A sample calculation follows:

Course Number/Name		Credits/ *GPA Credits	Letter	Quality Point Value	Quality Points Earned
ADFND-101	Design 1	*4	B	3.00	12.00
ADFND-103	Drawing 1	*3	B-	2.67	8.00
DBTU-114	Debating US Issues	*3	B+	3.33	10.00
FYS	Pathways Seminar	1	CR	0.00	0.00
MATH-102	Pre-Calculus	3	W	0.00	0.00
SCI-108	Sust & Eco- Innovation	*3	B+	3.33	10.00

		*GPA Credits =13			40.00
Grade Point Average (GPA): Quality Points Earned ÷ *GPA Credits = 40.00 ÷ 13 = 3.07					

GRADE REPORTS

Current students can access and print their grade reports using WebAdvisor. Grade reports are not mailed to students.

GRADING SYSTEM-UNDERGRADUATE

The University uses a plus/minus grading system. The passing grades for the University are "CR," "A," "B," "C" and "D." A grade of "F" signifies that the course has been failed.

Grade descriptions are listed below:

A = Excellent.

Awarded to students who demonstrate an excellent understanding of the subject matter and who have achieved outstanding results in fulfilling the course objectives.

B = Above Average.

Awarded to students who demonstrate above-average understanding of the subject matter and who show consistent achievement beyond the usual requirements of the course.

C = Average.

Awarded to students who perform at the satisfactory level and demonstrate acceptable levels of understanding of the subject matter commensurate with continued study in the next successive course. (Note: To graduate, a student must have a cumulative grade point average of 2.00 or better.)

D = Below Average.

Awarded to students as evidence of less-than-average understanding of the subject matter and who demonstrate weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. A grade of "D" (1.00) represents a minimum grade necessary to receive credit for the course.

F = Failure.

Awarded to students showing poor understanding of the basic elements of the course.

I = Incomplete.

The "I" grade indicates that a student has missed some portion of required coursework because of illness or another emergency beyond his/her control. It indicates that the student, with the approval of the professor, has agreed in writing to complete the missing course requirements within an extended period of time and not to exceed the end of the 4th week counting from the last day of the end of the semester in which the course was taken..(See current Academic Calendar for the exact date.) The professor has sole authority to grant or deny such a request. Failure of the student to complete the agreed-upon work in the prescribed time frame will result in a grade of "F" for the course. To obtain an "I" grade the student must submit an Incomplete Form to the professor for approval before the due date for final grades to be submitted to the Registrar. Copies of the form are available online on the University's Registrar's website, www.philau.edu/registrar.

Students who earn an "F" or "NC" grade are required to repeat the same course during the next term in which it is offered if the course is the only course that will satisfy the requirement or if they wish to have the failing grade replaced on the transcript.

See "Auditing a Course," "Grade Point Averages," "Credit/No Credit Option," "Fundamentals Courses," "Academic Internships," "Physical Education & Service Learning" and "Repeating Courses."

GRADUATION APPLICATION PROCEDURES

Students nearing graduation must review graduation requirements with their advisor or their program's graduation certification officer at least two semesters before they plan to graduate. Students then must apply online for graduation and submit a preliminary certification form to the Office of the University Registrar. Deadlines are April 15 for a candidate for August or December graduation, and October 15 for a candidate for May graduation. An August graduate may seek permission to walk at the May Commencement event. Instructions can be found on the Registrar's website: www.philau.edu/registrar.

GRADUATION REQUIREMENTS-UNDERGRADUATE

Certification for a baccalaureate degree may be processed by either the Undergraduate Program or the Continuing and Professional Studies Program, depending on where the majority of the candidate's credits for the degree were earned. Certification for an associate degree and degree-completion programs administered through the School of Continuing and Professional Studies will be conducted by that office.

The University holds a Commencement ceremony once each year during the month of May. Students who complete all requirements for graduation by the end of the spring semester may participate in the Commencement ceremony. Degrees are awarded at the end of the semester in which all requirements are met. Students who have completed degree requirements in August or December may participate in the Commencement ceremony the following May.

To graduate, students must fulfill the University's residency requirements, pass all required courses and have a cumulative grade point average of 2.00 or better. A candidate for graduation who earns a cumulative grade point average of 3.60-3.69 will be graduated "cum laude," 3.7-3.79 will be graduated "magna cum laude" or "summa cum laude" if their final cumulative average is 3.80 or better. Latin Honors only apply to Bachelor's degree candidates.

Any student who has financial obligations to the University is ineligible for graduation until such obligations have been fulfilled. Participation in the Commencement ceremony does not necessarily represent conferral of the degree.

See "Residency Requirements."

GRADUATE COURSES FOR UNDERGRADUATE STUDENTS

Undergraduate students who have earned a minimum of 75 credits and whose cumulative grade point averages are 3.00 and better may enroll in graduate courses. Enrolling in graduate courses provides advanced students with a substantive academic challenge. Given the demands of graduate-level coursework, qualified students must seek the counsel and permission of their academic advisor and graduate program director prior to making the decision to enroll. Undergraduate students cannot exceed 12 graduate credits as part of their undergraduate program of study. The graduate courses must be used to fulfill undergraduate degree requirements in order for the student to remain aid-eligible.

HONORS PROGRAM

The Honors Program welcomes highly motivated students who demonstrated academic excellence in high school or in the first and second semesters at Philadelphia University. Participants in the Honors Program enjoy advanced levels of inquiry, smaller class sizes and seminar-style instruction in Honors sections of General Education courses and special projects in the major. In

many cases, Honors classes offer opportunities to take advantage of co-curricular experiences in the form of field trips, guest lectures, etc., that help interpret the course material. Honors students can opt to live in the Honors Residence Hall – a built-in peer group grounded in a shared value of academic excellence; and also enjoy extended borrowing privileges at the University library.

Honors students are required to complete six designated Honors courses; four in the Hallmarks Core and two in the major; and one experience in each of the four Honors Cornerstones: Contribute, Act, Adapt and Question. Honors course offerings are listed each semester in the University's course schedule. Enrolled students must take the course for a letter grade. The pass/fail or CR/NC option is not available for Honors courses.

Enrollment in Honors courses is designated on the University transcript and remains part of the student's permanent academic record. Honors Program students' academic records are reviewed periodically to assure that participants are making acceptable progress. Students successfully completing all Honors requirements with a GPA of 3.4 or higher receive special recognition at graduation, the Honors Stole, Medallion and Certificate.

Find more information about the Honors Program in the section "University Academic Resources and Services" of the Academic Catalog.

HUMAN SUBJECTS POLICY

Faculty, staff and students at Philadelphia University are occasionally involved in the conduct of research involving human subjects. Any research conducted under the auspices of Philadelphia University must protect the rights of human subjects and requires approval from the University's Institutional Review Board (IRB). An IRB is a committee of peers that examines human-subjects research proposed by Philadelphia University faculty or students for ethical concerns and determines: 1) the rights and welfare of the individual or individuals involved; 2) the appropriateness of the methods used to secure informed consent; and 3) the risks and benefits of the investigation. The IRB approves, denies or recommends changes to the proposed research to assure the protection of the rights of human subjects.

The policies and procedures associated with the review and approval of research involving human subjects at Philadelphia University are established to be consistent with current federal guidelines. The complete text of the "Human Subjects Policy" can be found as a resource on the Office of the Provost website, see <http://philau.edu/provost/resources/index.html>.

INCLEMENT WEATHER

To ensure the continuation of student learning in time of emergencies, including severe weather, it the policy of Philadelphia University not to cancel classes. However, if on campus sessions are not possible, students are responsible for checking their university email and/or Blackboard for information from their faculty advising them of any immediate impact on the students' preparation for the next class meeting.

In this event, faculty members have several options including:

1. Holding class through asynchronous electronic means such as emailing the students or posting to Blackboard class lessons, discussion forums and/or additional assignments related to class content;
2. Holding class through synchronous online means.

3. HOLDING CLASS AT A RESCHEDULED TIME ACCEPTABLE TO ALL CLASS MEMBERS. IF THERE ARE STUDENTS WHO ARE UNABLE TO ATTEND A RESCHEDULED CLASS, THE FACULTY SHOULD MAKE REASONABLE ACCOMMODATIONS FOR THE STUDENT(S) TO MAKE UP THE WORK. INDEPENDENT STUDY (IS)

Students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. IS provides students a unique opportunity to work closely with a faculty mentor while studying a subject of their own choice. This learning experience, however, should not duplicate material delivered within an existing course catalog. Only students who are prepared to devote considerable time and effort should undertake IS. Planning of the scope and structure of this learning experience should begin in the semester preceding enrollment, not during the term of the IS.

Before registering for the IS, students must secure the written approval of a faculty member who has agreed to supervise the work. Approval of IS can be expected if the faculty member has the time and the interest to supervise the student's work, and if the supervisor and the student can agree in advance on a suitable subject for independent study. Faculty members may choose which applicants they wish to supervise. The decision will be determined by the faculty member's time available, professional interests and his/her estimate of an applicant's prospects for doing suitable work. The student plans specific activities and goals with the help of the cooperating faculty member. S/he must then receive approval for the plans and complete the Independent Study agreement form, which is available online at the Registrar's website, www.philau.edu/registrar. The student is responsible for bringing the completed and signed form to the University Registrar for official enrollment purposes.

Requirements for an Independent Study

(Additional requirements may exist for each college.)

- A student must have completed 15 credits in residence with a minimum grade point average of 2.50 prior to enrolling in independent study.
- Registration must be completed before the "last day to add" deadline in the current Academic Calendar. (See Academic Calendar.)
- A student may select no more than one course by independent study during a single term.
- A maximum of four courses may be taken by independent study in a degree program.
- A student may not select more than two IS courses under the sponsorship of the same faculty member.
- At the end of the term, students are required to present their work to faculty and student representatives of the University.

See "Course by Appointment."

INFORMATION LITERACY

Mission: To help students become "wise information consumers" and lifelong learners by developing in them the abilities to effectively find, evaluate and apply information.

Information literacy is embedded in the curricula of each college. Students are exposed to information literacy concepts in the context of both their major and Hallmarks Core courses. Students learn how to use the information resources and technologies relevant to their lives as scholars on campus and as professionals in the field. Throughout their undergraduate careers, students gain practical experience in the critical application of data and information to various information needs and problems.

The 21st-century workplace recognizes the value of information-literate employees. Today's technology- and knowledge-driven economy demands highly skilled workers who are adaptable, resourceful, intrinsically motivated and able to learn. Through the University's efforts to create information-literate graduates, students engage in the same process of information problem-solving that will continue for the rest of their lives.

Information Literacy at Philadelphia University is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and University administrators. Faculty, administrators, and librarians work together to incorporate Information Literacy into programs, courses and assignments, and to assess Information Literacy Learning Outcomes. Librarians also support students, faculty and staff as they seek to become information-literate, lifelong learners

For more information see "Information Literacy" in Academic Programs section of the Academic Catalog.

INTERNATIONAL STUDENTS

International students should consult with the director of International and Exchange Student Programs concerning specific policies applicable to them. The director of International and Exchange Student Programs offers assistance to these students in many areas, such as providing orientation assistance, academic advising assistance, and administrative liaison with governmental agencies.

All international students, including transfer students, must report to the International and Exchange Student Programs office, located in the Kanbar Student Center, to certify their registration and to provide a local address. The office is open on a walk-in basis and by appointment.

INTELLECTUAL PROPERTY AND SPONSORED RESEARCH

In the interest of advancing the scholarly activity of the University, promoting academic integrity and supporting both individual and institutional interests, the University has established certain intellectual property policies that cover the recognition, disclosure, publication and ownership of discoveries made in connection with the academic/research activities of the University. Students, staff and faculty are both protected and bound by these policies.

With respect to research that is sponsored by a governmental authority or other third party, the rights of students in any intellectual property that they may discover or create is governed by the terms of the specific agreement between the University and such third party.

Students must comply with all laws and the University policies applicable to intellectual property. Intellectual property includes copyrights, patents and trademarks which are further described in the University's intellectual property policy. The complete text of the "Intellectual Property Policy" can be found as a resource on the Office of the Provost website, see <http://philau.edu/provost/resources/index.html>.

LEAVE OF ABSENCE POLICY

A leave of absence is a leave from the University with the intention of returning within two full academic semesters or a calendar year to complete coursework.

The deadline to take a leave of absence from the University without any record of courses or grades of the current semester is the same as the "last day to drop without a W grade." (See Academic Calendar.) If a student takes a leave of absence from the University before the "last day to withdraw from a course," all LOA grades will be a "W" and will affect the student's Academic Standing. If a student takes a leave of absence after the "last day to withdraw from a course" all LOA grades will be a "WF" and will affect the student's GPA calculations and Academic Standing.

When a student takes a leave of absence during a semester, the effective date of the leave of absence will be determined when the Office of the University Registrar receives the completed leave of absence form (see University Registrar's website for appropriate form). Students must check with the Student Accounts Office to determine their financial responsibility for tuition and other fees, such as housing and meal plans.

Any student who is in good academic standing is eligible to take a leave of absence from the University for up to one calendar year. A leave of absence allows students to re-enter the University within one calendar year from the date on which the leave was approved without the need for completing a new application.

The leave of absence also enables the student to retain degree requirements from the catalog under which they originally matriculated. Any student may, however, choose to re-enter under requirements in the current catalog. A student whose leave of absence extends beyond two full academic semesters must complete a new application to re-enter the University. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry by the Office of Admissions or the School of Continuing and Professional Studies.

Students who are not in good academic standing are permitted to apply for withdrawal, but not leave of absence. Under these circumstances, the Student Experience Committee must approve any application for re-entry before a student registers for any additional courses at the University. (See “Withdrawal from University.”)

For information about the financial aspects of the leave of absence policy, please refer to the “Refund Policy” included in the “Financial Information” section of the catalog.

LEAVE OF ABSENCE—MEDICAL

A Medical Leave of Absence is granted to students who cannot continue enrollment due to physical or mental health problems. A Medical leave remains in force for one calendar year. If the student does not return within that time frame, s/he must re-apply to the University. The procedure for acquiring a Medical Leave of Absence is as follows:

1. Complete the **Medical Leave of Absence Form**. (Students can obtain this form from the Registrar’s website: www.philau.edu/registrar.)
2. Make an appointment with the Dean of Students Office to discuss the circumstances and implications of the leave. This includes the impact of the leave on academic progress, student accounts, financial aid, tuition insurance claims and housing (if the student lives on campus).
3. Provide medical documentation to validate the need for the medical leave.

Students who take a medical leave before the last day to drop will not see any courses or grades on their transcripts. Those students who obtain a medical leave during the semester but prior to the “last day to withdraw from a course” will receive “W’s” on their transcripts. If the withdraw date is past, the Dean of Students may authorize “late W’s” for documented medical leaves.

Students on medical leave must notify the Dean of Students Office 30 days prior to the beginning of the semester of their intent to return to the University. Medical documentation will be required for all students to determine if the student is healthy and ready to return to the University. Medical documentation will be on file in the Dean of Students Office.

NATIONAL STUDENT EXCHANGE BASIC REQUIREMENTS

- Must be a full time student at the home campus.
- Must be in good academic standing with no incomplete grades from previous terms.
- Certification from the Office of Student Life that the student is not on disciplinary probation.
- No outstanding financial obligations to the home campus.
- May not be on probation, parole, or have pending legal judgments.

- Completion of 60 credits prior to departing for a summer/semester/year-long program.
- Must have a minimum cumulative grade point average of 2.5 (4.0 scale)

Additional documents and/or a portfolio of work may be required and will be noted by the host institution.

NON-DEGREE STATUS ENROLLMENT

Students may apply for non-degree status and register for courses at Philadelphia University. Students with non-degree status are permitted to register for a total of 15 earned credits and thereafter must apply for matriculating status. Credits earned under non-degree status cannot be used to receive a certificate, minor, specialization/concentration or any degree without matriculating.

Contact the University Registrar's office for more information on applying and registering as a non-degree student. Credits earned under non-degree status cannot be used to receive a certificate, minor, specialization/concentration, or any degree without matriculating.

REGISTRATION: Non-degree status students are expected to register on the published dates for registration. Fees are payable in advance or upon the registration date. Students will receive grades for all courses for which they are registered.

ONLINE COURSES

This policy pertains to day division undergraduate students, who may be eligible to enroll in a PhilaU day division online course during the academic year and/or summer.

- Students with 24 credits or higher may take any day division online course.
- First year students, students on academic probation and students with a cumulative GPA below 2.5 are not eligible to take day division online courses without permission from the student's program director.
- The number of PhilaU day division online courses that a student may take towards degree completion may be limited by Financial Aid and other external variables.

OVERLOAD CHARGES

If a full-time undergraduate student is registered for more than 18.5 credits, s/he will be charged at the overload per-credit rate for all credits in excess of 18.5 in addition to the comprehensive tuition rate.

PART-TIME TUITION CHARGES

Part-time students (taking fewer than 12 semester credit hours) are charged at the applicable per-credit rate.

PHYSICAL EDUCATION AND/OR SERVICE LEARNING

Undergraduates may take either Physical education Courses or Service-Learning Courses for free elective credit.

The University offers a variety of opportunities for students to earn PE credits including traditional instruction, varsity sports or the opportunity to participate in the University's extensive intramural program.

SERVE-101 may also be taken in up to three semesters for students to earn free elective credit. Grades will be reported as either "Credit" or "No Credit." For more information about SERVE-101 see the "Undergraduate Academic Programs" section of the Academic Catalog.

See "Attendance."

PLACEMENT TESTING

Summer Orientation

The University administers an online placement test for placement decisions about the appropriate writing course, either WRTG-100 / WRTG-100G or WRIT 101 / WRIT-101G, for all first-time undergraduate day division students, including international students. This online placement test MUST be completed BEFORE a student comes to campus for his/her selected Summer Orientation session. Students who have earned an associate degree, who have been enrolled in another institution for thirty continuous credits, or who have earned college credit for Writing Seminar 1 are exempt from writing placement testing ONLY if their credits have been evaluated BEFORE coming to their designated Summer Orientation session. All first-time freshmen who have not completed the online test and transfer students who have NOT had their writing credits evaluated will be required to take the writing placement test during summer orientation, which will delay the receipt of their semester course rosters. The University places first-time undergraduate day division students in mathematics courses according to math SAT scores, major (as designated in the official University acceptance letter), as well as responses to a self-screening trigonometry questionnaire. Students who have earned AP credit in mathematics will be placed in mathematics courses according to the AP Credit table listed in the "Credit for Prior Learning" section of this publication. Students who have received transfer credit in mathematics will be placed considering these credits in addition to the other stated criteria. The university will administer a math placement test to all international students who have not taken the SAT or ACT.

First-time undergraduate day division students' verbal SAT scores will determine their placement into Introduction to Textual Analysis (ITXA-100). The University will administer a reading placement exam for international students who have not taken the SAT to determine their placement into Introduction to Textual Analysis, (ITXA-100).

See "Credit by Examination," "Transfer Credit," "International Students," and "Fundamental Courses."

Foreign Language Placement

Students who plan to enroll in French, German, Italian, Japanese or Spanish and who have studied that language for more than two years in high school, or the equivalent level elsewhere, must consult with the Coordinator of the Language Program in the College of Science, Health and the Liberal Arts. It is recommended that students who are native speakers of French, German, Italian, Japanese or Spanish enroll in a language other than their own. Students, however, do have the option of taking challenge examinations to meet this requirement. Challenge examinations can be taken in French, German, Italian, Japanese or Spanish. Currently enrolled students may not take CLEP examinations for foreign language course credit. Advanced placement credits and transfer credits for appropriate foreign language courses taken at other institutions will be accepted.

See "Advanced Placement," "Challenge Exam," and "Transfer Credit."

READING/REVIEW DAYS

No classes or examinations are held on these designated days prior to final examinations. These days are reserved for final design reviews, portfolio reviews, and study for final examinations. This time allows students to synthesize their course work in preparation for final examinations.

RE-ENTRY TO THE UNIVERSITY-UNDERGRADUATE

A student who wishes to re-enter as a traditional undergraduate student must submit a Re-entry Application to the Office of Admissions. A student who wishes to re-enter as an accelerated-program student must submit a Continuing Studies Application form to the School of Continuing and Professional Studies.

Students who have enrolled at another college or university since their departure from Philadelphia University must present official transcripts from those schools directly to the Admissions Office for consideration in re-entry.

Upon receiving their re-entry letter, students must meet with the director of the Academic Success Center (day division students) or the director of Student Services in the School of Continuing and Professional Studies (evening students) prior to registering for class.

The Student Experience Committee will review any applications for re-entry from students who were not in good standing (less than 2.00 GPA or not met 75% of credits attempted) when they withdrew or were dismissed from Philadelphia University. During the academic year, the Committee meets only once a month, so students should allow adequate time for processing. The subcommittee will also consider applications for re-entry for the fall semester during late May, so students wishing to be evaluated during this summer meeting should submit their requests for re-admission no later than May 15. The Student Experience Committee must approve any application for re-entry before a student, not in good standing, is allowed to register for additional courses at the University. The student is placed on probation during the first term of re-entry.

See "Academic Standing".

REFUND POLICY

TRADITIONAL UNDERGRADUATE AND ALL ONLINE COURSES

Students are considered in attendance until the Registrar receives formal written notice of withdrawal. Tuition refunds will be made to traditional undergraduate programs and all students enrolled in online courses (regardless of login status) withdrawing from the University according to the following schedule:

Before classes start	100%
First week of class	80%
Second week of class	60%
Third week of class	40%
Beginning of fourth week of class	0% - No refund thereafter

CONTINUING AND PROFESSIONAL STUDIES (CPS) AND ALL SUMMER COURSES

(Students enrolled in online summer courses use above policy)

Tuition charges for Continuing and Professional Studies students who withdraw from a course will be refunded on the following schedule:

Prior to the first class meeting	100%
Prior to the second class meeting	80%
Prior to the third class meeting	60%
Prior to the fourth class meeting	40%
After the fourth class meeting	0% - No refund thereafter

REPEATING A COURSE

Students who fail a required course must repeat the same course during the next term in which it is offered if the course is the only course that will satisfy the requirement or if they wish to have the failing grade replaced in GPA on the transcript. (The original grade for the attempted course is not removed from the transcript.)

A student will be permitted to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously.

A student who has failed a course twice will be permitted to re-enroll for a course for a third time when he/she presents the University Registrar with written approval from their advisor.

A student who has passed a class twice and wishes to take it a third time for any reason will need to complete the "Repeating a Course" form and get the appropriate signatures to be allowed to enroll for

the course. Appropriate forms for approval are available online on the Registrar's webpage, <http://www.philau.edu/registrar>.

When a course is repeated, the original grade will remain on the transcript, but it will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average, even if it is lower than the grade originally earned.

Grades of "NC" or "AUDIT" will not replace a former grade in a repeated course.

A course failed at Philadelphia University may not be repeated at another institution without prior written approval. See the "Permission to Take Courses at Another Institution" form on Academic Success Center website: www.philau.edu/successcenter.

The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade. Any successfully completed course can be applied to graduation requirements only once, no matter how many times it may be taken and passed.

RESIDENCY REQUIREMENTS

To be eligible for graduation with a degree from Philadelphia University, a student must earn a specified minimum number of credits in residence (excluding Fundamentals courses); included in this requirement are nine semester credit hours in the Hallmarks Core Curriculum and 12 semester credit hours in the major core. If a student is pursuing a double major, another 12 semester credit hours must be completed in residence in the second major core.

To be eligible for graduation with a **Bachelor of Science** degree:

- Traditional undergraduate students must earn a total of at least 60 semester credit hours in residence at Philadelphia University;
- Continuing and Professional Studies students must earn a total of at least 33 semester credit hours in residence at Philadelphia University; and
- Students enrolled in the B.S./Health Services Management degree-completion program must earn a total of at least 33 semester credit hours in residence at Philadelphia University.

In the case of transfer from one division to the other, the higher residency requirement will apply.

To be eligible for graduation with an **Associate in Science** degree (available only through the School of Continuing and Professional Studies), students must earn a total of at least 20 semester credit hours in residence at Philadelphia University.

Students who need assistance in determining eligible courses in the major core should consult the certifying officer for their major in their respective College.

Credits earned through challenge exams and Philadelphia University Study Abroad are applied toward residency requirements.

Students must be in residence during the semester immediately preceding the awarding of the degree.

RESPONSIBILITY TO KEEP INFORMED

Students are ultimately responsible for their own progress toward graduation; they are expected to use the catalog as a reference handbook and to familiarize themselves with the principal policies and procedures contained therein. The Catalog website (www.PhilaU.edu/catalog) is subject to change and will be updated. Students are responsible for monitoring the website concerning changes to policies and procedures that might affect their progress toward graduation and for regularly checking campus mailboxes and Philadelphia University email as a means of keeping informed.

RETENTION OF STUDENT WORK

Philadelphia University is committed to providing excellent and innovative educational opportunities to its students. To help maintain quality academic offerings and to conform to professional accreditation

requirements where relevant, the University and its programs regularly examine the effectiveness of the curricula, teaching, services, and programs the University provides. As Philadelphia University sees appropriate, it may retain representative examples or copies of student work from all courses. This might include papers, exams, creative works, or portfolios developed and submitted in courses or to satisfy the requirements for degree programs as well as surveys, focus group information, and reflective exercises.

SCHEDULE CHANGES

Schedule changes, including changing sections, replacing courses with another course, auditing a course, independent study, course-by-appointment or changing a course from graded to credit/non-credit must be made by the “last day to add” deadline. See current Academic Calendar.

STUDENT GRIEVANCES

For information on student grievances and to submit a grievance, see the Student Grievance page, <http://www.philau.edu/studentGrievances/>.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing privacy rights in university records for students and for dependent students' parents. FERPA was passed by Congress in 1974 to provide students the ability to access and review their records and to protect the confidentiality of their records within certain guidelines. Access to the information in a student's records (including access to grades) is generally not permitted to outsiders (third parties) without the student's written consent.

I. To Whom Does FERPA Apply?

For the purposes of this policy, Philadelphia University defines “student” as any person who attends or has attended Philadelphia University.

II. To Which Records Does FERPA Apply?

Philadelphia University defines “education record” as any record in any medium maintained by Philadelphia University that is directly related to a student, EXCEPT:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
3. Records maintained by the office of Student Health Services if the records are used only for the treatment of a student and made available only to those persons providing treatment;
4. Alumni records that contain information about a student after s/he is no longer in attendance at Philadelphia University and the records do not relate to the person as a student;
5. "Directory information." Philadelphia University designates the following items as Directory Information: student name, addresses, telephone numbers, email addresses, major and minor fields of study, credits for which a student is registered (FT or PT status), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, date of graduation, most recent previous school attended, and photographs. Philadelphia University may disclose any of those items without prior written consent unless notified in writing on the form available from the registrar no later than the “last day to add” (see Academic Calendar) of the fall, winter, spring or summer terms. Such notice shall be effective

only until the end of the academic year during which it is given. An online student directory listing each student's name, permanent address/phone number and local address/phone number is created each fall by the Office of the Dean of Students and the Office of Information Technology. The directory is password-protected and only available to individuals affiliated with the University.

III. How Are Students Informed About FERPA?

Students will be notified of their FERPA rights through the annual distribution of the University Academic Catalog and the Student Handbook.

IV. How Can Students Inspect Their Records?

Students may inspect and review their education records upon written request to the Office of University Registrar. The request must identify as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate Philadelphia University staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records can be inspected if the inspection cannot be done at the time of request. Access will be given in 45 days or fewer from the receipt of request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.

V. When May the University Refuse Student Access to Records?

Philadelphia University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parent(s);
2. Letters and statements of recommendation to which the student has waived his or her rights of access, or that were placed in the files before January 1, 1975;
3. Records connected with an application to attend Philadelphia University or a component unit of Philadelphia University if that application was denied;
4. Those records that are excluded from the FERPA definition of "education records."

VI. When May the University Refuse to Provide Copies of Records?

Philadelphia University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student is currently attending Philadelphia University or is a former student who lives within a commuting distance of Philadelphia University;
2. The student has an unpaid financial obligation to Philadelphia University; or
3. There is an unresolved disciplinary action against the student.

However, even in the above situations, students will not be denied the right to inspect their records. Philadelphia University will not normally issue copies of any document if an original or source document exists elsewhere (e.g., records from other schools).

VII. Where Are Students' Education Records Kept?

The following is a list of the types of records that Philadelphia University maintains, their locations and their custodians.

Admissions Records

Location: Office of the University Registrar, Archer Hall, First Floor

Custodian of Records: University Registrar

Cumulative Academic Records

Location: Office of the University Registrar, Archer Hall, First Floor

Custodian of Records: Registrar

Athletic Records

Location: Athletics Office, Althouse Hall

Custodian of Records: Director of Athletics

Student Conduct/Disciplinary Records

Location: Office of the Dean of Students, Kanbar Campus Center, Second Floor

Custodian of Records: Dean of Students

Financial Records

Location: Business Office Archer Hall, Second Floor

Custodian of Records: Controller

Financial Aid Records

Location: Financial Aid Office, White Corners, First Floor

Custodian of Records: Director of Financial Aid

International Student Affairs Records

Location: Office of International Education and Global Initiatives, Kanbar Campus Center, First Floor

Custodian of Records: Director of International Education and Exchange Programs

Placement Records

Location: Career Services, Kanbar Campus Center

Custodian of Records: Director of Career Services

Note: Other student education records not indicated above are available upon specific request.

VIII. When May Students' Education Records Be Disclosed to Others?

Philadelphia University may disclose information from a student's education records only with the written consent of the student, EXCEPT:

1. To Philadelphia University officials who have a legitimate education interest in the records. Philadelphia University officials include persons employed by Philadelphia University in supervisory, academic, research, or support staff positions; persons employed by or under contract to Philadelphia University to perform a special task, such as an attorney, auditor, or collection agent, university security unit, persons serving on the board of trustees, or a student serving in an official committee such as disciplinary or grievance committee; or students assisting another school official in performing his or her official task. A Philadelphia University official has a legitimate education interest if he or she is performing a task that is part of his/her responsibilities or contract agreement, performing a task that is related to the student's

- education, performing a task related to the discipline of a student, or providing a service or benefit to the student such as health care, counseling, job placement, or financial aid.;
2. Upon request to officials of another school to which a student seeks or intends to enroll or has enrolled, although such information is usually transmitted only in response to a specific written request from the student;
 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities in connection with certain state or federally supported education programs;
 4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
 5. To organizations conducting certain studies for or on behalf of Philadelphia University;
 6. To accrediting organizations to carry out their functions;
 7. To comply with a court order or a lawfully issued subpoena when specifically requests (student may not be notified);
 8. To appropriate parties in a health or safety emergency;
 9. To parents/legal guardians of an eligible student who claim the student as a dependent for income tax purposes. The University informs parents/guardians where it deems appropriate;
 10. In cases of violent crime, the results of any disciplinary proceeding conducted by the University against an accused student to the alleged victim.

A log shall be maintained in each student record to document the use of that record by individuals other than University officials. The log shall indicate the date of the request, the individual or the organization using the record, and the purpose for which it was used. The student (or parent/guardian of a dependent student) may inspect and review this log.

IX. How May a Student Make Changes to Education Records?

Students have the right to request to have records corrected or amended that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of records:

1. The student must ask the appropriate official of Philadelphia University to amend a record. In doing so, the student should identify the part of the record s/he believes should be changed and specify why s/he believes it is inaccurate, misleading or in violation of his or her privacy or other rights;
2. Philadelphia University may comply with the request or it may decide not to comply. If it decides not to comply, Philadelphia University will notify the student of the decision and advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading or a violation of the student's rights;
3. Upon request, Philadelphia University will arrange for a hearing and notify the student of the date, place and time of the hearing reasonably in advance;
4. The hearing will be conducted by a hearing officer who is a disinterested party (although he or she may be an official of the institution). The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney;

5. Philadelphia University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision;
6. If Philadelphia University decides that the challenged information is not inaccurate, misleading or in violation of the student's rights of privacy, it will notify the student that s/he has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision;
7. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If the student requests disclosure of the record that contains the contested portion, s/he may indicate that the files also contain the student's statement, which will then accompany any disclosure of the record;
8. If Philadelphia University decides that the information is inaccurate, misleading or in violation of the student's rights of privacy, it will amend the record and notify the student that the record has been amended.

The provisions of this section may not be used to challenge course grades.

X. To Whom May a Student Complain if Issues Arise?

Students who believe that Philadelphia University is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that act may file complaints in writing with:

The FERPA Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

The full text of the Family Educational Rights and Privacy Act as amended and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act are available for inspection at the Office of the University Registrar.

STUDENT STATUS BASED ON COMPLETED CREDITS

Students are generally considered to be classified as freshmen during the first two semesters of full-time study in the University, or as long as they are working toward the completion of their first 30 credits toward their degree. Sophomores are generally considered to have completed more than 30 credits and to be working toward the completion of up to 60 credits toward their degree. Juniors generally fall in the range of 60 to 90 credits. Students who have completed 90 or more credits are generally classified as seniors.

STUDY ABROAD BASIC REQUIREMENTS

- Foreign program must be approved by the Study Abroad Office
- Completion of the online study abroad application and all supporting materials (Letters of recommendation from two faculty members, essay questions and course approval from Academic Advisor/Program Director)
- Individual appointment with the Study Abroad program manager, or attend one of our approved program advising sessions.
- Certification from the Office of Student Life that the student is not on disciplinary probation

- Completion of 60 credits prior to departing for a summer/semester/year-long program. (The completion of 60 credits may apply for participation in short courses; see guidelines by course.)
- A minimum cumulative GPA of 2.5 (Please note: many foreign institutions may require a higher GPA of 2.75 or 3.0) and certification that the student is not on academic probation.

Additional documents and/or a portfolio of work may be required and will be noted on the Study Abroad application.

TIME LIMIT TO DEGREE AND OBSOLETE CREDITS

Undergraduate students are expected to complete all degree requirements within 10 years from the date of initial matriculation. Students who do not meet this requirement will have their coursework, including Philadelphia University credits and previously evaluated transfer credits, reviewed by the appropriate program(s) to determine the currency and appropriateness of courses toward a current degree. As a result of this evaluation, credits may be determined to be “outdated” and removed as earned credit toward the completion of degree requirements. Outdated credits will not be used in the calculation of the cumulative grade point average. Students should note that in some cases, while a particular course may still be offered, a program can determine that material covered by the course has changed substantially enough to determine that the original course is outdated. Students are eligible to take a challenge exam for any outdated courses affected by the review process described above. Students seeking re-entry to Philadelphia University beyond two full academic semesters are subject to the graduation requirements from the catalog in effect at the time of re-entry.

TRANSCRIPTS

Process for requesting a transcript can be found on the web at www.philau.edu/registrar/forms.htm

The fee for a transcript is \$12 per copy. If express service is needed, there is an additional fee of \$25 for domestic express mail, and an additional fee of \$40 for international express mail. Walk in request for overnight service must be received by 10 a.m.

Please note that unofficial copies of the transcript are available to **currently enrolled students** through their WebAdvisor account.

See catalog “Unadjusted Indebtedness.”

TRANSFER CREDIT

Transfer Credit Policy (traditional day students)

Philadelphia University accepts Transfer Credit for college-level courses previously taken and awarded grades of C- or higher from other institutions of higher learning, in all modes of delivery. Courses completed at institutions that are neither regionally accredited nor accredited by agencies listed as accreditors by the United States Department of Education may be considered for Philadelphia University transfer equivalencies. Developmental courses, even those taken at accredited institutions, will not be awarded credit by the University. Major credit is awarded only for courses for which Philadelphia University maintains a program of study or significant coursework in a subject area constituting a cluster, minor, or concentration in University curricula. Free elective credit may be awarded for courses that fit no Philadelphia University major. Credits will never be awarded for the same course twice. Prior credits completed in design studios are subject to portfolio review by a faculty member from the responsible department to determine eligibility for transfer credit. Credits completed more than 10 years previous to admission to the University, are reviewed by individual academic departments, and if still aligned with University curricula, credit is awarded. *(See Time Limit to Degree*

and Obsolete credits) Transfer courses evaluated for credit from institutions with different credit systems, (i.e. quarters, trimesters, credit units) will, wherever possible, be equated with the University's semester system of credit. Philadelphia University transfers credits not grades. All students begin with a new cumulative grade point average (GPA) when they matriculate at the university. Applicants should submit official transcripts to the Undergraduate Admissions office together with course syllabi as soon as possible to expedite the transfer credit process. Students applying from international universities must provide World Education Services (WES) credential evaluations to undergraduate admissions.

Philadelphia University awards limited academic credit for previous academic, military, competency testing, and learning experiences earned by validation. Military transcripts and official scores report for AP, CLEP, DANTES, and IB exams should also be sent to the Undergraduate Admissions office. *(See Credit for Prior Learning)*

Admitted students will receive an evaluation of credit from the admissions office showing accepted transfer credits, excluding those that require a portfolio review. Evaluation of transfer credit is based upon a student's major program. Only those credits which advance progress in the major they are accepted into will be harvested and applied to the curricula at Philadelphia University. Transfer evaluations may change in the case of students changing major or timely receipt of additional official transcripts and test scores. Students pursuing minors and concentrations must complete at least half of the minor or concentration in residence at Philadelphia University. Students pursuing specializations must consult with their academic advisor about how to best use transfer equivalencies to meet specialization requirements.

Students who require Portfolio Review will receive a letter from admissions explaining how to schedule a portfolio review. It is critical that students requiring portfolio review outreach as soon as possible to make an appointment for review. In order for students to receive credit for portfolio reviewed courses, students must have both the materials produced during the courses as well as an official transcript including the final grade for the course with them at the review. Design coursework accepted for free elective credit at the Portfolio Review session will be harvested only if open free elective credit slots remain to be filled on the Philadelphia University curriculum sheet.

It is expected that final transcripts from all previously attended institutions, all official test score reports, and materials required for portfolio review be received by Undergraduate Admissions and the reviewing department by the last day of a student's first semester. Failure to comply with this expectation will result in student failure to make progress in their degree and/or advance to degree completion without re-taking courses previously completed at other institutions but lacking official documentation. The University will not honor receipt of final transcripts, portfolio review requests, and official test scores after the last day to ADD a course during the student's second semester of enrollment.

Transfer credit awarded does not count toward the minimum number of credits in residence required to earn a Philadelphia University baccalaureate degree, 60 credits, nor to the minimum requirement of 12 credits in the major, 6 credits in the College Studies core, or 9 credits in the Hallmarks core.

Credit for Prior Learning

Philadelphia University awards academic credit for previous learning accomplished through academic, military, competency testing, and learning experiences resulting from non-traditional college classroom settings. It is important to note that Philadelphia University provides credits based upon the level of

learning achieved during these experiences, not for simply participating in these non-traditional learning experiences. Credit for Prior Learning may be earned for achieving an appropriate level of knowledge from courses approved for credit from other institutions, Advanced Placement Tests (AP), International Baccalaureate Exams (IB), the College Level Examination Program (CLEP), military coursework accredited through ACE, DANTE's Subject Specific Tests (DSST), Philadelphia University challenge exams, and for the School of Continuing and Professional Studies (SCPS) prior life and work experience if presented in a competency level learning portfolio. *(Please see SCPS policies below)*

Limits to awarding Credit for Prior Learning are described by the following:

1. The credit must be applicable to the student's program of study
2. Credit for a course currently in progress or duplicate credit for a course already awarded through other methods will not be permitted
3. Prior Learning credits will not be awarded for any course failed at Philadelphia University
4. Credits for Prior Learning do not count toward the minimum number of credits in residence required for a Philadelphia University degree, 60 credits, nor to the minimum requirement of 12 credits in the major, 6 credits in the College Studies core or 9 credits in the Hallmarks core.
5. Students may be required to provide artifacts such as design work, final papers, academic portfolios, or other evidence of achievement in order to be eligible to receive credit.
6. Residency requirements for the School of Continuing and Professional Studies differ. *(Please see SCPS policies below)*
7. Prior Learning Credits in the major will only be awarded for courses for which Philadelphia University maintains a program of study or significant coursework in a subject area constituting a specialization, minor, or concentration in University curricula. Free elective credits may be awarded for courses taken elsewhere that fit no Philadelphia University major.
8. Credit for CLEP testing taken after matriculation in the traditional day program will not be awarded. The School of Continuing and Professional Studies will consider CLEP tests taken after matriculation for credit. *(Please see SCPS Policies below)*

Like transfer credit equivalencies, Credit for Prior Learning means that Philadelphia University will award credit for knowledge and competency in certain areas, not grades. Credit will never be awarded for the same learning experience twice. Transcripts of Credit for Prior Learning will list credit for equivalent coursework, not a grade for that work.

Military transcripts and official score reports for AP, CLEP, and IB exams, and all ACE recommended equivalencies should be sent to the Undergraduate Admissions office. *The University will not honor requests for Credit for Prior Learning if receipt of final official transcripts, portfolio review materials, and official test score notifications arrive at Admissions after the last day to ADD a course during the student's second semester of enrollment.*

AP Credits

Philadelphia University awards college credit to students who participated in the Advance Placement Program in high school and who took and achieved specific levels of learning on the Advanced Placement exams. For credit to be awarded it must be applicable to a student's program of study. Please note that when students submit Dual Enrollment credit for an AP course on a college transcript and also scores from the AP exam, Philadelphia University will preference the dual enrollment course for awarding credit. Credit will not be awarded twice.

AP Exam	Score	PhilaU Equiv.	Credits
Art History	4,5	ARTH-101 or ARTH 102	3
Biology (non-science major)	3,4,5	BIOL-101	3
Biology (science major)	4,5	Free Elective	3
Chemistry (non-science major)	3,4,5	CHEM-101	3
Chemistry (science major)	4,5	Free Elective	3
Chinese Language and Culture	3,4,5	CHINE-101	3
Comparative Government and Politics	3,4,5	Global Citizenship	3
Computer Science A	3,4,5	Free Elective	3
English Language and Composition	4,5	WRIT-101	3
English Literature and Composition	3,4,5	Free Elective	3
Environmental Science	3,4,5	SCI-101 or Free Elective	3
European History	3,4,5	Global Diversity	3
French Language and Culture	3,4,5	Global Diversity	3
German Language and Culture	3,4,5	Global Diversity	3
Human Geography	3,4,5	Global Diversity	3
Italian Language and Culture	3,4,5	Global Diversity	3
Japanese Language and Culture	3,4,5	JAPN-101	3
Latin	3,4,5	Free Elective	3
Macroeconomics	3,4,5	Free Elective	3
Mathematics - Calculus AB	3	MATH-102	3
Mathematics - Calculus AB	4,5	MATH-111	4
Mathematics - Calculus BC	3	MATH-111	4
Mathematics - Calculus BC	4,5	MATH-111 and MATH-112	4
Microeconomics	3,4,5	Free Elective	3
Music Theory	3,4,5	Free Elective	3
Physics B (non-science major)	3,4,5	PHYS-101	3
Physics B (science major)	3,4,5	PHYS-101 or Free Elective	3
Physics C: Electricity and Magnetism	4,5	PHYS - 203	3
Physics C: Electricity and Magnetism Lab	1	PHYS – 203L	1
Physics C: Mechanics	4,5	PHYS - 201	3
Physics C: Mechanics Lab	1	PHYS – 101L	1
Physics 1	3,4,5	PHYS - 101	3
Physics 2	3,4,5	Free Elective	3
Psychology	3,4,5	PSYCH-101 or Free Elective	3
Research		Free Elective	3
Seminar		Free Elective	3

Spanish Language and Culture	3,4,5	Global Diversity	3
Statistics	3,4,5	STAT-201	3
Studio Art: 2D Design	4,5	Free Elective	3
Studio Art: 3D Design	4,5	Free Elective	3
Studio Art: Drawing	4,5	DRAW-101 or VSDRW-101 or ADFND 103	3
United States History	3,4,5	DBTU-114	3
United States Government and Politics	3	DBTU-114	3
World History	3,4,5	Global Diversity	3

Articulation Agreements

For information on articulation agreements, see <http://www.philau.edu/heoa/generalinfo/transferoofcredit.html>.

College Level Examination (CLEP) Credits

Philadelphia University awards college credits to students who take the College Level Examination Program Tests and who achieve a score of 50 on the specific area tests. Only those tests that apply to a student's area of study will be awarded credit. Because Philadelphia University policy prohibits students from receiving credit for the same course twice, credit achieved through coursework and appearing on a college transcript, will be prioritized for credit over the same CLEP exam. Once students have matriculated in the traditional day program, no further CLEP tests may be taken and awarded credit at the University. *(Please see SCPS policies below)*

The testing/credits will be reviewed for credit award by admissions and the appropriate faculty.

International Baccalaureate (IB)

Philadelphia University awards college credit to students who participate in the International Baccalaureate Program in high school. In order to earn college credit at the University, students must have completed the honors level of the course with a score of at least 5.

The testing/credits will be reviewed for credit award by admissions and the appropriate faculty.

Military Experience

Philadelphia University awards college credit for documented military experience according to the American Council on Education (ACE) guidelines. For credit to be awarded they must be applicable to a student's program of study. Credit will only be awarded in academic subjects for which Philadelphia University offers a degree program, or significant coursework in a subject area constituting a cluster, minor, or concentration. Free elective credit may be granted for courses taken that do not correspond to a major at Philadelphia University.

DANTES (DSST) Credits

Philadelphia University awards college credit for completion of DANTES Subject Standardized Tests (DSST) completed before matriculation and according to the American Council on Education (ACE) accreditation recommendations. For credit to be awarded it must be applicable to a student's program of study. Credit will only be awarded in academic subjects for which Philadelphia University offers a degree program, or significant coursework in a subject area constituting a cluster, minor, or concentration. Free elective credit may be granted for DSST completions for courses taken that do not correspond to a major at Philadelphia University.

The testing/credits will be reviewed for credit award by admissions and the appropriate faculty.

Philadelphia University Challenge Exams

Philadelphia University will permit students to challenge a course that is part of their program of study with the advice and assistance of their academic advisor and the approval of the faculty member designated as the subject coordinator and the college manager of academic operations (MAO). Satisfactory evidence of adequate and appropriate preparation must be presented by the student before the examination is prepared. If it appears that the student has adequate preparation, the student pays a fee, presents the receipt to the college manager of academic operations, and takes an examination. The college will send the Office of the University Registrar the receipt for the examination fee along with written notification of a passing grade for the examination. The student will not receive a grade for the course but will receive equivalency credits. Only one examination will be allowed for any one course. Students are ineligible for a challenge examination if they have previously enrolled or audited the same course at Philadelphia University. See "Financial Information."

No credit for prior work or life experience will be offered for students enrolled in the traditional day division. The School of Continuing and Professional Studies maintains different policies for Credit for Prior Learning. *(See SCPS policies for Credits for Prior Learning)*

Validation of Credit

Validation of Credit forms are used when:

1. The transfer course doesn't automatically transfer to Philadelphia University and needs to be evaluated by the Philadelphia University program that offers the same or similar type of course.
2. The transfer course should be made directly equivalent to a Philadelphia University course.

With review students may receive credit for courses that are from non-regionally accredited institutions and/or non-accredited by the US Department of Education.

Appealing Transfer Credit and Credit for Prior Learning Decisions

Philadelphia University provides traditional day division students with the opportunity to appeal Transfer Credit and Credit for Prior Learning decisions. The University requests that students appeal their credit awards as soon as possible and no later than the last day to ADD a course in the student's second semester of enrollment. Steps in the appeal include:

1. If questioning credit awarded before the start of the semester, please contact the transfer admissions counselors
2. Notify academic advisor about dissatisfaction with credit award

3. Provide advisor with official documentation supporting students request for re-evaluation
4. Advisor recommends student to Academic Success Center
5. Materials sent to responsible department for review by Academic Success Center
6. Department/program makes final decision and notifies Academic Success Center
7. Decision is communicated to the student, and to the registrar if changes to the transcript need to be made.

(See below for SCPS appeal policies)

TRANSFER CREDIT - SCHOOL OF CONTINUING & PROFESSIONAL STUDIES (SCPS)

The School of Continuing and Professional Studies at Philadelphia University (SCPS) accepts Transfer Credit for college-level courses previously taken and awarded grades of C- or higher from other institutions of higher learning. Developmental courses, even those taken at accredited institutions, will not be awarded credit by the University. Courses will be reviewed to determine equivalency to a course offered in one of the majors offered by the accelerated degree completion program of Philadelphia University. Free elective and general requirement credit may be awarded for courses that contribute to meeting institutional learning outcomes for Philadelphia University. Credits will never be awarded for the same course twice. Credits completed more than 10 years previous to admission to the University, are reviewed, and if still aligned with University curricula, credit is awarded. Though credits more than 10 years old might not fulfill a major requirement, these credits may still be utilized in the competency and free elective sections. *(See Time Limit to Degree and Obsolete credits)* Philadelphia University transfers credits not grades. All students begin with a new cumulative grade point average (GPA) when they matriculate at the university. Applicants should submit official transcripts to the School of Continuing & Professional Studies office together with course syllabi as soon as possible to expedite the transfer credit process.

SCPS awards limited academic credit for previous academic, military, competency testing, paramedic, police and fire academy training and learning experiences earned by validation. Military transcripts and official scores report for AP, CLEP, and IB exams etc., should also be sent to the School of Continuing & Professional Studies. *(See Credit for Prior Learning)*

Admitted students will receive an evaluation of credit from SCPS showing accepted transfer credits. Evaluation of transfer credit is based upon a student's major program. Only those credits which are applicable to the student's program are accepted and will be harvested and applied to the curricula at Philadelphia University. Transfer evaluations may change in the case of students changing major or timely receipt of additional official transcripts and test scores.

It is expected that final transcripts from all previously attended institutions, and all official test score reports, be received by the School of Continuing & Professional Studies by the last day of a student's second term. Failure to comply with this expectation may result in student's failure to make progress in their degree and/or advance to degree completion without re-taking courses previously completed at other institutions but lacking official documentation. The University is not obligated to honor receipt of final transcripts and official test scores after the start of the student's third term of attendance.

Transfer credit awarded does not count toward the minimum number of credits in residence required to earn a Philadelphia University baccalaureate degree, 33 credits, nor to the minimum requirement of 12 credits in the major.

The School of Continuing & Professional Studies (SCPS) awards transfer credit for classes completed at institutions in which students earned grades \geq C-. SCPS awards transfer credit on a credit-for-credit basis; a 3-semester credit hour class completed at another institution will receive the same 3 credits at Philadelphia University; a 4-semester credit hour class completed at another institution will receive the same 4 credits at Philadelphia University. SCPS follows an approved standard for converting classes completed at a quarter-hour institution into semester credits. Using this procedure, a 3-quarter hour class is equivalent to 2 semester hours, a 4-quarter hour class is equivalent to 2.67 semester hours, and a 5-quarter hour class is equivalent to 3.33 semester hours.

SCPS Credit for Prior Learning

SCPS awards academic credit for previous learning accomplished through academic, military, competency testing, and learning experiences resulting from non-traditional college classroom settings. It is important to note that Philadelphia University provides credits based upon the level of learning achieved during these experiences, not for simply participating in these non-traditional learning experiences. Credit for Prior Learning may be earned for achieving an appropriate level of knowledge from courses approved for credit from other institutions, Advanced Placement Tests (AP), International Baccalaureate Exams (IB), the College Level Examination Program (CLEP), military coursework accredited through ACE, DANTE's Subject Specific Tests (DSST), Philadelphia University challenge exams, and for the School of Continuing and Professional Studies (SCPS) prior life and work experience if presented in a competency level learning portfolio.

Limits to awarding Credit for Prior Learning are described by the following:

1. The credit must be applicable to the student's program of study
2. Credit for a course currently in progress or duplicate credit for a course already awarded through other methods will not be permitted
3. Residency requirement is 33 credits. Prior Learning credits only apply to the course competencies and free electives
4. Residency requirements for the School of Continuing and Professional Studies differ.
5. Prior Learning Credits in the major will only be awarded for courses for which Philadelphia University maintains a program of study or significant coursework in a subject area constituting a cluster, minor, or concentration in University curricula. Free elective credits may be awarded for courses taken elsewhere that fit no Philadelphia University major.
6. The School of Continuing and Professional Studies will consider CLEP tests taken after matriculation for credit.

(Please see SCPS Policies below)

Like transfer credit equivalencies, Credit for Prior Learning means that Philadelphia University will award credit for knowledge and competency in certain areas, not grades. Credit will never be awarded for the same learning experience twice. Transcripts of Credit for Prior Learning will list credit for equivalent coursework, not a grade for that work.

Military transcripts and official score reports for AP, CLEP, and IB exams, and all ACE recommended equivalencies should be sent to the School of Continuing & Professional Studies -and should be received by the start of the student's third term of enrollment.

SCPS - AP Credits

SCPS awards college credit to students who participated in the Advance Placement Program in high school and who took and achieved specific levels of learning on the Advanced Placement exams. For credit to be awarded it must be applicable to a student's program of study. Please note that when students submit Dual Enrollment credit for an AP course on a college transcript and also scores from the AP exam, Philadelphia University will preference the dual enrollment course for awarding credit. Credit will not be awarded twice.

(For Listing of AP Scores and equivalencies table see AP credits under Transfer Credit Policy (traditional day students)

SCPS - Articulation Agreements

PROGRAM-TO-PROGRAM ARTICULATION AGREEMENTs for the Associate in Arts, Associate in Science, Associate in Applied Science, Associate of Fine Arts and Associate in General Studies at:

- Bucks County Community College
- Camden County College
- Community College of Philadelphia
- Delaware County Community College
- Mercer County Community College
- Montgomery County Community College
- and the Bachelor of Science Accelerated Degree Completion Program at Philadelphia University.

This is a program-to-program agreement between the above referenced community colleges and Philadelphia University's School of Continuing & Professional Studies' Accelerated Bachelor of Science Degree Completion Program. The program offers a major in one of the following eleven concentrations: Accounting, Behavioral and Health Services, Business Management, Health Sciences, Health Services Management, Human Resource Management, Information Technology, Law Enforcement Leadership, Leadership in Emergency Services, Leadership in Homeland Security, and Organizational Leadership. This agreement facilitates the transfer of community college students who earn any associate degree at one of the above referenced colleges.

Subject to the terms of this agreement, students who complete any associate degree at one of the above referenced colleges, and have earned grades of C-or higher in their courses, are assured third year status in Philadelphia University's Continuing & Professional Studies Accelerated degree completion program.

The following terms and conditions apply for community college graduates:

1. complete any associate degree program (by selecting courses as described in this agreement);
2. achieve a final grade point average of at least 2.00;

3. complete an application for admission, submit a writing sample and resume, and complete an admissions interview. Additionally, all candidates must follow registration procedures that apply to other entering students at Philadelphia University.

Students who do not earn the associate degree are not covered by this agreement. For non-graduates, Philadelphia University determines appropriate transfer of credits on a course-by-course basis and admits students on an individual basis.

Each institution will designate a representative who will coordinate the administration of the agreement.

Philadelphia University's School of Continuing & Professional Studies will keep appropriate staff informed of this agreement and is responsible for the distribution of information about changes to this agreement.

Both institutions will encourage community college students to meet with representatives from Philadelphia University for discussion of issues related to admission and financial aid well in advance of their expected date of entry to the transfer institution.

This agreement will renew yearly unless superseded by a new agreement. Either institution may terminate this agreement at any time by written notice of at least one year in advance of the effective date of termination. Should this agreement be terminated, the termination will not apply to students already accepted to Philadelphia University under the terms of this agreement, but not yet enrolled in classes.

Philadelphia University School of Continuing and Professional Studies Accelerated Scholars Scholarship Program

Community college students who graduate with a grade point average (GPA) of 3.5 – 4.0 will be granted a scholarship of 25% per credit at Philadelphia University. Community college students who graduate with a GPA of 3.0 – 3.49 will be granted a scholarship of 20% per credit. In order to qualify for this scholarship, students must adhere to the following:

- graduate from one of the above listed community colleges with an associate degree
- apply, be accepted and enroll in Philadelphia University's Accelerated Bachelor of Science Degree Completion Program within three years of graduation from one of the above listed community colleges
- maintain a GPA of at least a 3.0 while enrolled at Philadelphia University
- once enrolled at Philadelphia University, students are not permitted to take courses at other institutions without the written permission from the Director of Student Services in Philadelphia University's School of Continuing and Professional Studies
- sign a scholarship agreement that acknowledges a clear understanding of the regulations listed above

* All scholarships will be renewed each year contingent upon the student maintaining a 3.0 GPA at Philadelphia University. Should a student's GPA fall below a 3.0, and he/she has attempted 12 credits or more at Philadelphia University, the scholarship agreement will be deemed invalid.

For specific course equivalencies, students should consult with an academic advisor in the School of Continuing & Professional Studies.

SCPS - College Level Examination (CLEP) Credits

SCPS awards college credits to students who take the College Level Examination Program Tests and who achieve a score of 50 on the approved examinations. Because Philadelphia University policy prohibits students from receiving credit for the same course twice, credit achieved through coursework and appearing on a college transcript, will be prioritized for credit over the same CLEP exam. Once matriculated, students must consult with an academic advisor in the School of Continuing & Professional Studies to determine which CLEP exams may still be completed.

The testing/credits will be reviewed for credit award by the Director of Academic Services.

SCPS - International Baccalaureate (IB)

SCPS awards college credit to students who participate in the International Baccalaureate Program in high school. In order to earn college credit at the University, students must have completed the honors level of the course with a score of at least 5.

The testing/credits will be reviewed for credit award by admissions and the appropriate faculty.

SCPS - Military Experience

SCPS awards college credit for documented military experience according to the American Council on Education (ACE) guidelines. Free elective credit may be granted for courses taken that do not correspond to a major at Philadelphia University.

SCPS - DANTES (DSST) Credits

SCPS awards college credit for completion of DANTES Subject Standardized Tests (DSST) completed before or after matriculation and according to the American Council on Education (ACE) accreditation recommendations. For credit to be awarded it must be applicable to a student's program of study. The program of study includes: general education, professional core, major and elective credits. Free elective credit may be granted for DSST completions for courses taken that do not correspond to a major at Philadelphia University.

The testing/credits will be reviewed for credit award by the Director of Academic Services.

Validation of Credit

Validation of Credit forms are used when:

1. The transfer course doesn't automatically transfer to Philadelphia University and needs to be evaluated by the Philadelphia University program that offers the same or similar type of course.
2. The transfer course should be made directly equivalent to a Philadelphia University course.

With review students may receive credit for courses that are from non-regionally accredited institutions and/or non-accredited by the US Department of Education.

SCPS - Appealing of Transfer Credit Process

SCPS provides students enrolled in the School of Continuing & Professional Studies with the opportunity to appeal Transfer Credit and Credit for Prior Learning decisions. The University requests that students appeal their credit awards as soon as possible and no later than the last day to ADD a course in the student's second term of enrollment. Steps in the appeal include:

If questioning credit awarded before the start of the term, please contact the School of Continuing and Professional Studies

- 1) Notify academic advisor about dissatisfaction with credit award
- 2) Provide advisor with official documentation supporting students request for re-evaluation
- 3) Materials are sent to appropriate academic representative for review
- 4) Decision is communicated to the student and to the registrar if changes to the transcript need to be made.

UNADJUSTED INDEBTEDNESS

No diploma, certificate, official grade report, transcript or recommendation will be granted to any person who has any unadjusted indebtedness to the University.

VERIFICATION OF IDENTITY FOR DISTANCE EDUCATION

	Activity for Campus Graduate and Undergraduate Courses and Programs	Responsible Position (if applicable)	Time Frame for Task (if applicable)	Approval Authority (if applicable)
1	A secure login is created for each student's access to the learning management system (LMS) (Blackboard)	Data Programmer/Analyst from OIR	Point of Matriculation	OIR Chief Information Officer
2	Students receive their unique login to the Student Portal	OIR Chief Information Officer	Point of Matriculation	OIR Chief Information Officer
3	Students can login to the LMS		As needed	Consequence of 1 and 2 above
4	Online faculty receive training for using best practices in ensuring academic integrity in online courses	Program Directors	Throughout the year, scheduled and on-demand training.	Director of Online Programs
5	Research and implementation of student verification software	OIR Chief Information Officer	Intermittently	OIR Chief Information Officer

	Activity for Campus Graduate and Undergraduate Courses and Programs	Responsible Position (if applicable)	Time Frame for Task (if applicable)	Approval Authority (if applicable)
6	Use of third party software (Respondus LockDown Browser and Webcam) for graduate midwifery program on-line tests	Program Director	Immediately before exam taking begins	OIR Chief Information Officer

	Activity for On-line Partnership Graduate and Undergraduate Courses and Programs	Responsible Position (if applicable)	Time Frame for Task (if applicable)	Approval Authority (if applicable)
1	A secure login is created for each student's access to the learning management system (LMS) (Blackboard)	PhilaU Online Admissions Counselor & CPS Ops Coord	At registration for an 8 week module.	Director of Online Programs
2	Students receive their unique login to the Student Portal	CPS Operations Coordinator	At registration for a 8 week module	Director of Online Programs
3	Students can login to the LMS	CPS Operations Coordinator	After registration as needed	Director of Online Programs
4	Online faculty receive training for using best practices in ensuring academic integrity in online courses	PhilaU Online instructional design team	Throughout the year, scheduled and on-demand training.	Director of Online Programs

These standard processes and procedures apply to all credit bearing distance learning courses and programs offered by Philadelphia University, including the PhilaU On-line programs offered through the School of Continuing and Professional Studies.

They were developed to ensure that Philadelphia University remains in compliance with the Federal Higher Education Opportunity Act (HEOA), concerning verification of student identity in distance learning.

In order to verify that the student registered for Philadelphia University distance education courses or programs actually is the individual participating in and receiving credit for the course or program, one or more of the following methods are used to verify identity:

- a) An individual secure login and password is assigned to each matriculated and registered student
- b) Secure examinations if not open reference, provided through Respondus LockDown and Security Cam

- c) Pedagogical and related practices that are effective in verifying student identity (faculty training, questioning students, frequent participation in the course, etc.)

Secure Login and Password

Each student is assigned a unique ID user number and password to log into the learning management system (Blackboard or Learning House). The user ID is automatically derived through data integration within the Student Information System (DATATEL Colleague) and transferred to the learning management systems. The user ID includes a combination of letters and numbers based on the student's name and unique student ID number. The password used by students is a combination of letters and numbers initially generated randomly and subsequently customized by the student according to password creation rules. At Student Orientation, students are advised to change their password after initial login, as well as change their password frequently to ensure that they are secure. All students are forced to change their passwords every ninety days by the system.

Examinations

Few students in the traditional day program undergraduate and graduate on-line learning courses and programs must take traditional closed reference source exams. For the one program on campus, the Midwifery, M.S. program that has elected to use traditional testing, Respondus LockDown and Security Cam software, in addition to secure login is required before beginning an examination.

Pedagogical and Related Practices

For the majority of courses and programs, open source, open reference testing as well as project based final grades are the norm for Philadelphia University distance learning courses and programs. However, on-line instructors have a responsibility to identify changes in students' activity in on-line courses. Examples of changes could be a sudden change in academic performance, change in writing style, and odd statements by students in discussions or email. Faculty are advised to provide more than one kind of assessment type and to ask students to share important ideas learned from references.

FERPA PROTECTION

All methods of verifying student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the College may be used, at the discretion of the Institution, as the basis for identity verification. For instance, students requesting that their learning management system password be reset may be asked to provide two or more pieces of information for comparison with data on file.

RESPONSIBILITIES

All users of the University's learning management system are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned. The student ID (username) is not a secure credential and may be displayed at various areas in the learning management system. The password used to enter the system is a sequence of random numbers and letters. Access passwords may not be shared or given to anyone other than the user to whom they were assigned for any reason.

In addition, at Student Orientation students are advised to change their password after their initial login and also change them periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent University Catalog as well as the Student Handbook. Failure to read the University's guidelines and policies will not exempt users from responsibility. Students are responsible for providing accurate and true information about themselves in any identity verification process.

Faculty teaching courses through distance education methods have the primary responsibility for ensuring that their courses comply with the provisions of this policy. Because technology and personal

accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

TRAINING FOR FACULTY AND STUDENTS

The Program Directors and Course Coordinators provide faculty with appropriate training to use pedagogical approaches and technology to promote academic integrity. Additionally, the University provides information about the importance of maintaining academic integrity through a variety of resources. They are widely disseminated in the Student Handbook, the University Catalog, and on Blackboard. Syllabi, the University Catalog and orientations include information for students on the rigors of maintaining academic integrity.

WITHDRAWAL FROM THE UNIVERSITY

It is absolutely essential that students follow the proper withdrawal procedure in order to be assured of an honorable dismissal from the University. Students are considered in attendance until this formal notification is completed and returned to the University Registrar.

The deadline to withdraw from the University without any record of courses or grades of the current semester is the same as the “last day to drop without a W grade.” – See Academic Calendar. If a student withdraws from the University before the “last day to withdraw from a course,” all withdrawal grades will be a “W” and will affect Academic Standing upon return to the University. If a student withdraws after the “last day to withdraw from a course” all withdrawal grades will be a “WF” and will affect the GPA calculations and Academic Standing upon return to the University. If students withdraw during the exam period, they will receive “WF” grades for all their courses. If an instructor has entered a grade, the grade entered by the instructor will not be changed. Please note that an “F” and “WF” grade have the same effect on the GPA and Academic Standing. The “WF” grade identifies a late withdrawal.

Students who need to leave the University after the “last day to withdraw from a course” due to serious circumstances must seek permission from the Dean of Students for late withdrawal. Students who receive permission will receive “W” grades.

Withdrawal forms are available online on the University Registrar’s website: <http://www.philau.edu/registrar>. To return to the University after withdrawal, see the section on “Re-entry to the University.”

See “Leave of Absence”

Graduate Student Academic Policies

The following are the general policies and procedures unique to the students pursuing coursework in the graduate programs of the University.

In addition to the following Graduate Student Academic Policies, students are expected to review any published policies specific to their graduate programs.

Topics for this section are organized in alphabetical order.

ABSENCES FOR MEDICAL REASONS

Any student who is unable to attend classes for three consecutive days or more due to illness or injury should alert the Dean of Students Office. Notifications by the Dean of Students Office will be sent to each professor of the student currently not able to attend classes due to medical reasons. Philadelphia University Health Services does not provide "sick notes" for students to professors for brief absences from class due to illness. We encourage students to communicate directly with their professors about their absences. This is meant to encourage mature communication between student and professor, as well as encourage personal responsibility for class attendance decisions.

Absences due to illness do not supersede the specific attendance policy for an instructor. Students are required to contact their professors about their academic standing in class either during or immediately following the medical problems. The determination of a student's academic standing in class is completely within the discretion of the individual instructor.

If a student is diagnosed with a communicable illness that poses a possible threat to the University community, a general notification may be sent to those at risk for exposure to the illness per the recommendation of the Philadelphia Health Department. Efforts will be made not to disclose the infected student's name. The University cannot assume responsibility for deductions and assumptions made by others, but will make every effort to anticipate and address any concerns.

Students who are diagnosed with a communicable disease and those not immunized against an offending vaccine-preventable disease may be required to leave campus until their illness is resolved. For information, contact the Student Health Center at 215.951.2986.

ABSENCES AND OBSERVANCE OF RELIGIOUS HOLIDAYS

Philadelphia University is a nonsectarian educational institution and respects the diversity and religious needs of its affiliates. The University respects the rights of faculty, staff and students to observe religious holidays. While academic and personnel calendars do not incorporate religious holidays, the policy is intended to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations. Non-attendance of class on religious holidays by those observing the holiday will be excused without penalty. No adverse or prejudicial effects will result because a student availed herself or himself of these provisions.

The University respects students' rights to observe religious holidays. Students planning to be absent from a class due to religious observance shall notify the faculty during the first week of classes, if possible. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Professors shall work with students to ensure they have a reasonable opportunity to make up missed classes and assignments.

ACADEMIC ADVISING—GRADUATE

Academic advising is available for each student. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with an advisor. After a student is accepted into the program, an advisor is assigned by the program director.

ACADEMIC INTEGRITY

Academic Integrity and honesty is the foundation of the Philadelphia University teaching, learning, and professional community. Anyone who is a part of this community who knowingly or unknowingly breaks the rules of academic integrity as defined by the Philadelphia University community commits an offense against all members of this group. In order for all to know and understand the standards that define academic integrity at Philadelphia University, the following policy has been developed and ratified by students, faculty, and staff.

These policies pertain equally to all courses regardless of the method of delivery. Thus, they pertain to courses delivered fully or partially online as much as to courses delivered in-person.

Types of Academic Dishonesty

The following incidences provide examples of the most common types of academic dishonesty, but other instances may occur outside of the categories defined here.

Cheating

Cheating is the inappropriate and unacknowledged use of materials, information, designs, ideas or study aids in any academic exercise. The use of books, notes, calculators, electronic resources and conversations with others is restricted or forbidden in certain circumstances as indicated by your professor. Cheating also includes stealing, buying, or otherwise obtaining a test; selling or giving away answers to a test; buying or selling a paper, painting, sculpture, model, project, or design for use in the fulfillment of an academic requirement; or falsifying a grade or attempting to alter a grade on a test, official academic record, or a change of grade form.

Students may not request others (including commercial term paper companies) to conduct research or prepare any work for them.

Students in all course delivery formats, including online and other forms of distance-learning, must complete all coursework themselves. Any attempt to have others complete coursework in the student's name is a form of cheating.

Students are also not permitted to submit identical work or portions of that work for credit or honors more than once without prior approval of the faculty member.

Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work. "Invented" information (that is, information which is made up by the student) may not be used in any laboratory experiment, surveys or other academic exercise. The student must always acknowledge any source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

Plagiarism

Plagiarism is the representation of the words, images, information, charts, graphs, data or ideas of another as one's own in any academic exercise. Every idea, image or argument that is not one's own must be cited. Only information considered to be "common knowledge" does not need to be cited. When unclear about the definition of "common knowledge" in a particular discipline, students should consult with the faculty member teaching the course.

Paraphrased material taken from print, electronic sources, or other media should also be cited. Along with this citation, the author should acknowledge a paraphrase properly, by using words such as: "to paraphrase Smith's comment," or "drawing on Smith's ideas about." Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly cited according to correct citation conventions. Manipulated images or visuals that are not your own must also be cited. Students must familiarize themselves with the correct citation conventions required in each course. Any questions about what constitutes plagiarism should be discussed with the faculty member.

Faculty members may suggest a style guide to use; style guidelines are also available on the Philadelphia University's Academic Success Center Website. (www.philau.edu/successcenter)

Facilitating Academic Dishonesty

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are in violation of the academic integrity.

Denying Others Access to Information or Material

It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student. Examples of offenses of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

Digital Piracy and Privacy

The following, and similar practices, are violations of academic integrity when done to benefit one's own (or others') academic record:

- *Digital Piracy and Privacy*: The willful violation of copyright laws through file sharing of information destined for an academic submission; use of material discoverable or downloadable without acknowledgement of the source; willful deletion of another's work from shared sites, interference with others' use of shared sites, e-portfolios, etc.
- *Hacking*: Seeking out weaknesses in a computer network or system for the purpose of academic gain.
- *Cracking*: Breaking security on a system to engage in theft or vandalism for the purpose of academic gain.

Process of Handling and Reporting Violations of the Academic Integrity Policy

Overview

All members of the Philadelphia University learning community are entrusted with respecting and maintaining its Academic Integrity Policy (hereafter referred to as "AIP"), whether instruction occurs in-person, online or hybrid. Violations are taken very seriously, as the AIP reinforces the values of original thinking and the recognition of the effort and work of others. Anyone violating this trust harms not only

themselves but also the whole learning community (students, faculty, and staff), and the rights of all members of the University and professional communities are compromised.

Roles of Faculty Members and Students Involved in Violations

The severity of violations of this policy varies and must be considered thoughtfully on a case-by-case basis. Sanctions based on this policy are ultimately assessed and implemented at the discretion of the faculty member. Faculty members may determine sanctions within the bounds of the course, e.g. failure on the assignment, or failure of the course. Faculty members do not have the authority to suspend a student from the University.

In order to reach a fair and consistent decision about sanctions, faculty members may seek the advice of the Advising Advocate in their given College, their program director, or their Executive Dean. In such cases, the faculty member may not reveal the name of the student or otherwise compromise the student's identity. When a faculty member assesses a penalty for a violation of the AIP, the student has the right to appeal the penalty—either because s/he feels s/he was not in violation of the policy or because s/he disagrees with the severity of the sanction.

The faculty member has the prerogative to submit a record of the violation of the AIP to the Dean of Students Office. Documentation with the Dean of Students Office formalizes the occurrence and provides a historic record in the event of a recurrence of an AIP violation. It is the role of the faculty member to examine only single violations at hand. It is the role of the Dean of Students Office and the Academic Integrity Board to evaluate issues of recurrence.

Steps in Handling Violations of the AIP

- 1) **Prevention of Violations in Course Planning:** Faculty members are required to include a statement on the Academic Integrity Policy in their syllabi, referring students to the policy in the Student Handbook and the Academic Catalog. Faculty members are also encouraged to provide examples of violations of the AIP that might occur in the course and potential penalties for infractions. In the event that this information does not appear on the syllabus, students are nonetheless bound to the AIP, which is promulgated in the Student Handbook and the Academic Catalog.
- 2) **Resolution at the Course Level:** Faculty members who perceive a violation of the AIP have the prerogative to assess the penalty they deem most appropriate. The faculty member has two main means of support: 1) the advice of the College's Advising Advocate, their program director, or the Executive Dean of the College; 2) following the procedures outlined here.
 - a. As a first step, the faculty member may consult his or her Advising Advocate, program director, or Executive Dean. This is an optional step to acquaint the faculty member with potential ways forward and to solicit feedback on potential resolutions. Because these individuals are not a party to the actual perceived violation, it is not permitted for a faculty member to share the name(s) of the student(s) involved nor to identify the student(s) by any other means.
 - b. Within one week of the faculty member becoming aware of the perceived violation, unless there are extenuating circumstances, the faculty member shall consult with the student (or group of students) involved regarding the allegation of academic misconduct. This consultation may take place in person or in written correspondence, in whatever manner the faculty member deems most effective.

- c. Typically, the faculty member will make the student(s) aware of the penalty imposed for the violation during this first consultation with the student or shortly thereafter. However, the faculty member has the prerogative to assess the penalty at a later date, if there are extenuating circumstances. The faculty member assigns a sanction, up to and including giving the student a failing grade for the class.
 - d. Sample sanctions include but are not limited to:
 - 1. Repeat the assignment or complete another assignment.
 - 2. Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0").
 - 3. Failure of the class.
 - e. In cases of egregious violations of the AIP, the faculty member may request that the Academic Integrity Board consider more severe sanctions for the student(s) involved, including suspension or expulsion from the University. In this case, the faculty member should file the form for a hearing request with the Dean of Students Office. The form may be obtained from the Dean of Students Office or <http://www.philau.edu/successcenter/advisingforms.html>. Once the form is filed, the student(s) shall remain enrolled in the course, unless the faculty member requests immediate removal of the student(s) from the course. Such requests for immediate removal are forwarded to the Office of the Provost.
- 3) **Recording of Violations with the Dean of Students Office:** The faculty member has the prerogative—and is strongly encouraged—to document all violations of the AIP. To document the violation, the faculty member should send written documentation (paper or electronic) to the Dean of Students Office, which serves as the repository for reported violations of the AIP. The description sent to the Dean of Students should detail the violation, the discussions between faculty member and student, and the penalty imposed for the violation. It is anticipated that a vast majority of such violations will end with resolution at the course level and with the recording of the violation and resolution with the Dean of Students Office, requiring no further action by the faculty member or the Dean of Students.

The Dean of Students Office is obliged to keep the record of AIP violations confidential, as mandated by the University Student Records policy. In cases of repeat violations of the AIP by the student or in cases in which further adjudication is being considered, the Academic Integrity Board will be informed and will maintain confidentiality. The Dean of Students Office may also initiate proceedings with the Academic Integrity Board if a student has received a citation for more than one violation of the AIP, or if a violation of the AIP is reported by a university department not directly tied to teaching (as with the Library, the Office of Information Resources, Academic Success Center, etc.).

- 4) **Referral to the Academic Integrity Board:** There are three possible scenarios in which an alleged violation of the AIP proceeds to the Academic Integrity Board for adjudication:
- a. In perceived egregious violations of the AIP, the faculty member may request a full hearing as a means to determine an appropriate penalty, in cases where the faculty member deems that the student's actions warrant suspension or expulsion from the University. In these cases, the faculty member files a form for a hearing request with the Dean of Students Office.

- b. The student(s) involved has the right to appeal the finding and/or sanctions leveled by the faculty member. In this case, the student(s) files the form for a hearing request with the Dean of Students Office.
 - c. The Dean of Students also may request a judgment by the Academic Integrity Board in cases of repeat violations of the AIP, or if a violation of the AIP is reported by a university department not directly tied to teaching (as with the Library, the Office of Information Resources, Academic Success Center, etc.).
The form can be obtained from the Dean of Students Office or <http://www.philau.edu/successcenter/advisingforms.html>. The form for a hearing request should be filed with the Dean of Students Office within 7 days of the faculty member's imposition of a sanction (unless there are extenuating circumstances that require additional time), to allow for scheduling of a hearing as soon as possible. At this time, the Dean of Students Office will also inform the student's academic advisor and the Executive Dean of the student's degree-granting college of the proceedings against a student.
- 5) **Convocation and Composition of the Academic Integrity Board:** The Dean of Students Office will set up and convene the hearing within two weeks of the filed request (unless extenuating circumstances require a delay). The Academic Integrity Board will comprise three voting faculty members (including the Chair of the Student Experience Committee, who chairs the Board proceedings, and two other faculty members from the Student Experience Committee), and two voting student members (drawn from a pool of students from the Student Experience Committee or those nominated by the Dean of Students Office). One administrative representative from the Dean of Students Office will be present in a non-voting capacity, to record the proceedings and to insure the proper administration of the hearing and recording of the finding.
- 6) **Proceedings of the Academic Integrity Board:** The faculty member who made the initial finding or referral to Academic Integrity Board may submit a written statement and supporting evidence, as she deems appropriate, and should be prepared to appear at the hearing to present evidence. The student(s) involved in the adjudication may submit a written statement and supporting evidence, and must appear before the Board to address the finding of the faculty member. For students enrolled in online or other distance-learning formats, the Academic Integrity Board may include the student by means of internet-based visual and verbal participation or, in cases where visual interaction is technology not possible, by phone. The student's academic advisor, Advising Advocate, and Executive Dean are permitted—but are not required—to attend the hearing, though not in a voting capacity. The Chair of the Academic Integrity Board will determine whether any witnesses may offer testimony. The five voting members of the Board will make a judgment that shall uphold, amend, or retract the sanction(s) imposed by the faculty member. In cases of egregious violations of the AIP or recurrent violations of the AIP, the Academic Integrity Board has the authority to suspend or expel the student from the University.
- 7) **Documentation of the Academic Integrity Board Hearings:** All documentation of the hearing process will be kept on file in the Dean of Students Office. The student will be told of the outcome of the hearing immediately after deliberation, and will receive a written summary of the finding of the Academic Integrity Board within 3 working days of the hearing. The student's

Executive Dean and Academic Advisor will also be informed of the conclusion of the Academic Integrity Board.

- 8) **Appeal of the Academic Integrity Board Decision:** Students have the right to appeal a decision by the Academic Integrity Board in accordance with the guidelines governing a “University Committee” published in the University Catalog: “In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal.”

ACADEMIC INTERNSHIPS-GRADUATE

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in the professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship (visit www.philau.edu/careerservices/students/internships for details).

Academic internships are offered during the fall, spring and 12-week summer term. The course syllabus is focused on professional skill-building and written assignments. Graduate-level internships are offered as a 3-credit course. Graduate students are permitted to enroll in the undergraduate 0.5-credit course in order to meet employer hiring policies, but it does not count towards graduate degree requirements. Students may only enroll in an internship course during the semester of the internship experience; credit is not issued retroactively or for future experiences.

While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and a student’s overall career and professional development. The Career Services Center and designated Faculty Internship Advisor (FIA) from the student’s major provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategies prior to the internship.

At the conclusion of the internship semester, all students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. Graduate internships (when administered by the Career Services Center) require a minimum of 12 weeks in length and a minimum of 12 hours per week on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.

Internship course registration may only occur once an offer has been received and accepted from the employer. Several steps are required in order to register, and the Registrar’s Office ultimately enrolls each student in the internship course once all required paperwork is completed and submitted. The deadline to register for academic internships is the last day to add class for the semester of intended participation as established by the Registrar’s Office. (Refer to the academic calendar for specific dates.) Students are strongly encouraged to apply early and to contact Career Services for assistance, which provides the best success in finding an appropriate experience in time to meet registration

deadlines. To learn more about the registration process, visit www.philau.edu/careerservices/students/internships.

Minimum Requirements for Participation:

- Full-time status during the regular academic year (fall/spring semesters; may differ by program)
- Completion of 18 core graduate credits by the start of the internship experience
- 3.25 cumulative GPA in the semester preceding the internship

International Students:

- Meet criteria above as relevant to program enrollment
- Must be eligible for Curricular Practical Training (CPT) - visit www.philau.edu/careerservices/students/internships for details

Note: Students not meeting minimum requirements may be considered by submitting a formal appeal. Contact Career Services for additional information.

To learn more about academic internships at Philadelphia University, visit www.philau.edu/careerservices/students/internships or contact Career Services at intern@philau.edu or 215-951-2930.

ACADEMIC STANDING

Students' academic records are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements. The program director or coordinator will notify the student when problems in academic performance may jeopardize a student's good standing. Official notification of probation or dismissal will be in writing and sent directly to the student by the program director or coordinator. Poor academic performance leading to probation or dismissal is listed below.

Probation

Students whose academic records include one or more of the following will be placed on academic probation by their respective program directors or coordinators:

- Semester grade point average below 3.0 (including all courses taken)
- Cumulative grade point average below 3.0
- A grade below "B-" in one or more courses (including foundation courses and undergraduate prerequisite courses)
- Withdrawing from a course for academic reasons

Students on academic probation will be required to improve their academic performance their next semester enrolled in order to be removed from academic probation. These details will be provided in writing to the student upon notification of placement on probation.

Dismissal/Terminal Probation

If the student is placed on probation and remains on probation at the end of the following semester, the student will be dismissed from the University. In addition, students whose academic record includes one or any combination of the following will be dismissed from the University.

- Cumulative grade point average below 3.0 for any two terms
- Probation for any three terms

- A grade below “B-” in two or more courses (including foundation courses and undergraduate prerequisite courses)
- Failure to repeat specified courses as stipulated in the probation notice, including outstanding grades of “F” in courses in the student’s program
- Failure to earn minimum 3.0 grade in a repeated course
- A grade of “F” or “NC” in more than one course within the student’s program
- Unprofessional behavior and/or conduct that violates the University’s Code of Conduct (<http://www.philau.edu/studenthandbook/2015-2016/>) or other behavioral guidelines as communicated directly to the student by the program director or coordinator. Conduct guidelines that are specific to a program or profession are published on the program’s website.
- Students will receive written notification of academic dismissal and may appeal for reinstatement by submitting a written request for reinstatement to the chair and sub-committee chair of the Student Experience Committee by the date listed in the letter. The petition for reinstatement should include:
 1. An explanation of the poor academic performance that led to the dismissal, i.e. insufficient credits earned and/or low GPA.
 2. An explanation of whether the student worked with his/her program director, sought tutoring assistance or accessed other support services to address academic performance.
 3. Documentation concerning any mitigating circumstances that may have contributed to poor performance. This includes but is not limited to medical or psychological documentation.
 4. A plan for preventing recurrence of these academic difficulties and for raising credits and/or the GPA above the minimum standard for continued enrollment.
 5. Letters of support from the program director, professors or other support staff (optional).

Members of the Student Experience Committee will review petitions for academic reinstatement. Written notification will be made as soon as practical, no later than one business day prior to the beginning of the enrollment period for which the student is seeking reinstatement.

See the program sections for the following regarding program specific information on academic standards:

Combined B.S. in Health Sciences/M.S. in Community and Trauma Counseling

Combined B.S. in Psychology/M.S. in Community and Trauma Counseling

Combined B.S. in Health Sciences/M.S. in Occupational Therapy

Combined B.S. in Psychology/M.S. in Occupational Therapy

M.S. in Community and Trauma Counseling

M.S. in Midwifery

M.S. in Occupational Therapy

M.S. in Physician Assistant Studies

ADDRESS OR NAME CHANGES

It is the student’s responsibility to see that a valid permanent address and current name is on file in the Office of the University Registrar. Any change of name or permanent or local address must be reported

to the Office of the University Registrar when it occurs. Students may also change their address on WebAdvisor. A forwarding address should also be given to the U.S. Postal Service.

International students must also contact the director of International Student Programs when changing their name or address.

APPEAL OF ADVERSE DECISIONS Students have the right to appeal decisions that are made regarding them by any faculty, official or committee of the University. The Dean or Program Director or Academic Success Center can advise students on the appeals process.

Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the dean or the person to whom that faculty or staff member reports. In the event a satisfactory resolution cannot be reached at that level, or if there is no intermediary, an appeal may be submitted to the Executive Dean of the College. The Executive Dean is the final appeal.

In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal.

ATTENDANCE

All students are responsible for, and grades may be determined by, all requirements outlined by the instructor's syllabus. This may include class attendance and participation, as well as the completion of all assignments, the reading of all required materials, the completion of laboratory assignments and/or field trips, and the taking of the required examinations.

Any students with absences due to extended illness should contact the Dean of Students office. This will not, however, override an instructor's attendance policy. Students are required to speak with their instructors about all extended absences to learn of their academic standing in class. Students with excessive absences due to personal circumstances should contact the Dean of Students and are encouraged to contact the Counseling Center.

CANCELLATION OF CLASSES

Cancellation is automatic upon failure of the instructor to appear 15 minutes after the normal starting time of that class, unless notice is sent prior to that time that the instructor will be late.

CHALLENGE EXAMINATIONS

Students who desire credit for courses taken at non-accredited institutions, for industrial/work experience or for other appropriate life experience may arrange for a challenge examination. If the subject is not covered by the national testing agencies (see National Testing Agencies), a student may receive credit for courses offered by the University by making arrangements for an examination to be given by the college offering the course. Satisfactory evidence of adequate and appropriate preparation must be presented before the examination is prepared. If it appears that the student has adequate preparation, the student pays a fee, presents the receipt to the college manager of academic operations, and takes an examination. The college will send the Office of the University Registrar the receipt for the examination fee along with written notification of a passing grade for the examination. Only one examination will be allowed for any one course. Students are ineligible for a challenge examination if they have previously enrolled in the same course at Philadelphia University.

See "Financial Information."

CHANGING CATALOG YEAR

In connection with changes in University curricula, there may be rare occasions in which students are requested to change their catalog year to gain the learning advantages offered by the new curricula.

Changes in Catalog Year are only progressive, meaning that catalog year changes may only advance to the latest or most recent year's curricula. No students or programs may request that a catalog year be changed regressively, i.e. moving back to the curricula of previous year or years.

CHILDREN IN INSTRUCTIONAL SETTINGS

The University teaching and learning environment is not an appropriate setting for children.

Faculty and students shall refrain from bringing children to classrooms, studios, laboratories and other instructional settings except in the event of unanticipated emergencies and in those instances, only with appropriate approval. When unanticipated emergencies do arise and an exception is being sought, the procedure for seeking approval is as follows:

- A student seeking permission must contact the course instructor prior to the beginning of class to discuss potential alternate solutions, and if there are none, to request the instructor's permission to bring his/her child to that instructional setting on the designated day.
- Full-time and adjunct faculty members seeking permission must contact either the program director/section coordinator, as appropriate, or the manager of academic operations, in accordance with the College/School procedures, to discuss the circumstances, and whether the director/section coordinator or manager will grant permission to bring his/her child to that instructional setting on the designated day.

While this is a general University policy about children in instructional settings, individual Colleges or Schools may adopt more restrictive policies which do not allow for any exceptions for certain settings, such as workshops, laboratories, and studios, for which the protection of faculty, students, their children as well as the University's facilities.

COMPLIANCE WITH UNIVERSITY REGULATIONS

By accepting registration, students agree to accept responsibility for compliance with academic requirements and conduct regulations.

It is recognized that, once registered, students have basic rights, but the University reserves the right to require students to withdraw at any time if they fail to live up to their responsibilities to maintain the standards of conduct and scholarship.

Due-process procedures will be followed in all violations that could result in the dismissal of a student from the University.

COMPUTER RESOURCES

The Office of Information Resources (OIR) is responsible for management, operation, security and support of the information-technology environment at Philadelphia University. In accordance with established policies, all members of the Philadelphia University community are responsible for effective, efficient, ethical and acceptable use of information resources. The complete text of the University's "Information Technology Policy" is published in the University's *Student Handbook* and is available online at <http://www.philau.edu/studenthandbook/2015-2016/>.

CONDUCT

The University tries to minimize the number of specific regulations governing conduct, assuming that students are adults and mature enough to establish a code of conduct that will reflect well on themselves and the University. The University expects students to perform their work honestly, pay debts promptly, comply with public laws and respect the property of the University, the community and fellow students.

All individuals and organizations affiliated with the University or using the name of the University are expected to conduct their affairs in a manner reflecting credit on the University. The University does have regulations governing certain types of conduct. These are stated in detail in the Student Handbook, which is available online at <http://www.philau.edu/studenthandbook/2015-2016/>.

A Student Conduct Committee reviews serious cases involving violations of conduct standards and regulations, including academic dishonesty. The operation of this committee is outlined in the Student Handbook.

COURSE-BY-APPOINTMENT (CBA)

The intended course-by-appointment must currently exist in the University catalog, i.e. course number and course name already have been created by the Registrar. All prerequisites for the existing course must have been met prior to the CBA.

A written proposal detailing how the existing syllabus will be modified to allow equivalent classroom experiences during the term must be attached to the required approval form. This form is obtained online at the University Registrar's website at www.philau.edu/registrar and, if approved, the student must submit the form to the Registrar before the "last day to add" deadline (see Academic Calendar). Further details are provided on the form.

Students may also be permitted to take CBA for an existing catalog course that anticipates low enrollment. In such cases the University Registrar lists such courses on the master schedule without indicating days or times. The assigned faculty member subsequently contacts all students who register, and a mutually convenient day and time is established. The completed form, with the required signatures, will be submitted to the manager of academic operations of the college in which the course is given, or the School of Continuing and Professional Studies if appropriate, and must be presented to the Registrar before the "last day to add" deadline.

The University reserves the right to identify courses that may not be taken by appointment regardless of scheduling conflict or anticipated date of graduation. See "Independent Study."

CREDIT HOUR

Definition of a "Credit Hour" – Semester Credits

The calculation for credit hour for all courses at Philadelphia University is consistent with the U.S. department of Education and the Pennsylvania Department of Education credit hour definition as defined below.

U.S. Department of Education:

The Code of Federal Regulations, Title 34: Education, Part 600. Institutional eligibility under the Higher Education Act of 1965, as amended. Subpart A-General Section 600.2 states the following:

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) *One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or*

ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Pennsylvania Department of Education (PDE): 22 Pa. Code, Chapter 31, 31.21-31.22.

“A semester credit hour represents a unit of curricular material that normally can be taught in a minimum of 14 hours of classroom instruction, plus appropriate outside preparation or the equivalent as determined by the faculty”.

Philadelphia University’s formats and modes of instruction appear below based on the calculation of these modes of delivery for one credit hour per week:

Lecture: A credit hour is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks.

Laboratory/Studio: The conventional suggestion is two hours of instruction and at least four hours of work outside of class in the semester.

Independent Study: In addition to earning credits through formal courses, students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. An independent study provides students a unique opportunity to work closely with a faculty mentor, while studying a subject of their own choice. This learning experience, however, *should not duplicate the content of an existing catalog course*. The meeting time established by student and faculty must meet the minimum instructional time and out of class student work per week as in the established time for lectures, labs or studios. *Additional requirements are detailed in the current catalog, and each School/Program may have requirements beyond those at the University level.*

Internship: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship. Details can be found at: www.philau.edu/careerservices/students/internships. The 0.5 and 3 credit internship courses require a minimum of 12 hours per week on site, and the 6 credit internship course requires a minimum of 35 hours per week on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.

Course by Appointment: Students may be permitted to take a “course-by-appointment” for an *existing catalog course*. The assigned faculty member subsequently contacts all students who register, and a mutually convenient day and time is established. The course follows the normal syllabus, assignments, and examinations. *Additional requirements are detailed in the current catalog and each School/Program may have requirements beyond those at the University level.*

Clinicals/Rotations/Fieldwork/Preceptorship: These learning experiences occur outside of a class

setting with directed activity and a faculty member in contact with the student to ensure student outcomes are reached. Typically the learning experience occurs outside of a lecture setting with directed activity. The experience may involve a site supervisor or a preceptor. Student activities may include experiences where the student is directly involved with the evaluation and management of patients/clients displaying the level of knowledge and skills learned during instruction, hours in a clinical/office setting, attending to patients/clients and partaking in continuing medical/education seminars, demonstrating the connection between academic learning and real world application in a clinical/office setting and documenting, reflecting and chronicling their learning and accomplishments. Due to the wide variety of programs the actual activities students participate in may differ, but all activities must meet at least the minimum credit hour requirement for lab/studios. (The majority usually go well beyond this requirement).

Online: Philadelphia University follows the definition of Distance Education/Distance Learning consistent with HEOA, PDE and Middle States standards and guidelines for all distance learning degree or certificate programs.

Online education is an alternate format to onsite based instruction using various technologies to deliver faculty directed instruction to students who are not physically present in an onsite setting. These methods could be synchronously or asynchronously and technologies may include but are not limited to the internet; one-way and two-way transmissions through open broadcast, discussion boards, satellite, wireless communications devices; audio conferencing; or Video cassettes, DVDs, and CD-ROMs, when used in a course in conjunction with any of the technologies listed.

All our online courses satisfy the PDE guidelines for “equivalent instruction”. See below for PDE parameters for curricular content that that are equivalent to classroom based instruction. (PA Code 31.21)

According to PDE clarification, equivalent content:

- should be related directly to the objectives of the course/program,
- should be measurable for grading purposes.
- should have the direct oversight or supervision of the faculty member teaching the course
- should in some form be equivalent of an activity conducted in the classroom.

PDE states that equivalent content may not be:

- homework assignments
- focused on “time spent,” that is, the amount of time the student spends accomplishing the task

Hybrid: Hybrid courses are a combination of onsite (face-to-face) and online formats. The instruction hours must reflect the total of both methods and comparable time to out of class requirements as in traditional onsite courses.

Accelerated Courses: Philadelphia University offers courses that are outside of the standard 15 week semester. Courses in the College of Continuing and Professional Studies are offered in 8 week terms. These courses go through the same curriculum governance as courses in the standard semesters and are subject to the same standards. All accelerated courses must meet the required instruction time and out of class work time as defined for their traditional counterparts.

Short Courses: These are Faculty-led short courses away or abroad. These courses provide students with appreciation and understanding of the global or national environments. Short away courses help students value intercultural/diversity experiences as they develop an ethical & professional awareness

of their discipline within the global/national community. Students also gain insight into the historical, cultural, social, political and geographic contexts of the site of study while applying their resourcefulness, flexibility, interdependence and the ability to collaborate and work in a group. All short courses whether away or abroad, must meet the required instruction time as traditional onsite courses.

Academic Year: It is important to note that regardless of terms, format or mode of delivery, all programs in all terms follow the established credit hour definition.

Traditional Programs – All traditional programs at Philadelphia University follow the standard semester format with Fall and Spring semesters totaling a minimum of 30 weeks of instructional time. (DOE CFR Title 34 668.3 #1i) These weeks do not include reading days or final exams. The traditional programs also utilize the twelve week summer term or the two six week summer terms.

The resident Continuing and Professional Studies programs have five eight-week terms which consist of two eight-week Fall terms, two-eight week Spring terms and one eight-week summer term.

The Online Continuing and Professional Studies programs has six eight-week terms which consist of two eight-week Fall terms, two eight-week Spring terms and two eight-week summer terms.

The Disaster Medicine and Management program as approved by the state has four twelve-week terms (Fall, Winter, Spring and Summer).

Determining and Monitoring Amount and Level of Credits: Credit hours are determined by the faculty and the college deans in collaboration with the University Registrar's Office which enforces the credit hour policies listed above. All curriculum proposals go through the Philadelphia University Academic Opportunities and Oversight committee and are approved by their College Education Committees. These committees guide, review, evaluate, and coordinate curriculum proposals for all curriculum in the university. All undergraduate courses indicate the number of credits proposed and the number of hours for lecture, lab etc. per week for the course e.g 3-2-3 which indicates that this 3 credit course will have 3 hours of lecture and 2 hours of Lab/Studio instruction per week. The graduate courses specify the number of credits for the proposed course and the syllabi show the weekly task/instruction. Furthermore, at the submission of the semester course schedule the Registrar's office reviews all submissions to ensure they are meeting the credit hour requirement.

Program Review and Content Specialty Accreditation: Through the regular process of Program Review as well as individual program accreditation, credit hour assignment is monitored by the colleges themselves and visiting accrediting teams. The majority of programs in both the college of Architecture and the Built Environment are reaccredited every 5-7 years, as are some of our design programs, engineering and health sciences programs.

Credit by Exam (Waiver Examinations)

Students may request to take a waiver examination instead of taking a course. The student must have experience in the field covered by the course or must have studied it elsewhere. Students may take waiver examinations for up to two courses in their degree programs. Credits earned by a waiver examination are not considered transfer credits. The cost of taking a waiver examination is equivalent to one credit hour of the current graduate tuition. Consult with your program director for specific details.

Credit/No Credit—Graduate

Some graduate courses are graded on a "Credit/No Credit" (CR/NC) basis. To obtain credit for these courses, students must earn the equivalent of a "B-" or better in the course. The grade point average will not be affected whether credit is received for the course or not.

DEGREE OPTIONS

The following are degree options outside of the standard graduate degree programs. Offerings for these types of degree programs may be found at <http://philau.edu/catalog/Introduction/GradABList.html>.

- Combined Degree program

A Combined Degree program is reserved for fields in which the master's degree is the required credential for a professional license. Students are admitted as freshmen to a Combined Degree program (BS/MS). This pathway may shorten the time to the graduate degree. Undergraduate students must maintain the program's academic progression criteria to remain in the Combined Degree program and to retain admission to the graduate program.

- "4 +" Option "sub-matriculation"

A "4+" Option is an accelerated pathway to a graduate degree. Undergraduate students may apply to a designated graduate program and begin graduate coursework, i.e. submatriculate into the graduate program. The graduate degree is completed after the baccalaureate, in additional semesters depending upon the graduate curriculum.

- Dual Degree program

A Dual Degree program is designed to offer an accelerated pathway to the two degrees at the same level. The two degrees may be completed concurrently or consecutively.

- 1+1 Option (GRAD+GRAD)

This is an efficient option, which may reduce the credits that would have been required to pursue both degrees separately.

DISABILITY SERVICES

Philadelphia University does not discriminate on the basis of disability, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The University provides accommodations for students with disabilities, who are eligible for accommodations and who seek accommodations. All students interested in receiving accommodations must contact the Office of Disability Services by email at DisabilityServices@philau.edu, phone at (215.951.6830) or by visiting our office (Kanbar 102D). Information on services may also be obtained by visiting our website: <http://www.philau.edu/disabilityservices/index.html> Students requesting accommodations in the classroom must present a current accommodation letter from the Office of Disability Services to the instructor before accommodations may be provided. Philadelphia University works with students with disabilities regarding equal access to all services and programs. Requests for accommodations may be made at any time (although accommodations are not retroactive). The University encourages all students who have any inquiries to contact Disability Services.

DROPPING COURSES, ADDING COURSES AND SCHEDULE CHANGES

Schedule changes, such as adding a course, changing a section, replacing a course or section, etc., must be made by the "last day to add" in the Academic Calendar. See Academic Calendar online. Students may drop a course with no notation on the transcript if the drop is completed before "last day to drop without 'W' grade" deadline on the Academic Calendar.

After the “last day to drop without W grade,” a student may withdraw from a course prior to or on the “last day to withdraw from a course” (see Academic Calendar). When a student withdraws from a course, a “W” will appear on the transcript for that course and this will affect the student’s Academic Standing. To withdraw from a course, all students must submit a signed Course Withdrawal form to the University Registrar. Forms may be found online at the Registrar’s website: <http://www.philau.edu/registrar>.

If the student officially withdraws after the “last day to withdraw from a course,” a “WF” will appear in the transcript and affect the GPA calculations and Academic Standing. If the student fails to officially withdraw from a course before the “last day to withdraw from a course,” a grade of “F” will appear on his/her transcript and affect the student’s GPA calculations and Academic Standing.

Specific deadlines for dropping special accelerated courses or summer session courses are published by the University Registrar. These deadlines will determine the drop period for summer terms. In exceptional cases a student may request special permission from the Director of the Academic Success Center to drop a course after the “last day to withdraw from a course” deadline. In such cases a grade of “W” will appear on the transcript for that course and this will affect Academic Standing. Students may not drop or withdraw from fundamentals courses.

See “Schedule Changes,” “Leave of Absence/Withdrawal Policy” and “Refund Policy.”

FINAL EXAMINATIONS

Final examinations are scheduled during a one-week period at the end of each semester. Examination periods are two hours in length.

The University has a policy prohibiting the administration of any final examinations during the last “instructional” week of the semester in place of an examination during the scheduled final exam week. No student is required to take more than three final examinations during a given day. If, because of this policy, it is necessary for a student to have any examinations rescheduled, arrangements must be made with the University Registrar no later than a week in advance of the start of exam week.

GRADE APPEAL

To appeal a grade for a course, the student should first discuss the grade with the faculty for the course. If the student is not satisfied with the outcome of this discussion, the student may file a subsequent appeal with the Dean or Associate Dean of the College. In the event that the student is not satisfied with the outcome at that level, or if there is not an intermediary, an appeal may be submitted to the Executive Dean of the College. The Executive Dean is the final appeal.

GRADE CHANGES

All grades become part of the permanent records of the University at the end of the semester. Following this, no grades may be changed without the written approval of the faculty and associate dean of the college offering the course. Forms for change of grades may be found online on the University Registrar’s website, www.PhilaU.edu/registrar.

This in no way affects the institutional policy regarding the grade of “Incomplete.”

GRADE REPORTS

Current students can access and print their grade reports using WebAdvisor. Grade reports are not mailed to students.

GRADING—GRADUATE

The University uses a plus/minus grading system. The passing grades for graduate courses are “CR,” “A,” “B” and “C.” A grade of “F” signifies that the course has been failed. The grade of “C” is the minimum passing grade but is considered unsatisfactory performance.

A cumulative grade point average of 3.0 for all courses in the student’s graduate program is required for graduation; this does not include foundation courses or undergraduate prerequisite courses. The unit of credit is the semester hour. A quality point average is used to determine scholastic standing.

Quality points are assigned according to the following scale:

A	(4.0)	C+	(2.33)
A-	(3.67)	C	(2.0)
B+	(3.33)	C-	(1.67)
B	(3.0)	F	(0.0)
B-	(2.67)		

To calculate the grade point average for a given semester, divide the number of grade points awarded by the number of GPA credits. To calculate the cumulative grade point average, the total number of grade points awarded is divided by the total number of GPA credits .

The “I” (Incomplete) grade is used to indicate that a student has missed some portion of the required work because of illness or other emergencies beyond his/her control. It indicates that the student will most probably complete the missing requirements within the prescribed time limit and, when they do, will probably receive a passing grade.* If there is no possibility of passing the course, then it is inappropriate to assign an “I” grade. Both the student and faculty member assigning the grade must sign the “Agreement for the Completion of Work Outstanding.” Copies of this form are available online on the Registrar’s website, www.PhilaU.edu/registrar. An “I” grade automatically becomes an “F” (failure) unless changed by the end of the 4th week counting from the last day of the end of the semester in which the course was taken.

** In most cases, a passing grade for graduate courses is “C,” but there are courses and programmatic requirements that exceed this. Please refer to the appropriate graduate program and course descriptions in the Academic Catalog.*

Graduate Status

Philadelphia University defines graduate credit hours in the following way:

- 6 & > Credits is equal to full-time
- 3 to 5.999 credits is equal to half-time, and
- 0.5 to 2.999 is equal to less time.

See also financial aid guidelines.

Graduation Application Procedures

Students nearing graduation must review graduation requirements with their advisor or their program’s graduation certification officer at least two semesters before they plan to graduate. Students then must apply online for graduation and then submit a preliminary certification form to the Office of the University Registrar. Deadlines are April 15 for a candidate for August or December graduation, and October 15 for a candidate for May graduation. An August graduate may seek permission to walk at the May Commencement event. Instructions can be found on the Registrar’s page on the web: www.philau.edu/registrar.

GRADUATION REQUIREMENTS-GRADUATE

To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program.

To be certified for graduation, a candidate must have:

- a minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses),
- no more than two grades below “B-” (including fundamental and undergraduate prerequisite courses),
- no “F” grades in courses within the student’s program.

Students must also complete all requirements for the doctoral dissertation or the master’s thesis in programs that require them. See “Guide for the Preparation of Doctoral Dissertations and Master’s Theses” for further information online: <http://www.philau.edu/gradstudent>.

Students must complete an Application for Graduation prior to the semester in which they plan to graduate. This form is available online on the Registrar’s website at www.PhilaU.edu/registrar. Students will be billed for graduation fees.

HUMAN SUBJECTS POLICY

Faculty, staff and students at Philadelphia University are occasionally involved in the conduct of research involving human subjects. Any research conducted under the auspices of Philadelphia University must protect the rights of human subjects and requires approval from the University’s Institutional Review Board (IRB). An IRB is a committee of peers that examines human-subjects research proposed by Philadelphia University faculty or students for ethical concerns and determines: 1) the rights and welfare of the individual or individuals involved; 2) the appropriateness of the methods used to secure informed consent; and 3) the risks and benefits of the investigation. The IRB approves, denies or recommends changes to the proposed research to assure the protection of the rights of human subjects.

The policies and procedures associated with the review and approval of research involving human subjects at Philadelphia University are established to be consistent with current federal guidelines. The complete text of the “Human Subjects Policy” can be found as a resource on the Office of the Provost website, see <http://philau.edu/provost/resources/index.html>

INCLEMENT WEATHER

To ensure the continuation of student learning in time of emergencies, including severe weather, it the policy of Philadelphia University not to cancel classes. However, if on campus sessions are not possible, students are responsible for checking their university email and/or Blackboard for information from their faculty advising them of any immediate impact on the students’ preparation for the next class meeting.

In this event, faculty members have several options including:

1. Holding class through asynchronous electronic means such as emailing the students or posting to Blackboard class lessons, discussion forums and/or additional assignments related to class content;
2. Holding class through synchronous online means.
3. Holding class at a rescheduled time acceptable to all class members. If there are students who are unable to attend a rescheduled class, the faculty should make reasonable accommodations for the student(s) to make up the work.

INDEPENDENT STUDY (IS)

Students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. IS provides students a unique opportunity to work closely with a faculty mentor while studying a subject of their own choice. This learning experience, however, should not duplicate material delivered within an existing course catalog. Only students who are prepared to devote considerable time and effort should undertake IS. Planning of the scope and structure of this learning experience should begin in the semester preceding enrollment, not during the term of the IS.

Before registering for the IS, students must secure the written approval of a faculty member who has agreed to supervise the work. Approval of IS can be expected if the faculty member has the time and the interest to supervise the student's work, and if the supervisor and the student can agree in advance on a suitable subject for independent study. Faculty members may choose which applicants they wish to supervise. The decision will be determined by the faculty member's time available, professional interests and his/her estimate of an applicant's prospects for doing suitable work.

The student plans specific activities and goals with the help of the cooperating faculty member. S/he must then receive approval for the plans and complete the Independent Study agreement form, which is available online at the Registrar's website, www.philau.edu/registrar. The student is responsible for bringing the completed and signed form to the University Registrar for official enrollment purposes.

Requirements for an Independent Study

(Additional requirements may exist for each college.)

- Registration must be completed before the "last day to add" deadline in the current Academic Calendar. (See Academic Calendar.)
- A student may select no more than one course by independent study during a single term.
- A maximum of four courses may be taken by independent study in a degree program.
- A student may not select more than two IS courses under the sponsorship of the same faculty member.
- At the end of the term, students are required to present their work to faculty and student representatives of the University.

See "Course by Appointment."

INFORMATION LITERACY

Mission: To help students become "wise information consumers" and lifelong learners by developing in them the abilities to effectively find, evaluate and apply information.

Information literacy is embedded in the curricula of each college. Students are exposed to information literacy concepts in the context of their program. Students learn how to use the information resources and technologies relevant to their lives as scholars on campus and as professionals in the field.

Throughout their academic careers, students gain practical experience in the critical application of data and information to various information needs and problems.

The 21st-century workplace recognizes the value of information-literate employees. Today's technology- and knowledge-driven economy demands highly skilled workers who are adaptable, resourceful, intrinsically motivated and able to learn. Through the University's efforts to create information-literate graduates, students engage in the same process of information problem-solving that will continue for the rest of their lives.

Information Literacy at Philadelphia University is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and

University administrators. Faculty, administrators, and librarians work together to incorporate Information Literacy into programs, courses and assignments, and to assess Information Literacy Learning Outcomes. Librarians also support students, faculty and staff as they seek to become information-literate, lifelong learners

For more information see "Information Literacy" in Academic Programs section of the Academic Catalog.

INTELLECTUAL PROPERTY AND SPONSORED RESEARCH

In the interest of advancing the scholarly activity of the University, promoting academic integrity and supporting both individual and institutional interests, the University has established certain intellectual property policies that cover the recognition, disclosure, publication and ownership of discoveries made in connection with the academic/research activities of the University. Students, staff and faculty are both protected and bound by these policies.

With respect to research that is sponsored by a governmental authority or other third party, the rights of students in any intellectual property that they may discover or create is governed by the terms of the specific agreement between the University and such third party.

Students must comply with all laws and the University policies applicable to intellectual property. Intellectual property includes copyrights, patents and trademarks which are further described in the University's intellectual property policy. The complete text of the "Intellectual Property Policy" can be found as a resource on the Office of the Provost website, see <http://philau.edu/provost/resources/index.html>.

INTERNATIONAL STUDENTS

International students should consult with the director of International Student Programs concerning specific policies applicable to them. The director of International Student Programs offers assistance to these students in many areas, such as providing orientation assistance, academic advising assistance, referral to language classes as a result of placement testing, and administrative liaison with governmental agencies.

All international students, including transfer students, must report to the International Student Programs office, located in the Kanbar Student Center, to certify their registration and to provide a local address. The office is open on a walk-in basis and by appointment.

LEAVE OF ABSENCE POLICY

A leave of absence is a leave from the University with the intention of returning within two full academic semesters or a calendar year to complete coursework.

The deadline to take a leave of absence from the University without any record of courses or grades of the current semester is the same as the "last day to drop without a W grade." (See Academic Calendar) If a student takes a leave of absence from the University before the "last day to withdraw from a course," all LOA grades will be a "W" and will affect the student's Academic Standing. If a student takes a leave of absence after the "last day to withdraw from a course" all LOA grades will be a "WF" and will affect the student's GPA calculations and Academic Standing.

When a student takes a leave of absence during a semester, the effective date of the leave of absence will be determined when the Office of the University Registrar receives the completed leave of absence form (see University Registrar's website for appropriate form). Students must check with the Student Accounts Office to determine their financial responsibility for tuition and other fees, such as housing and meal plans.

Any student who is in good academic standing is eligible to take a leave of absence from the University for up to one calendar year. A leave of absence allows students to re-enter the University within one calendar year from the date on which the leave was approved without the need for completing a new application.

The leave of absence also enables the student to retain degree requirements from the catalog under which they originally matriculated. Any student may, however, choose to re-enter under requirements in the current catalog. A student whose leave of absence extends beyond two full academic semesters must complete a new application to re-enter the University. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry by the Office of Admissions..

Students who are not in good academic standing are permitted to apply for withdrawal, but not leave of absence. Under these circumstances, the Student Experience sub-committee must approve any application for re-entry before a student registers for any additional courses at the University. (See “Withdrawal from University.”)

For information about the financial aspects of the leave of absence policy, please refer to the “Refund Policy” included in the “Financial Information” section of the catalog.

LEAVE OF ABSENCE—MEDICAL

A Medical Leave of Absence is granted to students who cannot continue enrollment due to physical or mental health problems. A Medical leave remains in force for one calendar year. If the student does not return within that time frame, s/he must re-apply to the University. The procedure for acquiring a Medical Leave of Absence is as follows:

- 1) Complete the **Medical Leave of Absence Form**. (Students can obtain this form from the Registrar’s website: www.philau.edu/registrar.)
- 2) Make an appointment with the Dean of Students Office to discuss the circumstances and implications of the leave. This includes the impact of the leave on academic progress, student accounts, financial aid, tuition insurance claims and housing (if the student lives on campus).
- 3) Provide medical documentation to validate the need for the medical leave.

Students who take a medical leave before the last day to drop will not see any courses or grades on their transcript. Those students who obtain a medical leave during the semester but prior to the “last day to withdraw from a course” will receive “W’s” on their transcripts. If the withdraw date is past, the Dean of Students may authorize “late W’s” for documented medical leaves.

Students on medical leave must notify the Dean of Students Office 30 days prior to the beginning of the semester of their intent to return to the University. Medical documentation will be required for all students to determine if the student is healthy and ready to return to the University. Medical documentation will be on file in the Dean of Students Office.

MATRICULATION MAINTENANCE

In order to earn credit for the completion of the dissertation, thesis, capstone project or clinical experience, a student must be registered in the appropriate graduate program (either in residence or absentia) during the semester in which the course work is completed or the dissertation or theses are defended, and must be enrolled in the appropriate course.

If a student is capable of defending or presenting his/her work within the grace period (approximately four weeks into the next semester, including summer sessions*), the grade of “Incomplete” will be awarded. Following successful completion and submission of coursework (or in the case of thesis or dissertation, a final version of the thesis or dissertation), a change of grade will be submitted by the faculty of record. Students who fail to complete the requirements during the grace period must re-register for dissertation, thesis, capstone project or clinical experience until they successfully meet all requirements.

Students who are judged by the faculty, dissertation or thesis chair, or advisor to be incapable of completing the requirements during the grace period will receive the grade of “TH” (which indicates the course requirements have not been satisfactorily completed, but work is progressing). In addition to being enrolled in the appropriate program, students must re-register in the original course for dissertation, thesis, capstone project or clinical experience coursework in the subsequent fall or spring semester immediately following the semester in which they enrolled to maintain continuous enrollment and to remain in good standing**. Tuition equal to one graduate credit will be assessed for subsequent courses in dissertation, thesis, capstone project and clinical experience.

When the dissertation, thesis, capstone project or clinical experience is successfully completed, the faculty, program director or advisor will submit a final grade for course completion and the student will earn one to nine graduate credits (depending on the major field) for the semester during which the dissertation, thesis, capstone project or clinical experience was successfully completed.

** The grace period ends on the date corresponding to when current semester “I” or incomplete grades are changed to “F” or failing in the subsequent semester; these are listed on the Academic Calendar which is available on the university website.*

*** These courses will have an identical course number with an “e” indicating a matriculation extension.*

NON-DEGREE STATUS ENROLLMENT

Students may apply for non-degree status and register for courses at Philadelphia University. Students with non-degree status are permitted to register for a total of 15 earned credits and thereafter must apply for matriculating status. Credits earned under non-degree status cannot be used to receive a certificate, minor, specialization/concentration or any degree without matriculating. Contact the University Registrar’s office for more information on applying and registering as a non-degree student.

Credits earned under non-degree status cannot be used to receive a certificate, minor, specialization/concentration, or any degree without matriculating.

Registration: Students are expected to register on the published dates for registration. Fees are payable in advance or upon the registration date. Students will receive grades for all courses for which they are registered.

REFUND POLICY—GRADUATE

Students are considered in attendance until the Registrar receives formal written notice of withdrawal. Tuition charges for Graduate students who withdraw from a course will be refunded on the following schedule (Including Summer):

Prior to the first class meeting	100%
Prior to the second class meeting	80%
Prior to the third class meeting	60%
Prior to the fourth class meeting	40%
After the fourth class meeting	0% - No refund thereafter

Online Policy (including Summer Online courses) regardless of login status:

Before classes start	100%
During the first week of classes	80%
During the second week of classes	60%
During the third week of classes	40%
Beginning of fourth week of class	0% - No refund thereafter

REPEATING A COURSE

Students who fail a required course must repeat the same course during the next term in which it is offered if the course is the only course that will satisfy the requirement, or if they wish to have the failing grade replaced in GPA on the transcript. (The old grade is not removed.)

A student will be permitted to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously.

A student who has failed a course twice will be permitted to re-enroll for a course for a third time when he/she presents the University Registrar with written approval from their advisor.

A student who has passed a class twice and wishes to take it a third time for any reason, will need to complete the "Repeating a Course" form and get the appropriate signatures to be allowed to enroll for the course. Appropriate forms for approval are available online on the Registrar's webpage, <http://www.philau.edu/registrar>.

When a course is repeated, the original grade will remain on the transcript, but it will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average, even if it is lower than the grade originally earned.

Grades of "NC" or "AUDIT" will not replace a former grade in a repeated course.

A course failed at Philadelphia University may not be repeated at another institution without prior written approval. See the "Permission to Take Courses at Another Institution" form on Academic Success Center website <http://www.philau.edu/successcenter>.

The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade. Any successfully completed course can be applied to graduation requirements only once, no matter how many times it may be taken and passed.

RESPONSIBILITY TO KEEP INFORMED

Students are ultimately responsible for their own progress toward graduation; they are expected to use the catalog as a reference handbook and to familiarize themselves with the principal policies and procedures contained therein. The Catalog website (www.PhilaU.edu/catalog) is subject to change and will be updated. Students are responsible for monitoring the website concerning changes to policies and procedures that might affect their progress toward graduation and for regularly checking campus mailboxes and Philadelphia University email as a means of keeping informed.

RETENTION OF STUDENT WORK

Philadelphia University is committed to providing excellent and innovative educational opportunities to its students. To help maintain quality academic offerings and to conform to professional accreditation requirements where relevant, the University and its programs regularly examine the effectiveness of the curricula, teaching, services, and programs the University provides. As Philadelphia University sees appropriate, it may retain representative examples or copies of student work from all courses. This might include papers, exams, creative works, or portfolios developed and submitted in courses or to satisfy the requirements for degree programs as well as surveys, focus group information, and reflective exercises.

SCHEDULE CHANGES

Schedule changes, including changing sections, replacing courses with another course, auditing a course, independent study, course-by-appointment or changing a course from graded to credit/non-credit must be made by the “last day to add” deadline. See current Academic Calendar.

STUDENT GRIEVANCES

For information on student grievances and to submit a grievance, see the Student Grievance page, <http://www.philau.edu/studentGrievances/>.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing privacy rights in university records for students and for dependent students' parents. FERPA was passed by Congress in 1974 to provide students the ability to access and review their records and to protect the confidentiality of their records within certain guidelines. Access to the information in a student's records (including access to grades) is generally not permitted to outsiders (third parties) without the student's written consent.

I. To Whom Does FERPA Apply?

For the purposes of this policy, Philadelphia University defines “student” as any person who attends or has attended Philadelphia University.

II. To Which Records Does FERPA Apply?

Philadelphia University defines “education record” as any record in any medium maintained by Philadelphia University that is directly related to a student, EXCEPT:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
3. Records maintained by the office of Student Health Services if the records are used only for the treatment of a student and made available only to those persons providing treatment;
4. Alumni records that contain information about a student after s/he is no longer in attendance at Philadelphia University and the records do not relate to the person as a student;
5. "Directory information." Philadelphia University designates the following items as Directory Information: student name, addresses, telephone numbers, email addresses, major and minor fields of study, credits for which a student is registered (FT or PT status), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, date of graduation, most recent previous school attended, and photographs. Philadelphia University may disclose any of those items without prior written consent unless notified in writing on the form available from the registrar no later than the “last day to add” (see Academic Calendar) of the fall, winter, spring or summer terms. Such notice shall be effective only until the end of the academic year during which it is given. An online student directory listing each student's name, permanent address/phone number and local address/phone number is created each fall by the Office of the Dean of Students and the Office of Information

Technology. The directory is password-protected and only available to individuals affiliated with the University.

III. How Are Students Informed About FERPA?

Students will be notified of their FERPA rights through the annual distribution of the University Academic Catalog and the Student Handbook.

IV. How Can Students Inspect Their Records?

Students may inspect and review their education records upon written request to the Office of University Registrar. The request must identify as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate Philadelphia University staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records can be inspected if the inspection cannot be done at the time of request. Access will be given in 45 days or fewer from the receipt of request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.

V. When May the University Refuse Student Access to Records?

Philadelphia University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parent(s);
2. Letters and statements of recommendation to which the student has waived his or her rights of access, or that were placed in the files before January 1, 1975;
3. Records connected with an application to attend Philadelphia University or a component unit of Philadelphia University if that application was denied;
4. Those records that are excluded from the FERPA definition of "education records."

VI. When May the University Refuse to Provide Copies of Records?

Philadelphia University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student is currently attending Philadelphia University or is a former student who lives within a commuting distance of Philadelphia University;
2. The student has an unpaid financial obligation to Philadelphia University; or
3. There is an unresolved disciplinary action against the student.

However, even in the above situations, students will not be denied the right to inspect their records. Philadelphia University will not normally issue copies of any document if an original or source document exists elsewhere (e.g., records from other schools).

VII. Where Are Students' Education Records Kept?

The following is a list of the types of records that Philadelphia University maintains, their locations and their custodians.

Admissions Records

Location: Office of the University Registrar, Archer Hall, First Floor

Custodian of Records: University Registrar

Cumulative Academic Records

Location: Office of the University Registrar, Archer Hall, First Floor

Custodian of Records: Registrar

Athletic Records

Location: Athletics Office, Althouse Hall

Custodian of Records: Director of Athletics

Student Conduct/Disciplinary Records

Location: Office of the Dean of Students, Kanbar Campus Center, Second Floor

Custodian of Records: Dean of Students

Financial Records

Location: Business Office Archer Hall, Second Floor

Custodian of Records: Controller

Financial Aid Records

Location: Financial Aid Office, White Corners, First Floor

Custodian of Records: Director of Financial Aid

International Student Affairs Records

Location: Office of International Education and Global Initiatives, Kanbar Campus Center, First Floor

Custodian of Records: Director of International Education and Exchange Programs

Placement Records

Location: Career Services, Kanbar Campus Center

Custodian of Records: Director of Career Services

Note: Other student education records not indicated above are available upon specific request.

VIII. When May Students' Education Records Be Disclosed to Others?

Philadelphia University may disclose information from a student's education records only with the written consent of the student, EXCEPT:

1. To Philadelphia University officials who have a legitimate education interest in the records. Philadelphia University officials include persons employed by Philadelphia University in supervisory, academic, research, or support staff positions; persons employed by or under contract to Philadelphia University to perform a special task, such as an attorney, auditor, or collection agent, university security unit, persons serving on the board of trustees, or a student serving in an official committee such as disciplinary or grievance committee; or students assisting another school official in performing his or her official task. A Philadelphia University official has a legitimate education interest if he or she is performing a task that is part of his/her responsibilities or contract agreement, performing a task that is related to the student's education, performing a task related to the discipline of a student, or providing a service or benefit to the student such as health care, counseling, job placement, or financial aid.;

2. Upon request to officials of another school to which a student seeks or intends to enroll or has enrolled, although such information is usually transmitted only in response to a specific written request from the student;
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities in connection with certain state or federally supported education programs;
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. To organizations conducting certain studies for or on behalf of Philadelphia University;
6. To accrediting organizations to carry out their functions;
7. To comply with a court order or a lawfully issued subpoena when specifically requests (student may not be notified);
8. To appropriate parties in a health or safety emergency;
9. To parents/legal guardians of an eligible student who claim the student as a dependent for income tax purposes. The University informs parents/guardians where it deems appropriate;
10. In cases of violent crime, the results of any disciplinary proceeding conducted by the University against an accused student to the alleged victim.

A log shall be maintained in each student record to document the use of that record by individuals other than University officials. The log shall indicate the date of the request, the individual or the organization using the record, and the purpose for which it was used. The student (or parent/guardian of a dependent student) may inspect and review this log.

IX. How May a Student Make Changes to Education Records?

Students have the right to request to have records corrected or amended that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of records:

1. The student must ask the appropriate official of Philadelphia University to amend a record. In doing so, the student should identify the part of the record s/he believes should be changed and specify why s/he believes it is inaccurate, misleading or in violation of his or her privacy or other rights;
2. Philadelphia University may comply with the request or it may decide not to comply. If it decides not to comply, Philadelphia University will notify the student of the decision and advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading or a violation of the student's rights;
3. Upon request, Philadelphia University will arrange for a hearing and notify the student of the date, place and time of the hearing reasonably in advance;
4. The hearing will be conducted by a hearing officer who is a disinterested party (although he or she may be an official of the institution). The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney;
5. Philadelphia University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision;
6. If Philadelphia University decides that the challenged information is not inaccurate, misleading or in violation of the student's rights of privacy, it will notify the student that s/he has the right

- to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision;
7. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If the student requests disclosure of the record that contains the contested portion, s/he may indicate that the files also contain the student's statement, which will then accompany any disclosure of the record;
 8. If Philadelphia University decides that the information is inaccurate, misleading or in violation of the student's rights of privacy, it will amend the record and notify the student that the record has been amended.

The provisions of this section may not be used to challenge course grades.

X. To Whom May a Student Complain if Issues Arise?

Students who believe that Philadelphia University is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that act may file complaints in writing with:

The FERPA Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

The full text of the Family Educational Rights and Privacy Act as amended and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act are available for inspection at the Office of the University Registrar.

TIME RESTRICTION

The maximum time for completion of the degree program is seven years from the date of first enrollment (four years for the midwifery master's program and five years for the doctor of philosophy program). Students who have not earned the graduate degree during this period will have their academic records reviewed and may be asked to meet additional requirements in order to graduate.

TRANSCRIPTS

Process for requesting a transcript can be found on the web at www.philau.edu/registrar/forms.htm

The fee for a transcript is \$12 per copy. If express service is needed, there is an additional fee of \$25 for domestic express mail, and an additional fee of \$40 for international express mail. Walk in request for overnight service must be received by 10 a.m.

Please note that unofficial copies of the transcript are available to **currently enrolled students** through their WebAdvisor account.

See catalog "Unadjusted Indebtedness."

TRANSFER OF CREDITS-GRADUATE

Students may transfer a maximum of 30% of the total credits required in the graduate program, provided permission of the graduate program director has been obtained and the student is in compliance with program residency requirements as published by the program. Transfer credit for

graduate courses previously taken and awarded a grade no less than a “B” from other institutions may be accepted, in all modes of delivery. Courses completed at institutions that are neither regionally accredited nor accredited by agencies listed as accreditors by the United States Department of Education may be considered for Philadelphia University transfer equivalencies. Exceptions to the policy may be made by the program director for students studying abroad in university-approved graduate programs. Please note that if a course was used to satisfy the requirements of a completed degree, the credits cannot be used to satisfy the requirements of another degree. Students wishing to transfer credits should be prepared to submit course outlines and texts used so that proper credit may be given. Students wishing to transfer credits of prior graduate work must inform the program director at the point of admission. Students already enrolled in a Philadelphia University graduate degree program must have advanced permission from the respective director in order to enroll in courses with the intent to transfer credit.

TRANSFER TO A NEW DEGREE PROGRAM OR CONCENTRATION

Students who have been admitted to a master’s degree program at Philadelphia University and who wish to transfer to another degree program or to change their concentration must file a Change of Graduate Program Request form. The form is found online at the Academic Success Center webpage www.philau.edu/successcenter. The student’s academic record will be reviewed by the director of the proposed new program. Approval or denial of the request will be sent to the student. An additional application fee is not required and, ordinarily, admissions credentials need not be resubmitted. Credits already earned in the original program may apply to the program if, in the opinion of the program director, they are appropriate to the new degree.

UNADJUSTED INDEBTEDNESS

No diploma, certificate, official grade report, transcript or recommendation will be granted to any person who has any unadjusted indebtedness to the University.

VERIFICATION OF IDENTITY FOR DISTANCE EDUCATION

	Activity for Campus Graduate and Undergraduate Courses and Programs	Responsible Position (if applicable)	Time Frame for Task (if applicable)	Approval Authority (if applicable)
1	A secure login is created for each student’s access to the learning management system (LMS) (Blackboard)	Data Programmer/Analyst from OIR	Point of Matriculation	OIR Chief Information Officer
2	Students receive their unique login to the Student Portal	OIR Chief Information Officer	Point of Matriculation	OIR Chief Information Officer
3	Students can login to the LMS		As needed	Consequence of 1 and 2 above

	Activity for Campus Graduate and Undergraduate Courses and Programs	Responsible Position (if applicable)	Time Frame for Task (if applicable)	Approval Authority (if applicable)
4	Online faculty receive training for using best practices in ensuring academic integrity in online courses	Program Directors	Throughout the year, scheduled and on-demand training.	Director of Online Programs
5	Research and implementation of student verification software	OIR Chief Information Officer	Intermittently	OIR Chief Information Officer
6	Use of third party software (Respondus LockDown Browser and Webcam) for graduate midwifery program on-line tests	Program Director	Immediately before exam taking begins	OIR Chief Information Officer

	Activity for On-line Partnership Graduate and Undergraduate Courses and Programs	Responsible Position (if applicable)	Time Frame for Task (if applicable)	Approval Authority (if applicable)
1	A secure login is created for each student's access to the learning management system (LMS) (Blackboard)	PhilaU Online Admissions Counselor & CPS Ops Coord	At registration for a 8 week module.	Director of Online Programs
2	Students receive their unique login to the Student Portal	CPS Operations Coordinator	At registration for a 8 week module	Director of Online Programs
3	Students can login to the LMS	CPS Operations Coordinator	After registration as needed	Director of Online Programs
4	Online faculty receive training for using best practices in ensuring academic integrity in online courses	PhilaU Online instructional design team	Throughout the year, scheduled and on-demand training.	Director of Online Programs

These standard processes and procedures apply to all credit bearing distance learning courses and programs offered by Philadelphia University, including the PhilaU On-line programs offered through the School of Continuing and Professional Studies.

They were developed to ensure that Philadelphia University remains in compliance with the Federal Higher Education Opportunity Act (HEOA), concerning verification of student identity in distance learning.

In order to verify that the student registered for Philadelphia University distance education courses or programs actually is the individual participating in and receiving credit for the course or program, one or more of the following methods are used to verify identity:

- a) An individual secure login and password is assigned to each matriculated and registered student
- b) Secure examinations if not open reference, provided through Respondus, LockDown and Security Cam
- c) Pedagogical and related practices that are effective in verifying student identity (faculty training, questioning students, frequent participation in the course, etc.)

Secure Login and Password

Each student is assigned a unique ID user number and password to log into the learning management system (Blackboard or Learning House). The user ID is automatically derived through data integration within the Student Information System (DATATEL Colleague) and transferred to the learning management systems. The user ID includes a combination of letters and numbers based on the student's name and unique student ID number. The password used by students is a combination of letters and numbers initially generated randomly and subsequently customized by the student according to password creation rules. At Student Orientation, students are advised to change their password after initial login, as well as change their password frequently to ensure that they are secure. All students are forced to change their passwords every ninety days by the system.

Examinations

Few students in the traditional day program undergraduate and graduate on-line learning courses and programs must take traditional closed reference source exams. For the one program on campus, the Midwifery, M.S. program that has elected to use traditional testing, Respondus LockDown and Security Cam software, in addition to secure login is required before beginning an examination.

Pedagogical and Related Practices

For the majority of courses and programs, open source, open reference testing as well as project based final grades are the norm for Philadelphia University distance learning courses and programs. However, on-line instructors have a responsibility to identify changes in students' activity in on-line courses. Examples of changes could be a sudden change in academic performance, change in writing style, and odd statements by students in discussions or email. Faculty are advised to provide more than one kind of assessment type and to ask students to share important ideas learned from references.

FERPA PROTECTION

All methods of verifying student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the College may be used, at the discretion of the Institution, as the basis for identity verification. For instance, students requesting that their learning management system password be reset may be asked to provide two or more pieces of information for comparison with data on file.

RESPONSIBILITIES

All users of the University's learning management system are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned. The student ID (username) is not a secure credential and may be displayed at various areas in the learning management system. The password used to enter the system is a sequence of random numbers and letters. Access passwords may not be shared or given to anyone other than the user to whom they were assigned for any reason.

In addition, at Student Orientation students are advised to change their password after their initial login and also change them periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent University Catalog as well as the Student Handbook. Failure to read the University's guidelines and policies will not exempt users from responsibility. Students are responsible for providing accurate and true information about themselves in any identity verification process.

Faculty teaching courses through distance education methods have the primary responsibility for ensuring that their courses comply with the provisions of this policy. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

TRAINING FOR FACULTY AND STUDENTS

The Program Directors and Course Coordinators provide faculty with appropriate training to use pedagogical approaches and technology to promote academic integrity. Additionally, the University provides information about the importance of maintaining academic integrity through a variety of resources. They are widely disseminated in the Student Handbook, the University Catalog, and on Blackboard. Syllabi, the University Catalog and orientations include information for students on the rigors of maintaining academic integrity.

WITHDRAWAL FROM THE UNIVERSITY

It is absolutely essential that students follow the proper withdrawal procedure in order to be assured of an honorable dismissal from the University. Students are considered in attendance until this formal notification is completed and returned to the University Registrar.

The deadline to withdraw from the University without any record of courses or grades of the current semester is the same as the "last day to drop without a W grade." (See Academic Calendar.) If a student withdraws from the University before the "last day to withdraw from a course," all withdrawal grades will be a "W" and will affect the student's Academic Standing upon return to the University. If a student withdraws after the "last day to withdraw from a course," all withdrawal grades will be a "WF" and will affect the G.P.A calculations and Academic Standing upon return to the University.

If they are withdrawing during the exam period, they will receive "WF" grades for all their courses. If an instructor has entered a grade, the grade entered by the instructor will not be changed. Please note that an "F" and "WF" grade have the same effect on the GPA and Academic Standing. The "WF" grade identifies a late withdrawal.

Students who need to leave the University after the "last day to withdraw from a course" due to serious circumstances must seek permission from the Dean of Students for late withdrawal. Students who receive permission will receive "W" grades.

Withdrawal forms are available online on the University Registrar's webpage <http://www.philau.edu/registrar>. To return to the University after withdrawal, see the section on "Re-entry to the University."

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Officers, Trustees and Administration

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William Wolfgang
Professor Emeritus of Textiles

Harry W. Woodcock, Professor, Physics
Professor Emeritus of Physics

Francis J. Zeglen
Professor Emeritus of Textiles

Academic Checksheets

2015-2016

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: ARCHITECTURAL STUDIES
 Architectural Design Technology Concentration

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 33-34 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

	FYS-101	Pathways Seminar	1	<input type="checkbox"/>		
	WRIT-101/101G	Writing Seminar I: Written Communication	3	<input type="checkbox"/>		
		WRIT-100 may only be used to satisfy free elective credits				
TC	DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
	SCI-1 ()	Science I: SCI-108 or SCI-110 (Fall)	3	<input type="checkbox"/>		
	PHYS-101	Science II: General Physics (Spring) <i>(Quantitative Reasoning I)</i>	3	<input type="checkbox"/>		
	MATH-1()	Quantitative Reasoning I (select one, 2-course option below)	3-4	<input type="checkbox"/>		
	()	Quantitative Reasoning II (select below) or Free Elective	3	<input type="checkbox"/>		

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an additional Free Elective.

MATH-102	Pre-calculus (3 cr.)	
MATH-103	Introduction to Calculus (3 cr.)	
MATH-103	Introduction to Calculus (3 cr.)	
()	Free Elective (3 cr.)	
MATH-111	Calculus I (4 cr.)	
()	Free Elective (3 cr.)	

Major Courses – 14 credits

Fall	ADFND-101	Design 1: Interdisc Foundation Studies	4	<input type="checkbox"/>		
	ADFND-103	Drawing I for Architecture & Design	3	<input type="checkbox"/>		
Spring	ARCH-102	Design 2: Foundation Studies <i>(ADFND-101*)</i>	4	<input type="checkbox"/>		
	()	Drawing II-Visualization Elective: Select one: ADFND-112, INTD-106 <i>(ADFND-101, ADFND-103)</i>	3	<input type="checkbox"/>		

LEVEL II (SECOND YEAR) – 32-33 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 6-7 credits

	ETHIC-2()	Ethics (Fall or Spring) <i>(WRIT-101/101G, DBTU-114)</i>	3	<input type="checkbox"/>		
TC	WRIT-2()	Writing Seminar II: Multimedia Communic <i>(WRIT-101/101G)</i>	3-4	<input type="checkbox"/>		

Major Courses – 26 credits

Fall	ARCH-213	Design 3: Arch. Foundation Studies <i>(C or better in ADFND-102)</i>	4	<input type="checkbox"/>		
	ARCHDSN-210	Technology 1: Materials & Methods <i>(C or better in ARCH-102)</i>	3	<input type="checkbox"/>		
	ARCHDSN-208	Visualization 1: Digital Modeling <i>(C or better in ADFND-102)</i>	3	<input type="checkbox"/>		
	AHIST-205	History 1: Blt Env, Anc/Medieval <i>(WRIT-101/101G)</i>	3	<input type="checkbox"/>		
Spring	ARCH-214	Design 4: Arch. Foundation Studies <i>(C or better in ARCH-213)</i>	4	<input type="checkbox"/>		
	ARCH-212	Technology 2 <i>(ARCHDSN-210)</i>	3	<input type="checkbox"/>		
	AHIST-206	History 2: Renaissance/Baroque <i>(AHIST-205)</i>	3	<input type="checkbox"/>		
	ARCH-303	Structures 1 <i>(MATH-103 or 111, PHYS-101)</i>	3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR) - 33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 9 credits

	ADIV-2()	American Diversity (Fall or Spring)	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
	GDIV-2()	Global Diversity <u>or</u>	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
B	<u>or</u> ()	100 Level World Languages	(no prerequisite)				
	GCIT-2()	Global Citizenship <u>or</u>	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
B	<u>or</u> ()	200 Level World Language	(no prerequisite)				

Major Courses – 21 credits

Fall	LARCH-310	GIS for Landscape Arch. (Fall or Spring)		3	<input type="checkbox"/>		
	ARCH-313	Technology 3	(ARCH-212)	3	<input type="checkbox"/>		
	ARCH-304	Structures 2	(ARCH-303)	3	<input type="checkbox"/>		
	AHIST-305	History 3: Early Modern-1750-1940	(AHIST-206)	3	<input type="checkbox"/>		
Spring	ACCT 101	Financial Accounting (Fall or Spring)		3	<input type="checkbox"/>		
	ARCH-314	Technology 4	(ARCH 313)	3	<input type="checkbox"/>		
	AHIST-306	History 4: Mod/Contemporary	(AHIST-305)	3	<input type="checkbox"/>		

Free Electives - 3 credits

()	(Fall or Spring)	3	<input type="checkbox"/>		
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LEVEL IV (FOURTH YEAR) - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

	ISEM-3xx	Integrative Seminar (Fall or Spring)	(WRIT 2xx, GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>		
TC	DBTU-300	Debating Global Issues (Fall or Spring)	(WRIT 2xx, GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>		
TC	HALLMK-499	Capstone Folio Workshop	(DBTG-300, ISEM-3xx, ETHIC-2xx, ADIV-2xx, GCIT-2xx, MATH-1xx, Scientific Understanding)	3	<input type="checkbox"/>		

Major Courses – 12 credits

	ARCH-503	Professional Management		3	<input type="checkbox"/>		
	ARCH-416	Technology 5 (BIM)	(ARCH 413)	3	<input type="checkbox"/>		
	LARCH 515 (or SAIM)	Advanced GIS	(LARCH 310)	3	<input type="checkbox"/>		
	BLAW 301	Business Law 1		3	<input type="checkbox"/>		

Free Electives - 9 credits See chart below for recommended electives for focus areas

()	(Fall or Spring)	3	<input type="checkbox"/>		
()	(Fall or Spring)	3	<input type="checkbox"/>		
()	(Fall or Spring)	3	<input type="checkbox"/>		

TOTAL CREDITS: 128-130

Elective Focus	Recommended Courses
Const. Man.	CMGT 102, CMGT 104
Building Tech.	ARCH 413, ARCH 414, ARCH 426
Sustainability	SUST 204, SUST 300
Business	MKTG 102, ECON 205, ECON 206, FINC 301, MGMT 301, MGMT 310

B Credits for this course may be earned through the Study Abroad (STUAB-300).

TC Hallmarks Touchstone Course

Fundamentals Courses: (Fundamental "099" courses do not count toward graduation requirements. However, WRIT-100 and ITXA-100 can be used toward graduation credits....as a free elective.)			
MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3 <input type="checkbox"/>

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement: Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmarks courses in order to be eligible for a B.S. degree.

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks general education “menu” of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
 BACHELOR OF SCIENCE: ARCHITECTURAL STUDIES
 Historic Preservation Concentration

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 33-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

	FYS-101	Pathways Seminar		1	<input type="checkbox"/>	_____	_____
	WRIT-101/101G	Writing Seminar I: Written Communication		3	<input type="checkbox"/>	_____	_____
TC	DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____
	SCI-1 ()	Science I: SCI-108 or SCI-110 (Fall)		3	<input type="checkbox"/>	_____	_____
	PHYS-101	Science II: General Physics (Spring) (Quantitative Reasoning I)		3	<input type="checkbox"/>	_____	_____
	MATH-1()	Quantitative Reasoning I (select one, 2-course option below)		3-4	<input type="checkbox"/>	_____	_____
	()	Quantitative Reasoning II (select below) or Free Elective		3	<input type="checkbox"/>	_____	_____

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an additional Free Elective.

MATH-102	Pre-calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)
()	Free Elective (3 cr.)
MATH-111	Calculus I (4 cr.)
()	Free Elective (3 cr.)

Major Courses – 14 credits

Fall	ADFND-101	Design 1: Interdisc Foundation Studies		4	<input type="checkbox"/>	_____	_____
	ADFND-103	Drawing I for Architecture & Design		3	<input type="checkbox"/>	_____	_____
Spring	ARCH-102	Design 2: Foundation Studies (C or better in ADFND-101)		4	<input type="checkbox"/>	_____	_____
	INTD-106	Technical Drawing and Graphic (ADFND-103 & ADFND-101)		3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 30-31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 6-7 credits

	ETHIC-2()	Ethics (Fall or Spring) (WRIT-101/101G, DBTU-114)		3	<input type="checkbox"/>	_____	_____
TC	WRIT-201/202	Writing Seminar II: Multimedia Comm. (WRIT-101/101G)		3-4	<input type="checkbox"/>	_____	_____

Major Courses – 24 credits

Fall	ARCH-213	Design 3 (4cr.) or Free Elective (3 cr.) (ARCH-102 or INTD-102 or LARC)		3	<input type="checkbox"/>	_____	_____
	ARCST-221	Intro to Historic Preservation (ARCH-102 or INTD-102 or LARC)		3	<input type="checkbox"/>	_____	_____
	ARCST-266	Preservation Technology 1		3	<input type="checkbox"/>	_____	_____
	ARCHDSN-208	Visualization I: Digital Modeling I-102 or INTD-102 or LARCH-102)		3	<input type="checkbox"/>	_____	_____
	AHIST-205	History 1: Blt Env, Anc/Medieval (WRIT-101/101G)		3	<input type="checkbox"/>	_____	_____
Spring	ARCST-268	Preservation Technology 2		3	<input type="checkbox"/>	_____	_____
	PHOTO-436	HP Documentation: Photography		3	<input type="checkbox"/>	_____	_____
	AHIST-206	History 2: Renaissance/Baroque (AHIST-205)		3	<input type="checkbox"/>	_____	_____

BACHELOR OF SCIENCE: ARCHITECTURAL STUDIES (2014-2015)
 Historic Preservation Concentration - [Page 2]

LEVEL III (THIRD YEAR) - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses - 15 credits

	ADIV-2()	American Diversity (Fall or Spring)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
	GDIV-2()	Global Diversity <i>or</i>	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>			
B	<i>or</i> ()	100 Level World Languages	(no prerequisite)					
	GCIT-2()	Global Citizenship <i>or</i>	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>			
B	<i>or</i> ()	200 Level World Languages	(no prerequisite)					
	ISEM-3xx	Integrative Seminar (Fall or Spring)	(WRIT 2xx, GDIV-2xx or	3	<input type="checkbox"/>			
TC	DBTU-300	Debating Global Issues (Fall or Spring)	(WRIT 2xx, GDIV-2xx or	3	<input type="checkbox"/>			

Major Courses - 15 credits

Fall	ARCST-324	HP Documentation: Drawing	(ARCHDSN-208)	3	<input type="checkbox"/>			
	AHIST-305	History 3: Early Modern Arch & Interiors	(AHIST-206)	3	<input type="checkbox"/>			
	ARCST-302	Archival Research for Historic Preservation	(ARCST-221)	3	<input type="checkbox"/>			
Spring	()	Historic Preservation Seminar (<i>Rome</i>) or Free Elective		3	<input type="checkbox"/>			
	()	History and Theory of Urban Forms (<i>Rome</i>) or Free Elective		3	<input type="checkbox"/>			

LEVEL IV (FOURTH YEAR) - 31 Credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses - 3 credits

TC	HALLMK-499	Capstone Folio Workshop		3	<input type="checkbox"/>			
		(DBTG-300, ISEM-3XX, ETHIC-2XX, ADIV-2XX, GCIT-2XX, MATH-1XX, Scientific Understanding)						

Major Courses - 29 credits

Fall	ARCST-428	Restoration/Rehabilitation Interiors	(AHIST-305 or LARCH-307)	3	<input type="checkbox"/>			
	ARCST-341	American Architecture	(AHIST-206 or LARCH-206)	3	<input type="checkbox"/>			
	()	Internship or Free Elective		3	<input type="checkbox"/>			
	()	Free elective		3	<input type="checkbox"/>			
	()	Free elective		3	<input type="checkbox"/>			
Spring	AHIST-306	History 4: Modern/Contemporary	(AHIST-305)	3	<input type="checkbox"/>			
	ARCST-4XX	Capstone Studio: Adaptive Reuse	(permission of director)	4	<input type="checkbox"/>			
	()	Internship or Free Elective	(permission of director)	3	<input type="checkbox"/>			
	()	Internship or Free Elective	(permission of director)	3	<input type="checkbox"/>			

TOTAL CREDITS: 124-126

Recommended Electives

ARCST-300	Exhibition Design and Planning
LARCH-507	Cultural and Landscape Preservation
UARC-3xx	Historic Preservation Seminar (Rome)
UARC-3xx	History and Theory of Urban Forms
INTRN-493	Internship

TC Hallmarks Touchstone Course

B Credits for this course may be earned through the Study Abroad (STUAB-300).

Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRIT-100 and IXTA-100 **can** be used toward graduation credits....as a free elective.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>				
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement: Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmarks courses in order to be eligible for a B.S. degree.

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
5-Yr BACHELOR OF ARCHITECTURE

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 33-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

	FYS-101 Pathways Seminar	1	<input type="checkbox"/>		
	WRIT-101/101G Writing Seminar I: Written Communication	3	<input type="checkbox"/>		
TC	DBTU-114 Debating U.S. Issues	3	<input type="checkbox"/>		
	SCI-1 () Science I: SCI-108 or SCI-110 (Fall)	3	<input type="checkbox"/>		
	PHYS-101 Science II: General Physics (Spring) (Quantitative Reasoning I)	3	<input type="checkbox"/>		
	MATH-1() Quantitative Reasoning I (select one 2-course option below)	3-4	<input type="checkbox"/>		
	() Quantitative Reasoning II (select below) or Free Elective	3	<input type="checkbox"/>		

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an additional Free Elective.

MATH-102	Pre-Calculus (3 cr.)	Quantitative Reasoning I
MATH-103	Introduction to Calculus (3 cr.)	Quantitative Reasoning II
()	Free Elective (3 cr.)	Quantitative Reasoning I
MATH-111	Calculus I (4 cr.)	Quantitative Reasoning I
()	Free Elective (3 cr.)	

Major Courses – 14 credits

	* ADFND-101 Design 1: Interdisc Foundation Studies (Fall)	4	<input type="checkbox"/>		
	ADFND-103 Drawing 1	3	<input type="checkbox"/>		
	* ARCH-102 Design 2: Arch. Foundation Studies (Spring) (ADFND-101*)	4	<input type="checkbox"/>		
	() Visualization Elective: Select one from the following: ADFND-112, INTD-106	3	<input type="checkbox"/>		

LEVEL II (SECOND YEAR) – 32-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 6-7 credits

	ETHIC-2() Ethics (WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
TC	WRIT-201/202 Writing Seminar II: Multimedia Communic (WRIT-101/101G)	3-4	<input type="checkbox"/>		

Major Courses – 26 credits

Fall		* ARCH-213 Design 3: Arch. Foundation Studies (ARCH-102*)	4	<input type="checkbox"/>		
		ARCHDSN-210 Technology 1: Materials & Methods (ARCH-102*)	3	<input type="checkbox"/>		
		AHIST-205 History 1: Bit Env, Anc/Medieval (WRIT-101/101G)	3	<input type="checkbox"/>		
		ARCHDSN-208 Vis. 1: Digital Modeling (ARCH-102*)	3	<input type="checkbox"/>		
Spring		* ARCH-214 Design 4: Arch. Foundation Studies (ARCH-213*)	4	<input type="checkbox"/>		
		ARCH-212 Technology 2: Passive Sys. Bldg. Enclos. (ARCHDSN-210)	3	<input type="checkbox"/>		
		AHIST-206 History 2: Renaissance/Baroque (AHIST-205)	3	<input type="checkbox"/>		
		ARCH-303 Structures 1 (MATH-103 or 111, PHYS-101)	3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR) - 36 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 6 credits

	ADIV-2() American Diversity (Fall or Spring) (WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
	GDIV-2() Global Diversity or (WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
B	or () 100 Level World Languages (no prerequisite)				

Major Courses – 30 credits

Fall		* ARCH-311 Design 5 for Architecture (5-yr BArch major; ARCH-214*, AR	6	<input type="checkbox"/>		
		ARCH-313 Technology 3: Dynamic Env. Systems (ARCH-212)	3	<input type="checkbox"/>		
		ARCH-304 Structures 2 (ARCH-303)	3	<input type="checkbox"/>		
		AHIST-305 History 3: Early Modern - 1750-1940 (AHIST-206)	3	<input type="checkbox"/>		
Spring		* ARCH-312 Design 6 for Architecture (5-yr BArch major; ARCH-214*, AH	6	<input type="checkbox"/>		
		ARCH-326 Vis 2: Advanced Modeling (Fall or Spring) (ARCHDSN-208)	3	<input type="checkbox"/>		
		AHIST-306 History 4: Mod/Contemporary (AHIST-305)	3	<input type="checkbox"/>		
		ARCH-314 Technology 4: Adv. Bldg. Analysis (ARCH-304, ARCH-313)	3	<input type="checkbox"/>		

LEVEL IV (FOURTH YEAR) - 33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

TC	DBTU-300	Debating Global Issues	(WRIT 20X, GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
	ISEM-3()	Integrative Seminar	(WRIT 20X, GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
	GCIT-2()	Global Citizenship or	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
B	or ()	200 Level World Language	(no prerequisite)				

Major Courses – 18 credits

N	Nexus Design Experience	(Fall or Spring)	(ARCH-311*, ARCH-312*)	6	<input type="checkbox"/>		
*	ARCH-412	Design 8 for Architecture	(Fall or Spring)	6	<input type="checkbox"/>		
			(ARCH-314; ARCHDSN-208, ARCH-311*, ARCH-312*; co-requisite ARCH-416)				
	ARCH-416	Technology 5: Doc. and Det.	(Fall or Spring)	3	<input type="checkbox"/>		
			(ARCH-326; co-req. ARCH-412)				
	Theory Seminar:	See list of approved offerings each semester	(Fall or Spring)				
	()		(Prerequisite varies)	3	<input type="checkbox"/>		

Free Electives - 6 credits

()			(Fall or Spring)	3	<input type="checkbox"/>		
()			(Fall or Spring)	3	<input type="checkbox"/>		

LEVEL V (FIFTH YEAR) - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses - 3 Credits

TC	HALLMK-499	Capstone Folio Workshop		3	<input type="checkbox"/>		
			(DBTG-300, ISEM-3xx, ETHIC-2xx, ADIV-2xx, GCIT-2xx, MATH-1xx, Scientific Understanding)				

Major Courses – 15 credits

Fall	*	ARCH-507	Design 9 for Architecture	(Fall)	(ARCH-412*; Theory Seminar)	6	<input type="checkbox"/>
		ARCH-503	Professional Mgmt.	(Fall or Spring)	(ARCH-311*, ARCH-312*, LARC)	3	<input type="checkbox"/>
Spring	*	ARCH-508	Design 10 for Architecture	(Spring)	(ARCH-507*)	6	<input type="checkbox"/>

Free Electives - 12 credits

()			(Fall)	3	<input type="checkbox"/>		
()			(Fall)	3	<input type="checkbox"/>		
()			(Spring)	3	<input type="checkbox"/>		
()			(Spring)	3	<input type="checkbox"/>		

TOTAL CREDITS: 164-166

* A grade of "C" or better is required to advance from one design studio into the next, Design 1 through Design 10.

TC Hallmarks Touchstone Course

N Must be an approved study abroad, interdisciplinary, or design-build studio or a studio course from another Design program.

B Credits for this course may be earned through the Study Abroad (STUAB-300).

Fundamentals Courses: (Fundamental "099" courses do not count toward graduation requirements. However, WRIT-100 and ITXA-100 can be used toward graduation credits....as a free elective.)							
MATH-099	Fundamentals of College Mathematics		(must earn C or better)	3	<input type="checkbox"/>		

Please Note Philadelphia University Residency Requirement: Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmarks courses in order to be eligible for a B.S. degree.

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COURSE STATUS: = course to take next semester = course currently being taken = course completed

BACHELOR OF SCIENCE: CONSTRUCTION MANAGEMENT

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-32 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 19-20 credits

FYS-100	Pathways Seminar (Fall)	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Written Communication	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S.Issues	3	<input type="checkbox"/>	_____	_____
SCI-108	Science I: Sustainability & Eco-Innovations	3	<input type="checkbox"/>	_____	_____
PHYS-101	Science II: General Physics (Spring) (MATH 100, 101, 102, 103, or 111)	3	<input type="checkbox"/>	_____	_____
MATH-1()	Quantitative Reasoning I	3	<input type="checkbox"/>	_____	_____
MATH-1()	Quantitative Reasoning II	3-4	<input type="checkbox"/>	_____	_____

Math sequences are as follows. Entering students who place into MATH 103 will have an additional free elective.

MATH-102	Pre-calculus (3 cr.)	
MATH-103	Introduction to Calculus (3 cr.)	
MATH-103	Introduction to Calculus (3 cr.)	
()	Free Elective (3 cr.)	
MATH-111	Calculus 1 (3 cr.)	
()	Free Elective (3 cr.)	

Major Courses – 12 credits

Fall	CMGT-101	Construction Graphics	3	<input type="checkbox"/>	_____	_____
	CMGT-102	Introduction to the Construction Industry	3	<input type="checkbox"/>	_____	_____
Spring	CMGT-104	Introduction to Construction Management (CMGT 102)	3	<input type="checkbox"/>	_____	_____
	ACCT-101	Financial Accounting	3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 30-31 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 12-13 credits

ARCH-204	Great Buildings (Spring) (WRTG-101/101G)	3	<input type="checkbox"/>	_____	_____
ETHIC-2()	Ethics (WRTG-101/101G and DBTU 114)	3	<input type="checkbox"/>	_____	_____
WRIT-2()	Multi Media Communication (WRTG-101/101G)	3-4	<input type="checkbox"/>	_____	_____
GDIV-2() or ()	Global Diversity (WRTG-101/101G and DBTU 114)	3	<input type="checkbox"/>	_____	_____

or 100 Level World Languages (no Prerequisites)

Major Courses – 18 credits

Fall	CMGT-202	Construction Cost Estimating and Budget (CMGT-104, CMGT-101)	3	<input type="checkbox"/>	_____	_____
	CMGT-204	Behavior of Materials (MATH-103 or MATH-111 and PHYS-101)	3	<input type="checkbox"/>	_____	_____
	STAT-201	Statistics for Business I (MATH-103 or MATH-111)	3	<input type="checkbox"/>	_____	_____
Spring	ARCH-303	Structures I (MATH 103/111, PHYS 101)	3	<input type="checkbox"/>	_____	_____
	CMGT 206	Building Systems (CMGT -102)	3	<input type="checkbox"/>	_____	_____
	CMGT-200	Construction Project Planning and Sched (CMGT-104, CMGT-101)	3	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) - 31 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 12 credits

ADIV-2xx	American Diversity	(WRIT-101/101G and DBTU 114)	3	<input type="checkbox"/>		
DBTG 300	Debating Global Issues	(WRIT 2xx and GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>		
GCIT-2() or ()	Global Citizenship or World Lanuage	(WRIT-101/101G and DBTU 114)	3	<input type="checkbox"/>		
or 200 Level World Languages (no Prerequisites)						
ISEM 300	Integrative Seminar	(WRIT 2xx and GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>		

Major Courses – 19 credits

Fall	CMGT-302	Construction Contract Administration	(CMGT-102)	3	<input type="checkbox"/>	
	CMGT-300	Construction Accounting and Cost Control	(CMGT-202 and ACCT-101)	3	<input type="checkbox"/>	
	ECON-111	Principles of Economics		4	<input type="checkbox"/>	
Spring	CMGT-306	Construction Site Operations	(CMGT-102)	3	<input type="checkbox"/>	
	CMGT-304	Construction Safety	(CMGT-102)	3	<input type="checkbox"/>	
	BLAW-301	Business Law		3	<input type="checkbox"/>	

LEVEL IV (FOURTH YEAR) - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 3 credits

HALLMK-499	Capstone Folio Workshop	(DBTG-300, ISEM-3xx, ETHIC-2xx, ADIV-2xx, GCIT-2xx, MATH-1xx, Scientific Understanding)	3	<input type="checkbox"/>		
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Major Courses – 15 credits

Fall	CMGT-4()	Designated CMGT Elective	(Completion of at least 24 credit hours of CMGT courses)	3	<input type="checkbox"/>	
	CMGT-4()	Designated CMGT Elective	(Completion of at least 24 credit hours of CMGT courses)	3	<input type="checkbox"/>	
	CMGT-4()	Construction Project Management Semin.	(CMGT-302 & CMGT-300)	3	<input type="checkbox"/>	
Spring	FINC - 301	Financial Management	(ACCT-101, STAT-201 or MATH-101)	3	<input type="checkbox"/>	
	CMGT-499	Construction Management Capstone	(Completion of at least 24 credit hours of CMGT courses)	3	<input type="checkbox"/>	

Business Electives - 6 credits

()			3	<input type="checkbox"/>		
()			3	<input type="checkbox"/>		

Free Electives - 6 credits

()			3	<input type="checkbox"/>		
()			3	<input type="checkbox"/>		

TOTAL CREDITS: 122-124

Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRIT-100 and ITXA-100 **can** be used toward graduation credits....as a free elective.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>		
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 6 credits must be in College Studies in order to be eligible for a B.S.

This form should be used as a worksheet in conjunction with the catalog and the College Studies "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY

BACHELOR OF SCIENCE: INTERIOR DESIGN

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 33-35 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 19-21 credits

FYS-100	Pathways Seminar		1	<input type="checkbox"/>	_____
WRIT-101/101G	Wrtg. Sem. I - Written Communication (Fall)		3	<input type="checkbox"/>	_____
	Writing Sem. II-Multi. Comm (Touchstone			<input type="checkbox"/>	_____
WRIT-2()	course) (Spring)	(WRIT-101/101G)	3-4	<input type="checkbox"/>	_____
DBTU-114	Debating U.S. Issues (Touchstone course)		3	<input type="checkbox"/>	_____
SCI-1 ()	Science I: SCI-106 or SCI-108 (Fall)		3	<input type="checkbox"/>	_____
PHYS-101	Science II: General Physics (Spring)	antitative Reasoning I)	3	<input type="checkbox"/>	_____
MATH-1()	Quantitative Reasoning I (select one course from		3-4	<input type="checkbox"/>	_____

Students must receive credit for the min. level of math, Pre-Calculus. If a student places out of Pre-Calculus then they will be required to take the next level of math that they place into, either Intro to Calculus or Calculus 1

MATH-102 or MATH-110 Pre-calculus (3 cr.)
 MATH-103 Introduction to Calculus (3 cr.)
 MATH-111 Calculus I (4 cr.)

Major Courses – 14 credits

Fall	ADFND-101	Design 1: Interdisciplinary Foundation		4	<input type="checkbox"/>	_____
	ADFND-103	Drawing I		3	<input type="checkbox"/>	_____
Spring	INTD-102	Design 2: Interior Design	(ADFND-101*)	4	<input type="checkbox"/>	_____
	INTD-106	Technical Drawing & Graphic Repr.	ADFND-101, DRAW-101)	3	<input type="checkbox"/>	_____

LEVEL II (SECOND YEAR) - 32 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 6 credits

ADIV-2()	American Diversity	ADIV-101/101G, DBTU-114)	3	<input type="checkbox"/>	_____
GDIV-2()	Global Diversity	ADIV-101/101G, DBTU-114)	3	<input type="checkbox"/>	_____
or ()	100 Level World Languages (no prerequisite)				

Major Courses – 26 credits

Fall	INTD-201	Design 3 for Interior Design	(INTD-102*, INTD-106*)	4	<input type="checkbox"/>	_____
	ARCHDSN-208	Visualization 1: Digital Modeling	(INTD-102*)	3	<input type="checkbox"/>	_____
	ARCHDSN-210	Technology 1: Materials & Methods	(INTD-102*)	3	<input type="checkbox"/>	_____
	AHIST-205	History 1: Bit Env, Anc/Medieval	(WRIT-101/101G)	3	<input type="checkbox"/>	_____
Spring	INTD-202	Design 4 for Interior Design	(INTD-201*)	4	<input type="checkbox"/>	_____
	INTD-206	Interior Building Technology	ARCHDSN-210, INTD-201)	3	<input type="checkbox"/>	_____
	AHIST-206	History 2: Renaissance/Baroque	(AHIST-205)	3	<input type="checkbox"/>	_____
	()	Elective (INTD-208 Pres. Tech. recommended)		3	<input type="checkbox"/>	_____

LEVEL III (THIRD YEAR) - 36.5 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

DBTG-300	Debating Global Issues (Touchstone	GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>	_____
ISEM-360	Integrative Sem: Human Behavior/Physical	GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>	_____
GCIT-2()	Global Citizenship or	ADIV-101/101G, DBTU-114)	3	<input type="checkbox"/>	_____
or ()	200 Level World Language (no prerequisite)				

Major Courses – 27.5 credits

Fall	INTD-301	Design 5 for Interior Design	(INTD-202*)	6	<input type="checkbox"/>	_____
	INTD-305	Interior Building Systems (Fall or Spring)	(INTD-206, INTD-202)	3	<input type="checkbox"/>	_____
	AHIST-305	History 3: Early Modern (1750-1930)	(AHIST-206)	3	<input type="checkbox"/>	_____
	INTD-304	Integrated Community Service	(INTD-202)	.5	<input type="checkbox"/>	_____

Integrated Community Service can be taken during the Fall or Spring of the 3rd or 4th year in Interior Design

LEVEL III (THIRD YEAR) - continued			(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
Spring	INTD-302	Design 6 for Interior Design	(INTD-301*)	6	<input type="checkbox"/>		
	INTD-310	Architecture	(INTD-201)	3	<input type="checkbox"/>		
	INTD-308	CAD 2 for Interior Design	(INTD-206, INTD-202, ARCHDSN-208)	3	<input type="checkbox"/>		
	AHIST-306	History 4: Modern to Contemporary	(AHIST-305)	3	<input type="checkbox"/>		

LEVEL IV (FOURTH YEAR) - 35 credits			(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
Hallmarks Core Courses - 6 credits							
	ETHIC-2()	Ethics (Fall)	01/101G, DBTU-114)	3	<input type="checkbox"/>		
	HALLMK-499	Capstone Folio Workshop (Touchstone)	(DBTG-300, ISEM-3xx, ETHIC-2xx, ADIV-2xx, GCIT-2xx, MATH-1xx, Scientific Understanding)	3	<input type="checkbox"/>		

Major Courses - 20 credits

Fall	INTD-401	Design 7 for Interior Design	(INTD-302*)	6	<input type="checkbox"/>		
	INTD-487	Capstone Research & Programming	(INTD-302*)	3	<input type="checkbox"/>		
	INTD-306	recommended)		3	<input type="checkbox"/>		
	or ()						
Spring	INTD-488	Capstone Project for INTD	INTD-401*, INTD-487*)	6	<input type="checkbox"/>		
	INTD-412	Professional Practice & Contract Design	INTD-206, INTD-302*)	2	<input type="checkbox"/>		

Free Electives - 9 credits

()		(Fall)	3	<input type="checkbox"/>		
()		(Spring)	3	<input type="checkbox"/>		
()		(Spring)	3	<input type="checkbox"/>		

TOTAL CREDITS: 136.5-138.5 credits

* A grade of "C" or better is required to advance from one design studio into the next, Design 1 to Design 7, Capstone, & Capstone Research & Programming

Fundamentals Courses: (Fundamental "099" courses do not count toward graduation requirements. However, WRIT-100 and ITXA-100 can be used toward graduation credits....as a free elective.)							
	MATH-099	Fundamentals of College Mathematics	must earn C or better)	3	<input type="checkbox"/>		

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmarks courses in order to be eligible for a B.S. degree.

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks general education "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name	ID#	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
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LEVEL I (FIRST YEAR) – 33-35 credits

Hallmarks Core Courses – 19-21 credits

FYS-100	Pathways Seminar (Fall)		1	<input type="checkbox"/>		
WRIT-101/101G	Writing Seminar I (Fall)		3	<input type="checkbox"/>		
DBTU-114	Debating US Issues (Fall)		3	<input type="checkbox"/>		
BIOL-101	Science I: Topics in Biology (Botany) (Spring)		3	<input type="checkbox"/>		
SCI-110	Science II: Landscape Ecology (Fall)		3	<input type="checkbox"/>		
WRIT-2()	Writing Sem II: Multimedia Communicati	(WRIT-101/100G)	3-4	<input type="checkbox"/>		
MATH-1()	Quantitative Reasoning I (select one course from below) (Spring)		3-4	<input type="checkbox"/>		

Students must receive credit for the min. level of math, Pre-Calculus. If a student places out of Pre-Calculus then they will be required to take the next level of math that they place into, either Intro to Calculus or Calculus 1

MATH-102 or MATH-110	Pre-calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)
MATH-111	Calculus I (4 cr.)

Major Courses – 14 credits

Fall	ADFND-101	Foundation Design 1		4	<input type="checkbox"/>	
	LARCH-203	Drawing 1: Graphics for Landscape Architecture		3	<input type="checkbox"/>	
Spring	LARCH-102	LA Foundation Design 2	(ADFND-101*)	4	<input type="checkbox"/>	
	LARCH-210	Soils		3	<input type="checkbox"/>	

LEVEL II (SECOND YEAR) – 34 credits

(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
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Hallmarks Core Courses – 12 credits

ADIV-2()	American Diversity	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
GDIV-2()	Global Diversity (Spring)	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
	or 100 Level World Languages (no prerequisite)					
ETHIC-2()	Ethics (Spring)	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
GCIT-2()	Global Citizenship	(WRIT-101/101G, DBTU-114)	3	<input type="checkbox"/>		
	or 200 Level World Languages (no prerequisite)					

Major Courses – 22 credits

Fall	LARCH-201	LA Design 3: Site Design	(LARCH-102*)	4	<input type="checkbox"/>	
	LARCH-207	LA Tech: Grading **	(LARCH-102)	3	<input type="checkbox"/>	
	LARCH-212	Local Flora	(SCI-110 or BIOL-101)	3	<input type="checkbox"/>	
Spring	LARCH-300	LA Design 4: Urban Design I	(LARCH-207, LARCH-201*)	6	<input type="checkbox"/>	
	LARCH-303	LA Tech: Advanced Grading	(LARCH-207)	3	<input type="checkbox"/>	
	LARCH-310	GIS for Landscape Analysis	(LARCH-201)	3	<input type="checkbox"/>	

LEVEL III (THIRD YEAR) - 36 credits

Hallmarks Core Courses – 6 credits

DBTG-300	Debating Global Issues (Spring)	(WRIT-2xx, GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>		
ISEM-360	Hum. Behav. & Phys. Env. (req'd. Seminar)	(WRIT-2xx, GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>		

Major Courses – 30 credits

Fall	LARCH-206	Landscape Architecture History I (Spring)	(WRIT-101/101G)	3	<input type="checkbox"/>	
	LARCH-304	LA Design 5: Community Design	(LARCH-300*)	6	<input type="checkbox"/>	
	LARCH-305	Plant Community Ecology	(SCI-110, LARCH-212)	3	<input type="checkbox"/>	
	LARCH-515	Advanced GIS	(LARCH-310)	3	<input type="checkbox"/>	
Spring	LARCH-307	LA Hist. II	(LARCH-206 or AHIST-205)	3	<input type="checkbox"/>	
	LARCH-400	LA Design 6: Urban Rest. Mgmt.	(LARCH-300*)	6	<input type="checkbox"/>	
	LARCH-409	LA Tech: Materials & Methods	(LARCH-201, LARCH-207)	3	<input type="checkbox"/>	
	LARCH-412	Urban Hydrology	(LARCH-303)	3	<input type="checkbox"/>	

LEVEL IV (FOURTH YEAR) - 33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

	HALLMK-499	Capstone Folio Workshop	(DBTG-300, ISEM-3xx, ETHIC-2xx, ADIV-2xx, GCIT-2xx, MATH-1xx, Scientific Understanding)	3	<input type="checkbox"/>			
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Major Courses – 30 credits

Fall	LARCH-401	LA Design 7: Urban Design II	nterdisc. Studio) (LARCH-304* or ARCH-301*)	6	<input type="checkbox"/>			
	LARCH-411	LA Hist. III: Urban LS Design	(LARCH-206 or AHIST-205 AND WRIT-2XX)	3	<input type="checkbox"/>			
	LARCH-516	LA Tech: Construction Documents	(LARCH-409, LARCH-303)	4	<input type="checkbox"/>			
Spring	LARCH-312	Sustainable Planting Design	(LARCH-212, LARCH-305)	3	<input type="checkbox"/>			
	LARCH-506	Professional Practice for LA	(LARCH-401)	3	<input type="checkbox"/>			
	LARCH-599	LA Design 8: Capstone Project	(LARCH-401*, LARCH-591)	6	<input type="checkbox"/>			

Free Electives

()				3	<input type="checkbox"/>			
()				3	<input type="checkbox"/>			

TOTAL CREDITS: 137-139

* A grade of "C" or better is required to advance from one design studio into the next, Design 1 through Design 7.
 ** A grade of "C" or higher is required for this course

Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRIT-100 and ITXA-100 **can** be used toward graduation credits....as a free MATH-099 Fundamentals of College Mathematics (must earn C or better)

Please note Philadelphia University residency requirement: Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmarks courses in order to be eligible for a B.S. degree.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: **BIOLOGY**

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 30-31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core – 18-19 credits

FYS-100	Pathways Seminar <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>	_____	_____	_____
WRIT-101	Written Communication <small>WRIT-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>	_____	_____	_____
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____	_____
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____	_____
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>	_____	_____	_____
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____	_____
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>	_____	_____	_____
MATH-111	Calculus I (Fall)		4	<input type="checkbox"/>	_____	_____	_____

Science Core – 12 credits

CHEM-104	Chemistry II Lecture (Spring)	(CHEM-103)	3	<input type="checkbox"/>	_____	_____	_____
CHEM-104L	Chemistry II Lab (Spring)	(CHEM-103L)	1	<input type="checkbox"/>	_____	_____	_____
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>	_____	_____	_____
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>	_____	_____	_____
MATH-112	Calculus II (Spring)	(MATH-111)	4	<input type="checkbox"/>	_____	_____	_____

LEVEL II (SECOND YEAR) – 30-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core – 9-10 credits

WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	(WRIT-101)	3-4	<input type="checkbox"/>	_____	_____	_____
ETHIC-2()	Ethics	(WRIT-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	(WRIT-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____

Science Core – 18 credits

CHEM-201	Organic Chemistry I (Fall)	(CHEM-104/104L)	3	<input type="checkbox"/>	_____	_____	_____
CHEM-201L	Organic Chemistry I Lab (Fall)	(CHEM-104/104L)	1	<input type="checkbox"/>	_____	_____	_____
CHEM-202	Organic Chemistry II (Spring)	(CHEM-201/201L)	3	<input type="checkbox"/>	_____	_____	_____
CHEM-202L	Organic Chemistry III Lab (Spring)	(CHEM-201/201L)	1	<input type="checkbox"/>	_____	_____	_____
Biology Core							
ECBIO-101	Environmental Issues (Fall)	Science I	3	<input type="checkbox"/>	_____	_____	_____
BIOL 209	Medicinal Plants	(WRIT 2XX)	3	<input type="checkbox"/>	_____	_____	_____
BIOL-207	Principles of Genetics Lecture	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	_____	_____	_____
BIOL-207L	Principles of Genetics Lab	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	_____	_____	_____

Free Elective - 3-4 credits

()	_____		3-4	<input type="checkbox"/>	_____	_____	_____
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LEVEL III (THIRD YEAR) – 32-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core – 12 credits

ADIV-2()	American Diversity	(WRIT-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	(WRIT-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
DBTG-300	Debating Global Issues	IT-201, and DGIV-2xx or GCIT-2xx	3	<input type="checkbox"/>	_____	_____	_____
ISEM-3()	Integrative Seminar	IT-201, and DGIV-2xx or GCIT-2xx	3	<input type="checkbox"/>	_____	_____	_____

Science Core – 17-19 credits

PHYS-201	Physics I Lecture (Fall)	(MATH-112)	3	<input type="checkbox"/>	_____	_____	_____
PHYS-201L	Physics I Lab (Fall)	(MATH-112)	1	<input type="checkbox"/>	_____	_____	_____
PHYS-203	Physics II Lecture (Spring)	(PHYS-201/201L)	3	<input type="checkbox"/>	_____	_____	_____
PHYS-203L	Physics II Lab (Spring)	(PHYS-201/201L)	1	<input type="checkbox"/>	_____	_____	_____

LEVEL III (THIRD YEAR) - continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Biology Core

ECBIO 201 Biodiversity (C- or better in BIOL-104/104L) 3

Advanced Biology Electives (Choose from the designated electives below)

B () 3-4

B () 3-4

Free Elective - 3-4 credits

() 3-4

LEVEL IV (FOURTH YEAR) – 30-37 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core – 3 credits

HALLMK-499 Capstone Folio Workshop 3

(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, DECMTHD-300, Sci Undstg, MATH1XX)

Science Core – 15-18 credits

STAT-301 Biostatistics (Fall) (C [2.0] or better in MATH-111 or I) 3

Biology Core

SCI-4XX Science Seminar (spring) 3

Advanced Biology Electives (Choose from the designated electives below)

B () 3-4

B () 3-4

B () 3-4

Free Electives - 12-16 credits

() 3-4

() 3-4

() 3-4

() 3-4

TOTAL CREDITS: 123-134

B Advanced Biology Electives (Choose five from these designated electives)

Anat&Phys I&II (BIOL-201/201L, BIOL-202/202L), Public Health (HSCI-303), Cell Bio (BIOL 204/L) Plant Bio (BIOL 205/L), Microbiol (BIOL-221/221L), Histol (BIOL-303), Med Genet (BIOL 302), Dev Gen (BIOL-307), Bioch I&II (BCHEM-312/312L, BCHEM-313/313L), Immunol (BIOL-315), Topics (BIOL-371), Research I&II (BIOL-391, BIOL-392), Molec Biol (BIOL-401), Genet Sem (BIOL 402), Comp Anat (BIOL-407), Cell Analysis (BIOL-409), Preceptorship I/II, (BIOL 493/4), Biodiv (ECBIO-201), Loc Flora (ECBIO-208), Ecology (ECBIO-301), Expt Ecol (ECBIO-302), Wildlife Ecol (ECBIO-316), Oceanog (ECBIO-319), Plt Ecol (ECBIO-409), Nat Res Manag (ECBIO-415), Ind Study SCI-381/2, Basic Pharm SCI-

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives)

MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in the Hallmarks Core in order to be eligible for a B.S. degree.

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

FYS-100	Pathways Seminar (Fall) (Not required for transfer students)		1	<input type="checkbox"/>	_____	_____	_____
WRIT-101/101G	Writing Seminar I WRITG-100 may only be used to satisfy free elective credits		3	<input type="checkbox"/>	_____	_____	_____
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____	_____
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____	_____
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>	_____	_____	_____
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____	_____
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>	_____	_____	_____
MATH-111	Calculus I (Fall)		4	<input type="checkbox"/>	_____	_____	_____

Science Core – 12 credits

CHEM-104	Chemistry II Lecture (Spring)	(CHEM-103)	3	<input type="checkbox"/>	_____	_____	_____
CHEM-104L	Chemistry II Lab (Spring)	(CHEM-103L)	1	<input type="checkbox"/>	_____	_____	_____
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>	_____	_____	_____
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>	_____	_____	_____
MATH-112	Calculus II (Spring)	(MATH-111)	4	<input type="checkbox"/>	_____	_____	_____

LEVEL II (SECOND YEAR) – 32-33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9-10 credits

WRIT-20()	Writing Seminar II: Multimedia Comi WRIT 202 is for transfer students (4 cr)	(WRIT-101)	3-4	<input type="checkbox"/>	_____	_____	_____
ETHIC-2()	Ethics	(WRITG-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
GDIV-2()	Global Diversity (includes 101-level World Languages)	(WRITG-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____

Science Core – 23 credits

MATH-213	Calculus III (Fall)	(MATH-112)	4	<input type="checkbox"/>	_____	_____	_____
STAT-301	Biostatistics (Fall)	(C or better in MATH-111 or I)	3	<input type="checkbox"/>	_____	_____	_____
PHYS-201	Physics I Lecture (Fall)	(MATH-112)	3	<input type="checkbox"/>	_____	_____	_____
PHYS-201L	Physics I Lab (Fall)	(MATH-112)	1	<input type="checkbox"/>	_____	_____	_____
PHYS-203	Physics II Lecture (Spring)	(PHYS-201/201L)	3	<input type="checkbox"/>	_____	_____	_____
PHYS-203L	Physics II Lab (Spring)	(PHYS-201/201L)	1	<input type="checkbox"/>	_____	_____	_____
CHEM-201	Organic Chemistry I (Fall)	(CHEM-104/104L)	3	<input type="checkbox"/>	_____	_____	_____
CHEM-201L	Organic Chemistry I Lab (Fall)	(CHEM-104/104L)	1	<input type="checkbox"/>	_____	_____	_____
CHEM-202	Organic Chemistry II (Spring)	(CHEM-201/201L)	3	<input type="checkbox"/>	_____	_____	_____
CHEM-202L	Organic Chemistry II Lab (Spring)	(CHEM-201/201L)	1	<input type="checkbox"/>	_____	_____	_____

LEVEL III (THIRD YEAR) – 32 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ADIV-2()	American Diversity	(WRIT-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
GCIT-2()	Global Citizenship (includes 201-level World Languages)	(WRIT-101 and DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
DBTG-300	Debating Global Issues	(WRIT-201, and GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>	_____	_____	_____
ISEM-3()	Integrative Seminar	(WRIT-201, and GDIV-2xx or GCIT-2xx)	3	<input type="checkbox"/>	_____	_____	_____

Science Core – 20 credits

BCHEM-312	Biochemistry I	(CHEM-202/202L)	3	<input type="checkbox"/>	_____	_____	_____
BCHEM-312L	Biochemistry Lab I	(CHEM-202/202L)	1	<input type="checkbox"/>	_____	_____	_____
BCHEM-313	Biochemistry II	(BCHEM-312)	3	<input type="checkbox"/>	_____	_____	_____
BCHEM-313L	Biochemistry Lab II	(BCHEM-312 and 312L)	1	<input type="checkbox"/>	_____	_____	_____
CHEM-323	Instrumental Methods Analysis (Spring)	(CHEM-202/202L)	4	<input type="checkbox"/>	_____	_____	_____
CHEM-305	Physical Chemistry I (Fall) (CHEM-202/202L, PHYS-203/203L, and pre or co-requisite MATH-213)		4	<input type="checkbox"/>	_____	_____	_____
CHEM-306	Physical Chemistry II (Spring)	(CHEM-305)	4	<input type="checkbox"/>	_____	_____	_____

LEVEL IV (FOURTH YEAR) – 28-29 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499 Capstone Folio Workshop 3 _____
(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)

Science Core – 13-14 credits

Chemistry Core
CHEM-309 Inorganic Chemistry (Spring) (CHEM-306) 4 _____

Advanced Chemistry Electives (select from the designated electives below)

B () _____ 3-4 _____
 B () _____ 3 _____
 B () _____ 3 _____

Free Electives - 12 credits

() _____ 3 _____
 () _____ 3 _____
 () _____ 3 _____
 () _____ 3 _____

TOTAL CREDITS: 123-124

B Advanced Biochemistry Electives (Select three from these designated electives)

BIOL-204/204L (Cell Bio), BIOL-391/392 (Research), CHEM-391/391 (Research), SCI-381/381 (Ind Stdy), SCI-300 (Pharmacology), CHEM-405 (Adv Organic)

Introductory and Fundamentals Courses: (Fundamental "099" courses do not count toward graduation requirements. However, WRTG-100 and ITXA-100 can be used toward graduation credits.			
MATH-099 Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/> _____

Surplus credits not used toward degree requirements

*Please note Philadelphia University residency requirement:
 Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in the Hallmarks Core in order*

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

BACHELOR OF SCIENCE: BIOPSYCHOLOGY

2015-2016

Name _____

Fra _____

LEVEL I (FIRST YEAR) – 29-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 16-17 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I <small>WRITG-100 may only be used to satisfy free elective credits</small>	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
BIOL-103	Biology I Lecture (Fall)	3	<input type="checkbox"/>	_____	_____
BIOL-103L	Biology I Lab (Fall)	1	<input type="checkbox"/>	_____	_____
MATH-1()	Quantitative Reasoning I (select one, 2-course option below)	3-4	<input type="checkbox"/>	_____	_____
()	Quantitative Reasoning II or Free Elective (select below)	3-4	<input type="checkbox"/>	_____	_____

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an additional Free Elective.

MATH-100 or MATH-101	Finite Mathematics (3cr.)	MATH-102	Pre-calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-102	Pre-calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-112	Calculus II (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
()	Free Elective (3 cr.)	()	Free Elective (3 cr.)

Major Courses – 13 credits

Science Core

BIOL-104	Biology II Lecture (Spring)	<small>(C- or better in BIOL-103)</small>	3	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lab (Spring)	<small>(C- or better in BIOL-103L)</small>	1	<input type="checkbox"/>	_____	_____

Psychology Core

PSYCH-101	Introduction to Psychology (Fall)		3	<input type="checkbox"/>	_____	_____
PSYCH-213	Developmental Psychology (Spring)	<small>(PSYCH-101)</small>	3	<input type="checkbox"/>	_____	_____

Biological Basis of Behavior (BBB) Core

PSYCH-103	Physiological Psychology	<small>(PSYCH-101)</small>	3	<input type="checkbox"/>	_____	_____
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LEVEL II (SECOND YEAR) – 29-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12-13 credits

WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	<small>(WRIT-101)</small>	3-4	<input type="checkbox"/>	_____	_____
ETHIC-2()	Ethics	<small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	<small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
ADIV-2()	American Diversity	<small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____

Major Courses – 17-19 credits

Science Core

CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>	_____	_____
CHEM-104	Chemistry II Lecture (Spring)	<small>(CHEM-103)</small>	3	<input type="checkbox"/>	_____	_____
CHEM-104L	Chemistry II Lab (Spring)	<small>(CHEM-103L)</small>	1	<input type="checkbox"/>	_____	_____

Psychology Core

Biological Basis of Behavior (BBB) Core: (Select one of the following: PSYCH-240, PSYCH-241, PSYCH-242)

()	_____		3	<input type="checkbox"/>	_____	_____
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Psychology Concentration Option (see next page)

C ()	_____		3-4	<input type="checkbox"/>	_____	_____
C ()	_____		3-4	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR)- 31-33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

GCIT-2()	Global Citizenship (includes 201-level World Languages)	(WRIT-1 01, DBTU-1 14)	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues	(WRIT-20X; GDIV-2XX/GCIT-2XX)	3	<input type="checkbox"/>		
ISEM-3()	Integrative Seminars	(WRIT-20X; GDIV-2XX/GCIT-2XX)	3	<input type="checkbox"/>		

Major Courses - 19-21 credits

Science Core

BIOL-201	Anatomy & Physiology Lecture I	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>		
BIOL-201L	Anatomy & Physiology I Lab	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>		

Psychology Core

STAT-220	Statistics for Behavioral Sciences (Fall)	(PSYCH-101)	3	<input type="checkbox"/>		
PSYCH-322	Research Methods for Behav Sci. (Spring)	(STAT-220)	3	<input type="checkbox"/>		

Biological Basis of Behavior (BBB) Core: (Select one of the followin) PSYCH-240, PSYCH-241, PSYCH-242

()			3	<input type="checkbox"/>		
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Psychology Concentration Option (see next page)

C ()			3-4	<input type="checkbox"/>		
C ()			3-4	<input type="checkbox"/>		

Free Electives - 3 credits

()			3	<input type="checkbox"/>		
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LEVEL IV (FOURTH YEAR) - 30-33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499	Capstone Folio Workshop (ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, DECMTHD-300, Sci Undstg, MATH1XX)		3	<input type="checkbox"/>		
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Major Courses – 18-21 credits

Psychology Core

PSYCH-391	Adv. Research in Psychology (Fall)	(PSYCH-322 and 21 credits in p	3	<input type="checkbox"/>		
PSYCH-410	Senior Colloquium in Psychology(Spring)	(PSYCH-391)	3	<input type="checkbox"/>		

Biological Basis of Behavior (BBB) Core: (Select one of the followin) PSYCH-240, PSYCH-241, PSYCH-242

()			3	<input type="checkbox"/>		
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Psychology Concentration Option (see below)

C ()			3-4	<input type="checkbox"/>		
C ()			3-4	<input type="checkbox"/>		
C ()			3-4	<input type="checkbox"/>		

Free Electives - 9 credits

()			3	<input type="checkbox"/>		
()			3	<input type="checkbox"/>		
()			3	<input type="checkbox"/>		

TOTAL CREDITS: 120-129 credits

C Psychology Concentration Option (See academic advisor before selecting one of the following)

Pre-Med Option (students must have taken MATH-111 & MATH-112 in the first year)
 CHEM-201/201L,
 CHEM-202/202L,

Animal Behavior Option
 BIOL-207/207L, EC BIO-201, EC BIO-301 and four advanced courses from Biology or Psychology areas (see advisor)

Graduate Study Option
 Select seven advanced courses from Biology and Psychology areas (at least three from each area; see advisor)

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WR TG-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)
 MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in the Hallmarks Core in order to

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options.

Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: CHEMISTRY

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>			
WRIT-101/101G	Writing Seminar I <small>WRITG-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>			
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>			
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>			
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>			
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>			
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>			
MATH-111	Calculus I (Fall)		4	<input type="checkbox"/>			

Science Core – 12 credits

CHEM-104	Chemistry II Lecture (Spring)	<i>(CHEM-103)</i>	3	<input type="checkbox"/>			
CHEM-104L	Chemistry II Lab (Spring)	<i>(CHEM-103L)</i>	1	<input type="checkbox"/>			
BIOL-104	Biology II Lecture (Spring)	<i>(C- or better in BIOL-103)</i>	3	<input type="checkbox"/>			
BIOL-104L	Biology II Lab (Spring)	<i>(C- or better in BIOL-103L)</i>	1	<input type="checkbox"/>			
MATH-112	Calculus II (Spring)	<i>(MATH-111)</i>	4	<input type="checkbox"/>			

LEVEL II (SECOND YEAR) – 32-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9-10 credits

WRIT-20()	Writing Seminar II: Multimedia Com <small>WRIT 202 is for transfer students (4 cr)</small>	<i>(WRIT-101)</i>	3-4	<input type="checkbox"/>			
ETHIC-2()	Ethics	<i>(WRITG-101 and DBTU-114)</i>	3	<input type="checkbox"/>			
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	<i>(WRITG-101 and DBTU-114)</i>	3	<input type="checkbox"/>			

Science Core – 23 credits

MATH-213	Calculus III (Fall)	<i>(MATH-112)</i>	4	<input type="checkbox"/>			
STAT-301	Biostatistics (Fall)	<i>(C or better in MATH-111 or I)</i>	3	<input type="checkbox"/>			
PHYS-201	Physics I Lecture (Fall)	<i>(MATH-112)</i>	3	<input type="checkbox"/>			
PHYS-201L	Physics I Lab (Fall)	<i>(MATH-112)</i>	1	<input type="checkbox"/>			
PHYS-203	Physics II Lecture (Spring)	<i>(PHYS-201/201L)</i>	3	<input type="checkbox"/>			
PHYS-203L	Physics II Lab (Spring)	<i>(PHYS-201/201L)</i>	1	<input type="checkbox"/>			
CHEM-201	Organic Chemistry I (Fall)	<i>(CHEM-104/104L)</i>	3	<input type="checkbox"/>			
CHEM-201L	Organic Chemistry I Lab (Fall)	<i>(CHEM-104/104L)</i>	1	<input type="checkbox"/>			
CHEM-202	Organic Chemistry II (Spring)	<i>(CHEM-201/201L)</i>	3	<input type="checkbox"/>			
CHEM-202L	Organic Chemistry II Lab (Spring)	<i>(CHEM-201/201L)</i>	1	<input type="checkbox"/>			

LEVEL III (THIRD YEAR) – 32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ADIV-2()	American Diversity	<i>(WRIT-101 and DBTU-114)</i>	3	<input type="checkbox"/>			
GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	<i>(WRIT-101 and DBTU-114)</i>	3	<input type="checkbox"/>			
DBTG-300	Debating Global Issues	<i>(WRIT-20X, and DGIV-2xx or GCIT-2xx)</i>	3	<input type="checkbox"/>			
ISEM-3()	Integrative Seminar	<i>(WRIT-20X, and DGIV-2XX or GCIT-2XX)</i>	3	<input type="checkbox"/>			

Science Core – 20 credits

BCHEM-312	Biochemistry I	<i>(CHEM-202/202L)</i>	3	<input type="checkbox"/>			
BCHEM-312L	Biochemistry Lab I	<i>(CHEM-202/202L)</i>	1	<input type="checkbox"/>			
BCHEM-313	Biochemistry II	<i>(BCHEM-312)</i>	3	<input type="checkbox"/>			
BCHEM-313L	Biochemistry Lab II	<i>(BCHEM-312 and 312L)</i>	1	<input type="checkbox"/>			
CHEM-323	Instrumental Methods Analysis (Spring)	<i>(CHEM-202/202L)</i>	4	<input type="checkbox"/>			
CHEM-305	Physical Chemistry I (Fall) <small><i>(CHEM-202/202L, PHYS-203/203L, and pre or co-requisite MATH-213)</i></small>		4	<input type="checkbox"/>			

LEVEL IV (FOURTH YEAR) – 28-29 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499 Capstone Folio Workshop 3
(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)

Science Core – 13-14 credits

Chemistry Core

CHEM-309 Inorganic Chemistry (Spring) (CHEM-306) 4

Advanced Chemistry Electives (select from the designated electives below)

B () _____ 3-4
 B () _____ 3
 B () _____ 3

Free Electives - 12 credits

() _____ 3
 () _____ 3
 () _____ 3
 () _____ 3

TOTAL CREDITS: 123-124

B Advanced Chemistry Electives (Select three from these designated electives)

CHEM-371 (Spec Topics), CHEM-391/391 (Research), Chem-405 (Adv Organic), CHEM-410 (Polymer Chem), CHEM-417 (Env Chem), SCI-381/381 (Ind Stdy), SCI-300 (Pharmacology)

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives)

MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

*Please note Philadelphia University residency requirement:
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COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: CHEMISTRY
 Environmental Science Concentration

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 33-34 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>			
WRIT-101/101G	Writing Seminar I: Written Comm. <small>WRTG-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>			
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>			
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>			
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>			
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>			
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>			
MATH-111	Calculus I (Fall)		4	<input type="checkbox"/>			

Science Core – 15 credits

CHEM-104	Chemistry II Lecture (Spring)	<i>(CHEM-103)</i>	3	<input type="checkbox"/>			
CHEM-104L	Chemistry II Lab (Spring)	<i>(CHEM-103L)</i>	1	<input type="checkbox"/>			
BIOL-104	Biology II Lecture (Spring)	<i>(C- or better in BIOL-103)</i>	3	<input type="checkbox"/>			
BIOL-104L	Biology II Lab (Spring)	<i>(C- or better in BIOL-103L)</i>	1	<input type="checkbox"/>			
MATH-112	Calculus II (Spring)	<i>(MATH-111)</i>	4	<input type="checkbox"/>			
ECBIO-101	Environmental Issues		3	<input type="checkbox"/>			

LEVEL II (SECOND YEAR) – 28-30 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9-10 credits

WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	<i>(WRIT-101)</i>	3-4	<input type="checkbox"/>			
ETHIC-2()	Ethics	<i>(WRTG-101 and DBTU-114)</i>	3	<input type="checkbox"/>			
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	<i>(WRTG-101 and DBTU-114)</i>	3	<input type="checkbox"/>			

Science Core – 19-20 credits

PHYS-201	Physics I Lecture (Fall)	<i>(MATH-112)</i>	3	<input type="checkbox"/>			
PHYS-201L	Physics I Lab (Fall)	<i>(MATH-112)</i>	1	<input type="checkbox"/>			
PHYS-203	Physics II Lecture (Spring)	<i>(PHYS-201/201L)</i>	3	<input type="checkbox"/>			
PHYS-203L	Physics II Lab (Spring)	<i>(PHYS-201/201L)</i>	1	<input type="checkbox"/>			
CHEM-201	Organic Chemistry I (Fall)	<i>(CHEM-104/104L)</i>	3	<input type="checkbox"/>			
CHEM-201L	Organic Chemistry I Lab (Fall)	<i>(CHEM-104/104L)</i>	1	<input type="checkbox"/>			
CHEM-202	Organic Chemistry II (Spring)	<i>(CHEM-201/201L)</i>	3	<input type="checkbox"/>			
CHEM-202L	Organic Chemistry II Lab (Spring)	<i>(CHEM-201/201L)</i>	1	<input type="checkbox"/>			

Advanced Environmental Elective (select from the designated electives listed below)

B ()			3-4	<input type="checkbox"/>			
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LEVEL III (THIRD YEAR) – 33 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ADIV-2()	American Diversity	<i>(WRIT-101 and DBTU-114)</i>	3	<input type="checkbox"/>			
GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	<i>(WRTG-101 and DBTU-114)</i>	3	<input type="checkbox"/>			
DBTG-300	Debating Global Issues	<i>(WRIT-201, and DGIV-2xx or GCIT-2xx)</i>	3	<input type="checkbox"/>			
ISEM-3()	Integrative Seminar	<i>(WRIT-201, and DGIV-2xx or GCIT-2xx)</i>	3	<input type="checkbox"/>			

Science Core – 21 credits

ECBIO-301	Ecology (Fall)	<i>(C- or better in either BIOL-104/104L or</i>	4	<input type="checkbox"/>			
STAT-301	Biostatistics (Fall)	<i>(C or better in MATH-111 or</i>	3	<input type="checkbox"/>			
CHEM-323	Instrumental Methods Analysis (Spring)	<i>(CHEM-202/202L)</i>	4	<input type="checkbox"/>			
LARCH-310	GIS for Landscape Analysis (Fall)	<i>(ECBIO-301 or ARCHDSN-208)</i>	3	<input type="checkbox"/>			
ECBIO-415	Natural Resource Management (Spring)	<i>(ECBIO-301)</i>	3	<input type="checkbox"/>			

Advanced Environmental Elective (select a four credit course from the designated electives listed below)

B () _____ 4

LEVEL IV (FOURTH YEAR) – 25-27 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499 Capstone Folio Workshop 3
(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)

Science Core – 10-12 credits

Chemistry Core

CHEM-417 Environmental Chemistry (Fall) (CHEML-104/104L) 4

Advanced Environmental Electives (select from the designated electives listed below)

B () _____ 3-4

B () _____ 3-4

Free Electives - 12 credits

() _____ 3

() _____ 3

() _____ 3

() _____ 3

TOTAL CREDITS: 120-123

B Advanced Environmental Electives (Select four from these designated electives)

BIOL 205/205L, BIOL 209, BIOL 221/221L, BCHEM 312/313, BIOL 371, BIOL 391/392, CHEM 305/306, CHEM 309, CHEM 371, CHEM 391/392, CHEM 405, ECBIO 201, ECBIO 208, ECBIO 302, ECBIO 305, ECBIO 316, ECBIO 318, ECBIO 319, ECBIO 391/392, ECBIO 409, SCI-300, SCI 381/382, SCI 493, STUAB 300, EENGR 412, LARCH 412

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core “menu” of options.

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COURSE STATUS: = course to take next semester = course currently being taken = course completed

BACHELOR OF SCIENCE: COMMUNICATION

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 30-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 15-19 credits

FYS-100	Pathways Seminar (Fall)	1	<input type="checkbox"/>	_____	_____
	(Not required for transfer students)				
WRIT-101/101G	Writing Seminar I	3	<input type="checkbox"/>	_____	_____
	WRITG-100 may only be used to satisfy free elective credits				
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>	_____	_____
	MATH-100 or MATH-101 Finite Mathematics			MATH-102 or MATH-110 Precalculus (3 cr)	
	MATH-103 Intro to Calculus (3 cr.)			MATH-111 Calculus I (4 cr)	
()	Scientific Understanding	3-4	<input type="checkbox"/>	_____	_____
()	Scientific Understanding/Math/STAT	3-4	<input type="checkbox"/>	_____	_____

Communication Core - 12 credits

Theory / History - 6 credits

Fall	COMM-101	Introduction to Communications	3	<input type="checkbox"/>	_____	_____
Spring	COMM-202	Research Methods	3	<input type="checkbox"/>	_____	_____

Idea Invention - 3 credits

Spring	()	Idea Invention Designated Elective [Choose either VSDES-101 or ARTS-101]	3	<input type="checkbox"/>	_____	_____
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Visual & Verbal Narrative - 3 credits

Spring	COMM-204	Technologies of Communication	3	<input type="checkbox"/>	_____	_____
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Free Electives - 3 credits

Spring	()	_____	3	<input type="checkbox"/>	_____	_____
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LEVEL II (SECOND YEAR) – 31-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 15-16 credits

WRIT-20()	Writing Seminar II: Multimedia Comm.	(WRIT-101)	3-4	<input type="checkbox"/>	_____	_____
	WRIT 202 is for transfer students (4 cr)					
ETHIC-2()	Ethics	(WRIT-1 01, DBTU-1 14)	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity	(WRIT-1 01, DBTU-1 14)	3	<input type="checkbox"/>	_____	_____
	(includes 101-level World Languages)					
ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues	(WRIT-20X; GDIV-2XX/GCIT-2XX)	3	<input type="checkbox"/>	_____	_____

Communication Core - 13 credits

Planning & Process - 1 credits

COMM-199	Planning Your Prof. Narrative	1	<input type="checkbox"/>	_____	_____
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Idea Invention - 3 credits

Fall	COMM-206	Strategic Communications	3	<input type="checkbox"/>	_____	_____
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Writing & Rhetoric - 3 credits

Fall	COMM-300	Text, Sound & Image	3	<input type="checkbox"/>	_____	_____
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Visual & Verbal Narrative - 6 credits

Spring	COMM-200	Reading the Visual	3	<input type="checkbox"/>	_____	_____
Spring	DIGD-200	Fundamentals of Web Programming	3	<input type="checkbox"/>	_____	_____

Primary Communications Specialization - 3 credits

Name _____

Spring	()	_____	3	<input type="checkbox"/>	_____	_____
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LEVEL III (THIRD YEAR) – 31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 6 credits

GCIT-2()	Global Citizenship	(WRIT-1 01, DBTU-1 14)	3	<input type="checkbox"/>	_____	_____
	(includes 201-level World Languages)					
ISEM-3()	Integrative Seminar	WRIT-201 & GDIV-2XX or GCIT-2XX	3	<input type="checkbox"/>	_____	_____

Communication Core - 10 credits

Planning & Process - 1 credits

COMM-3XX	E-Portfolio Narrative II	1	<input type="checkbox"/>	_____	_____
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Theory / History - 3 credits

Spring	()	Theory/History Designated elective	3	<input type="checkbox"/>	_____	_____
		[Choose one: LAW-304, COMM-402, COMM3XX Media Theory, COMMXXX Media Law/Ethics]				

LEVEL III (THIRD YEAR) – continued (Prerequisite) Cr Sem. Grade TR Equiv.

Idea Invention - 3 credits

Spring () Idea Invention Designated Elective 3
 [Choose one: PHOTO-101, PHOTO-102 or GRAPH-102]

Writing & Rhetoric - 3 credits

Fall () Writing/Rhetoric Designated Elective 3
 [Choose one: COMM-207, COMMXXX[Journalism in Multimedia World], COMMXXX [Writing for Non-profit], COMMXXX[Science/Tech]

Primary Communications Specialization - 9 credits

Name _____

Fall () _____ 3
 Fall () _____ 3
 Spring () _____ 3

Secondary Specialization - 3 credits

Name _____

Spring () _____ 3

Free Electives - 3 credits

Fall () _____ 3

LEVEL IV (FOURTH YEAR) – 32 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499 Capstone Folio Workshop

(DBTG-300, GDIV-2XX, GCIT-2XX, ETHIC-2XX, ADIV-2XX, ISEM-3XX, MATH-1XX, and one Scientific Understanding)

3

Communication Core - 11 credits

Planning & Process - 5 credits

Fall COMM-4XX E-Portfolio Narrative III 1
 Spring COMM-4XX E-Portfolio Narrative IV 1
 Spring COMM-499 Captone 3

Writing & Rhetoric - 3 credits

Fall () Writing/Rhetoric Designated Elective 3
 [Choose one: COMM-207, COMMXXX[Journalism in Multimedia World], COMMXXX [Writing for Non-profit], COMMXXX[Science/Tech]

Visual & Verbal Narrative - 3 credits

Fall () Visual & Verbal Narrative Designated Elective 3
 [Choose one: PHOTO-307, CAD-201, (MKTG-104 & MGMT-104), PHOTXXX Documentary Photography, DIGDXXX Media Production]

Primary Communications Specialization - 3 credits

Name _____

Fall () _____ 3

Secondary Specialization - 6 credits

Name _____

Fall () _____ 3
 Spring () _____ 3

Free Electives - 9 credits

Fall () _____ 3
 Spring () _____ 3
 Spring () _____ 3

TOTAL CREDITS: 125-128

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Although some courses appear as options in different specializations and designated electives, each course may only be used once in fulfilling degree requirements.

Surplus credits not used toward degree requirements:

Please note Philadelphia University residency requirement.

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in the Hallmarks Core in order to be eligible for a B.S. degree.

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core “menu” of options.

Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Primary Communication Specialization (select one) - 15 credits		Designated Electives (as indicated to make up the 15 credit specialization)
1 Strategic Communication (First available Spring 2016)	Required: COMMXXX Adv Strategic Communicatilons <u>and</u> COMMXXX Crisis Communications	
	Choose two "Field Specific" courses: COMMXXXHealth COMM, LAWXXX Public Policy/Political Comm, MKTG-207, COMMXXX Sports Comm, GRAPH-202 Design III:GDC, DIGDXXX Media production, MKTG-315, COMM Adv Media Studies	
	Choose one "Writing" course: COMMXX Journalism in Multi-media, COMMXXX Writing for Non-Profits, COMMxxx Science &	
2 Visual Communications	Required: PHOTO-307 Photography & Visual Culture <u>and</u> DIGD-206 Fnd in Web Design & Strategy	
	Choose one or two "Group A" courses: PHOTO-101 Intro to Photography:B/W, PHOTO-102 Intro to Photography:Digd, PHOTO-204 Intro to Photography: GDC	
	Choose one or two "Group B" courses: DIGD-307 Adv WebDesign & Strat, DIGD-405 Dig Video Design/Prod, XXX Adv Media Studies, DIGDXXX Media Production, GRAPH-102: Design 2 Intro to Graphic Design	
3 Strategic Graphic Web (First available Spring 2016)	Required: GRAPH-202 Design III:GDC <u>and</u> COMMXXX Adv Strategic Comm <u>and</u> DIGD206 Fnd in Web Design & Strategy	
	Choose one "Group A" course: GRAPH-301 Design IV:GDC, GRAPH-305 Exhibit Design/Sign, GRAPH-341 Illustration, GRAPH-408 Adv Publication Dgn, GRAPH-320 Package Design, GRAPH-310 Design Imaging & Photographic Manipulation	
	Choose one "Group B" course:DIGD307 Adv WebDesign & Strategy, DIGDXXX Prin User Experience, DGDXXX Media Production, DIGDXXX User Interface Design	

Secondary Specialization (select one) - 9 credits		Designated Electives (as indicated to make up the 9 credit speciz)
I Fashion	Required: ARTH-314 History of Textiles & Costume	
	Choose one course: FASHMGT-101 Global Fashion Insight, FASHMGT-319 Fashion Journalism, COMMXXX Fashion	
	Choose one course: FASHMGT319 Fashion Jorunalism, COMMXXX Fashion Communications, FASHMGT304 Vusal Merchandising, MKTG207 Consumer in Mktpl, MKTG217 Retail Strat/Struct, DSGNFND423 Design Concepts	
II Health Communications (First available Spring 2016)	Required: COMMXXX Health Comm <u>and</u> HSCI100 Intro to Health Professionals (1 cr)	
	Choose one course: PUBH101 Intro to Public Health, HSCI230 Intro to Healthcare, PSYCH101 Intro Psych	
	Choose one course: COMMXXX Adv Strategic Comm, HSCI303 Public Health Issues, LAWXXX Policy Making in Multi-media World, HSCI305 Concepts in Fitness & Wellness, PSYCH201 Abnormal Psych, PSYCH213 Developmental Psych, PSYCH224 Psych of Addiction, PSYCH226 Psych of Trauma	
III Law & Society/Politcal Com	Required: LAW101 Intro to Law/Soc <u>and</u> LAW-XXX Policy Making in the Multi-media World	
	Choose two courses: LAW-103 Crime & Justice, LAW201 Constitutional Law, LAW308 Law/Women/Gender, LAWXXX Law/Ethics	
IV Marketing	Required: MKTG-104 Mktg Fnd, MGMT-104 Mgmt Fnd, <u>and</u> MKTG207 Consumers in the Marketplace	
	Choose two courses: MKTG315 Mktg in a Digital Envir, MKTG408 Survey of E-Commerce, COMMXXX Adv Strategic Comm	
V Strategic Communications (First available Spring 2016)	Required: COMMXXX Adv Strategic Communications	
	Choose two courses: COMMXXX Health Communications, MKTG207 Consumers in the Marketplace, COMMXXX Sports Communications, DIGD Media production, COMMXXX Adv Media Studies, COMM207 PR/Media Wrtg, COMMXXX Journalsim in Multi-media World, COMMXXX Sci/Tech Wrtg	
VI Visual Communications (First available Spring 2016)	Required: COMMXXX Adv Strategic Communications	
	Choose one course: PHOTO101 Intro to Photo:B/W, PHOTO102 Intro to Photo:Digd, PHOTO204 Intro to Photo: GDC	
	Choose one course: DIGD206 Fnd Web Design/Strat, DIGD307 Adv Web Design/Strat, DIGD405 Dig Video Design/Prod, Adv Media Studies, DIGDXXX Media Production, GRAPH-102: Design 2 Intro to Graphic Design	

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: HEALTH SCIENCES

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 3 30-31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 18-19 credits

FYS-100	Pathways Seminar (Fall)		1	<input type="checkbox"/>			
WRIT-101/101G	Writing Seminar I: Written Communication		3	<input type="checkbox"/>			
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>			
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>			
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>			
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>			
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>			
MATH-1()	Quantitative Reasoning I (based on placement, see below)		3-4	<input type="checkbox"/>			
MATH-102	Pre-calculus (3 cr.)						
MATH-103	Introduction to Calculus (3 cr.)						
MATH-111	Calculus I (4 cr.)						

Health Sciences Core – 12 credits

PSYCH-101	Introduction to Psychology (Fall)		3	<input type="checkbox"/>			
HSCI-100	Introduction to Health Professions (Spring)		1	<input type="checkbox"/>			
CHEM-104	Chemistry II Lecture (Spring)	(CHEM-103)	3	<input type="checkbox"/>			
CHEM-104L	Chemistry II Lab (Spring)	(CHEM-103L)	1	<input type="checkbox"/>			
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>			
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>			

LEVEL II (SECOND YEAR) – 32-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12-13 credits

WRIT-20()	Writing Seminar II: Multimedia Communication	(WRIT-101)	3-4	<input type="checkbox"/>			
GDIV-2()	Global Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
	(includes 101-level World Languages)						
ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
GCIT-2()	Global Citizenship	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
	(includes 201-level World Languages)						

Health Sciences Core – 20-22 credits

PSYCH-201	Abnormal Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>			
PSYCH-213	Developmental Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>			
BIOL-201	Anatomy & Physiology Lecture I (Fall)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>			
BIOL-201L	Anatomy & Physiology I Lab (Fall)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>			
BIOL-202	Anatomy & Physiology II Lecture (Spring)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>			
BIOL-202L	Anatomy & Physiology II Lab (Spring)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>			

Health Sciences Elective (select from list below)

HSCI-3()			3-4	<input type="checkbox"/>			
Writing Intensive Science Elective (select from BIOL221/221L; BIOL-209, or BIOL-315)							
BIOL-()			3	<input type="checkbox"/>			

LEVEL III (THIRD YEAR) – 29-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
DBTG-300	Debating Global Issues	(WRIT-20X, GDIV-2XX)	3	<input type="checkbox"/>			
ISEM-3()	Integrative Seminar	(WRIT-20X, GDIV-2XX)	3	<input type="checkbox"/>			

Health Sciences Core – 17-20 credits

STAT-220	Statistics for Behavioral Sciences	(Quantitative Reasoning I)	3	<input type="checkbox"/>			
HSCI-230	Introduction to Health Care (Spring)		2	<input type="checkbox"/>			
Designated Science Electives (select from list below)							
()		(Lecture)	3-4	<input type="checkbox"/>			
()		(Lecture)	3-4	<input type="checkbox"/>			

Designated Psychology Electives (select from list below)

()		(Fall)	3	<input type="checkbox"/>		
()		(Spring)	3	<input type="checkbox"/>		
Free Elective - 3 cr (Consideration should be given for free electives to be used towards filling grad school prerequisites or a minor)						
()			3-4	<input type="checkbox"/>		

LEVEL IV (FOURTH YEAR) – 30-37 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499	Capstone Folio Workshop	(All other Hallmarks core courses)	3	<input type="checkbox"/>		
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Health Sciences Core – 9 credits

Health Sciences Elective (select from list below)

HSCI-3()			3-4	<input type="checkbox"/>		
HSCI-330	Medical Terminology & Documentation (Spring)		3	<input type="checkbox"/>		

Designated Psychology Electives (select from list below)

()			3	<input type="checkbox"/>		
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Free Elective - 18 credits

()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		

TOTAL CREDITS: 121-134

<p>Designated Science Electives (Choose two)</p> <p>Principles of Genetics w/ Lab (BIOL-207/207L)</p> <p>Organic Chemistry I w/ Lab (CHEM-201/201L)</p> <p>Organic Chemistry II w/ Lab (CHEM-202/202L)</p> <p>Physics I w/ Lab (PHYS-201/201L)</p> <p>Physics II w/ Lab (PHYS-203/203L)</p> <p>Microbiology w/ Lab (BIOL-221/221L)</p> <p>Biochemistry I (BCHEM-312)</p> <p>Biochemistry II (BCHEM-313)</p> <p>Histology (BIOL-303)</p> <p>Pathology (BIOL-413)</p> <p>Cell Physiology w/ Lab (BIOL-204/204L)</p> <p>General Physics (PHYS-101)</p> <p>Pharmacology (SCI-300)</p> <p>Bioorganic Chemistry (CHEM-214)</p> <p>Medical Genetics (BIOL-313)</p> <p>Developmental Genetics (BIOL-313)</p>	<p>Designated Psychology Electives (Choose four)</p> <p>Human Sexuality (PSYCH-243)</p> <p>Social Psychology (PSYCH-232)</p> <p>Interpersonal Relations & Group Dynamics (PSYCH-233)</p> <p>Cognitive Psychology (PSYCH-212)</p> <p>Physiological Psychology (PSYCH-103)</p> <p>Psychopharmacology (PSYCH-241)</p> <p>Sensation & Perception (PSYCH-242)</p> <p>Psychology of Addiction (PSYCH-224)</p> <p>Counseling Psychology (PSYCH-222)</p> <p>Marriage & Family (PSYCH-223)</p> <p>Clinical Psychology (PSYCH-220)</p> <p>Psychology of Trauma (PSYCH-2XX)</p>
	<p>Health Sciences Electives (Choose two)</p> <p>Concepts in Fitness and Wellness (HSCI-305)</p> <p>Nutrition (HSCI-3xx)</p> <p>Public Health Issues (HSCI-303)</p> <p>Clinical Interactions (HSCI-320)</p>

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099 Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>
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Please note Philadelphia University residency requirement.

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 6 credits must be in the Hallmarks Core in order to be eligible for a R.S. degree.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 13-15 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>			
WRIT-101/101G	Writing Seminar I: Written Comm. <small>WRITG-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>			
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>			
WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	(WRIT-101)	3-4	<input type="checkbox"/>			
MATH-1()	Quantitative Reasoning I (based on placement, see below)		3-4	<input type="checkbox"/>			
	MATH-102 Pre-calculus (3 cr.)						
	MATH-103 Introduction to Calculus (3 cr.)						

Health Sciences Core – 15 credits

HSCI-100	Introduction to Health Professions (Fall)		1	<input type="checkbox"/>			
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>			
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>			
BIOL-104	Biology II Lecture (Spring)	<small>(C- or better in BIOL-103)</small>	3	<input type="checkbox"/>			
BIOL-104L	Biology II Lab (Spring)	<small>(C- or better in BIOL-103L)</small>	1	<input type="checkbox"/>			
PSYC-100	Introduction to Psychology (Fall)		3	<input type="checkbox"/>			
PSYC-213	Developmental Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>			

Free Elective - 3 credits

()			3	<input type="checkbox"/>			
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LEVEL II (SECOND YEAR) – 37-38 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*		
ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*		
GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			

Health Sciences Core – 25-26 credits

PSYCH-201	Abnormal Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>			
PSYCH-222	Counseling Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>			
PSYCH-220	Clinical Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>			
BIOL-201	Anatomy & Physiology Lecture I (Fall)	<small>(C- or better in BIOL-104/104L)</small>	3	<input type="checkbox"/>			
BIOL-201L	Anatomy & Physiology I Lab (Fall)	<small>(C- or better in BIOL-104/104L)</small>	1	<input type="checkbox"/>			
BIOL-202	Anatomy & Physiology II Lecture (Spring)	<small>(C- or better in BIOL-201/201L)</small>	3	<input type="checkbox"/>			
BIOL-202L	Anatomy & Physiology II Lab (Spring)	<small>(C- or better in BIOL-201/201L)</small>	1	<input type="checkbox"/>			
HSCI-230	Introduction to Health Care (Spring)		2	<input type="checkbox"/>			

Writing Intensive Science Elective (Choose from BIOL-221/221L, BIOL-209, BIOL-315)

()			3-4	<input type="checkbox"/>			
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Health Sciences Elective (Select from list below)

HSCI-3()			3	<input type="checkbox"/>			
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LEVEL III (THIRD YEAR) – 38-42 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

ISEM-300	Integrative Seminar (Fall)	(WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>			
DBTG-300	Debating Global Issues (Fall)	(WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>			
HALLMK-499	Capstone Folio Workshop (Spring)	<small>(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, ISEM-3xx, Sci Undstg, MATH1XX)</small>	3	<input type="checkbox"/>			

LEVEL III (THIRD YEAR) – continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Health Sciences Core/ Electives – 18-20 credits

Health Sciences Core – 29-33 credits

PSYCH-220	Statistics for Behavioral Sciences (Fall)	(MATH-1XX)	3	<input type="checkbox"/>			
HSCI-330	Medical Terminology & Documentation (Spring)		3	<input type="checkbox"/>			

Designated Science Elective (Choose from options below)

()		(Fall)	4	<input type="checkbox"/>			
()		(Spring)	4	<input type="checkbox"/>			

Designated Science & Psychology Electives (Choose two each from options below)

()		(Fall)	3-4	<input type="checkbox"/>			
()		(Fall)	3-4	<input type="checkbox"/>			
()		(Spring)	3-4	<input type="checkbox"/>			
()		(Spring)	3-4	<input type="checkbox"/>			

Health Sciences Elective (Select from list below)

HSCI-3()		(Spring)	3	<input type="checkbox"/>			
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<p>Designated Science Electives (Choose four)</p> <ul style="list-style-type: none"> Cell Physiology w/ Lab (BIOL-204/204L) Principles of Genetics w/ Lab (BIOL-207/207L) Organic Chemistry I w/ Lab (CHEM-201/201L) Organic Chemistry II w/ Lab (CHEM-202/202L) Physics I w/ Lab (PHYS-201/201L) Physics II w/ Lab (PHYS-203/203L) Microbiology w/ Lab (BIOL-221/221L) Biochemistry I (BCHEM-312) Biochemistry II (BCHEM-313) Histology (BIOL-303) Pathology (BIOL-413) Bioorganic Chemistry (CHEM-214) Medical Genetics (BIOL-313) Developmental Genetics (BIOL-313) General Physics (PHYS-101) Pharmacology (SCI-300) 	<p>Designated Psychology Electives (Choose two)</p> <ul style="list-style-type: none"> Human Sexuality (PSYCH-243) Social Psychology (PSYCH-232) Interpersonal Relations & Group Dynamics (PSYCH-233) Cognitive Psychology (PSYCH-212) Physiological Psychology (PSYCH-103) Psychopharmacology (PSYCH-241) Sensation & Perception (PSYCH-242) Psychology of Addiction (PSYCH-224) Psychology of Trauma (PSYCH-2XX) Marriage & Family (PSYCH-223) <p>Health Sciences Electives (Choose two)</p> <ul style="list-style-type: none"> Concepts in Fitness and Wellness (HSCI-305) Nutrition (HSCI-3xx) Public Health Issues (HSCI-303) Clinical Interactions (HSCI-320) Social Psychology (PSYCH-232)
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Students must complete all undergraduate major and college studies credits, earn overall 3.0 or higher GPA in undergraduate coursework, complete all Counseling Program prerequisite courses with minimum 3.0 GPA, and all Counseling Program admission steps prior to matriculate Counseling courses. Formal review of student's academic progress will occur at the end of the second and third years of undergraduate coursework. Students who do not meet Counseling Program academic standards will complete the B.S. in Health Sciences by taking additional electives, by advisement. The bachelor's degree requires a minimum of 120 credits.

LEVEL IV (FOURTH YEAR) – 27 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Community and Trauma Counseling First Year Courses

Fall Semester - 15 credits

CTC-601	Orientation to the Counseling Profession		3	<input type="checkbox"/>			
CTC-602	Practicum I: Theory and Practice of Counseling		3	<input type="checkbox"/>			
CTC-604	Psychopathology		3	<input type="checkbox"/>			
CTC-608	Group Work in Community and Trauma Counseling		3	<input type="checkbox"/>			
Free Elective							
()			3	<input type="checkbox"/>			

(B.S. Awarded)

TOTAL CREDITS: 121-127

LEVEL IV (FOURTH YEAR) – continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Spring Semester - 12 credits

CTC-603	Human Growth and Development	3	<input type="checkbox"/>		
CTC-605	Foundations of Trauma Counseling	3	<input type="checkbox"/>		
CTC-607	Practicum II: Advanced Counseling Theory and Practice	3	<input type="checkbox"/>		
CTC-654	Neurobiology of Trauma	3	<input type="checkbox"/>		

LEVEL V (FIFTH YEAR) – 36 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Summer Semester - 12 credits

CTC-606	Social and Cultural Diversity	3	<input type="checkbox"/>		
CTC613	Attachment, Relationships, and Family Therapy	3	<input type="checkbox"/>		
CTC-614	Addictions Theory and Practice	3	<input type="checkbox"/>		
CTC-652	Childhood Trauma	3	<input type="checkbox"/>		

Fall Semester - 12 Credits

CTC-609	Psychological Assessment	3	<input type="checkbox"/>		
CTC-611	Career Counseling	3	<input type="checkbox"/>		
CTC-702	Internship I	3	<input type="checkbox"/>		
CTC-653	Advanced Clinical Interventions	3	<input type="checkbox"/>		

Spring Semester - 12 Credits

CTC-610	Research and Evaluation	3	<input type="checkbox"/>		
CTC-612	Trauma Prevention and Intervention Strategies	3	<input type="checkbox"/>		
CTC-702	Internship II	3	<input type="checkbox"/>		
CTC-654	Community Disaster and Trauma	3	<input type="checkbox"/>		

(M.S. Awarded)

TOTAL CREDITS: 60

Fundamentals Course: (The fundamental "099" course does **not** count toward graduation requirements. WRTG-100 and IXTA-100 **can** be used toward graduation credits as a free elective.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>	
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement: Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to

This form should be used as a worksheet in conjunction with the catalog and the College Studies "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 32-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 17-19 credits

FYS-100	Pathways Seminar (Fall) (Not required for transfer students)		1	<input type="checkbox"/>			
WRIT-101/101G	Writing Seminar I: Written Comm. WRITG-100 may only be used to satisfy free elective credits		3	<input type="checkbox"/>			
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>			
WRIT-20()	Writing Seminar II: Multimedia Comm. WRIT 202 is for transfer students (4 cr)	(WRIT-101)	3-4	<input type="checkbox"/>			
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>			
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>			
MATH-1()	Mathematics (based on placement results)		3-4	<input type="checkbox"/>			

MATH-102 or MATH-110 Pre-calculus (3 cr); MATH-103 Intro to Calculus (3 cr); or MATH-111 Calculus (4 cr)

Health Sciences Core/ Electives – 14-15 credits

HSCI-100	Introduction to Health Professions (Fall)		1	<input type="checkbox"/>			
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>			
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>			
PSYCH-101	Introduction to Psychology (Fall)		3	<input type="checkbox"/>			
PSYCH-213	Developmental Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>	*		

Health Science Elective

() Choose one from BIOL, PSYCH or HSCI 3-4

Free Elective – 1 credit

() Free Elective 1

LEVEL II (SECOND YEAR) – 31-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
GDIV-2()	Global Diversity (includes 101-level World Languages)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*		
ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*		
GCIT-2()	Global Citizenship (includes 201-level World Languages)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			

Health Sciences Core/ Electives – 19-20 credits

STAT-220	Statistics for Behavioral Science (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	*		
PSYCH-201	Abnormal Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	*		
HSCI-230	Intro to Health Care (Spring)		2	<input type="checkbox"/>			
BIOL-201	Anatomy & Physiology Lecture I (Fall)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	*		
BIOL-201L	Anatomy & Physiology I Lab (Fall)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	*		
BIOL-202	Anatomy & Physiology II Lecture (Spring)	(C- or better in BIOL-201/201L)	3	<input type="checkbox"/>	*		
BIOL-202L	Anatomy & Physiology II Lab (Spring)	(C- or better in BIOL-201/201L)	1	<input type="checkbox"/>	*		

Health Science Elective (Spring)

() Choose one from BIOL, PSYCH or HSCI 3-4

*OT Program Prerequisites: BIOL-201, BIOL-202, PHYS-101, PSYCH-201, PSYCH-213, STAT-220, & GDIV-2XX or ADIV- Students must earn minimum B- in each of the OT Program's prerequisite courses to remain in the BS/MS program

LEVEL III (THIRD YEAR) – 33-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

ISEM-3()	Integrative Seminar (Fall)	(WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>			
DBTG-300	Debating Global Issues (Fall)	(WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>			
HALLMK-499	Capstone Folio (Spring)		3	<input type="checkbox"/>			

(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, ISEM-3xx, Sci Undstg, MATH1XX)

LEVEL III (THIRD YEAR) – continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Health Sciences Core/ Electives – 18-20 credits

PHYS-101	Science II: General Physics (Fall)	(MATH-1XX)	3	<input type="checkbox"/>	*		
HSCI-3()	Nutrition/Concepts in Fitness/Public Health/Clinical Interactions		3	<input type="checkbox"/>			
HSCI-330	Medical Terminology & Documentation (Spring)		3	<input type="checkbox"/>			
BIOL(209/221/311)	Medicinal Plants/MicroBiology/Immunology	(WRIT10)	3-4	<input type="checkbox"/>			

Health Science Elective

()	Choose one from BIOL, PSYCH or HSCI (Fall)		3-4	<input type="checkbox"/>			
()	Choose one from BIOL, PSYCH or HSCI (Spring)		3	<input type="checkbox"/>			

Free Elective - 6 credits

()		(Spring)	3	<input type="checkbox"/>			
()		(Fall)	3	<input type="checkbox"/>			

LEVEL IV (FOURTH YEAR) – 24 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Students must complete all undergraduate major and Hallmark credits, earn overall 3.0 or higher GPA in undergraduate coursework, complete all OT Program prerequisite courses with minimum B- and overall 3.0 GPA, and all OT Program admission steps prior to matriculating in graduate OT courses. Formal review of students' academic progress will occur at the end of every semester of studies. Students who do not meet OT Program academic standards will change their major to complete the B.S. in Health Sciences. The bachelor's degree requires a minimum of 120 credits.

Occupational Therapy First Year Courses (24 credits)

(B.S. Awarded)

TOTAL CREDITS: 120-124

Graduate Courses – 48 credits

Occupational Therapy Second & Third Year Courses (48 credits)

(M.S. Awarded)

TOTAL CREDITS: 48

Introductory and Fundamental Courses: (MATH-099 does **not** count toward graduation requirements. However WRTI-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>			
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 6 credits must be in the Hallmarks Core in order to

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options.
Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

COMBINED B.S. HEALTH SCIENCES / M.S. OCCUPATIONAL THERAPY 2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 32-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 17-19 credits

FYS-100	Pathways Seminar (Fall) (Not required for transfer students)		1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I: Written Comm. WRITG-100 may only be used to satisfy free elective credits		3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____
WRIT-20()	Writing Seminar II: Multimedia C WRIT 202 is for transfer students (4 cr)	(WRIT-101)	3-4	<input type="checkbox"/>	_____	_____
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (based on placement results)		3-4	<input type="checkbox"/>	_____	_____

MATH-102 or MATH-110 Pre-calculus (3 cr); MATH-103 Intro to Calculus (3 cr); or MATH-111 Calculus (4 cr)

Health Sciences Core/ Electives – 14-15 credits

HSCI-100	Introduction to Health Professions (Fall)		1	<input type="checkbox"/>	_____	_____
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>	_____	_____
PSYCH-101	Introduction to Psychology (Fall)		3	<input type="checkbox"/>	_____	_____
PSYCH-213	Developmental Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>	*	_____

Health Science Elective

()	Choose one from BIOL, PSYCH or HSCI		3-4	<input type="checkbox"/>	_____	_____
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Free Elective – 1 credit

()	Free Elective		1	<input type="checkbox"/>	_____	_____
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LEVEL II (SECOND YEAR) – 31-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity (includes 101-level World Languages)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*	_____
ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*	_____
GCIT-2()	Global Citizenship (includes 201-level World Languages)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____

Health Sciences Core/ Electives – 19-20 credits

STAT-220	Statistics for Behavioral Science ()	(PSYCH-101)	3	<input type="checkbox"/>	*	_____
PSYCH-201	Abnormal Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	*	_____
HSCI-230	Intro to Health Care (Spring)		2	<input type="checkbox"/>	_____	_____
BIOL-201	Anatomy & Physiology Lecture I (F(C- or better in BIOL-104/104L)		3	<input type="checkbox"/>	*	_____
BIOL-201L	Anatomy & Physiology I Lab (Fall) (C- or better in BIOL-104/104L)		1	<input type="checkbox"/>	*	_____
BIOL-202	Anatomy & Physiology II Lecture (S(C- or better in BIOL-201/201L)		3	<input type="checkbox"/>	*	_____
BIOL-202L	Anatomy & Physiology II Lab (Spring(C- or better in BIOL-201/201L)		1	<input type="checkbox"/>	*	_____

Health Science Elective (Spring)

()	Choose one from BIOL, PSYCH or HSCI		3-4	<input type="checkbox"/>	_____	_____
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*OT Program Prerequisites: BIOL-201, BIOL-202, PHYS-101, PSYCH-201, PSYCH-213, STAT-220, & GDIV-2XX or Students must earn minimum B- in each of the OT Program's prerequisite courses to remain in the BS/MS

LEVEL III (THIRD YEAR) – 33-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

ISEM-3()	Integrative Seminar (Fall)	RIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues (Fall)	RIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
HALLMK-499	Capstone Folio (Spring)		3	<input type="checkbox"/>	_____	_____

(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, ISEM-3xx, Sci Undstg, MATH1XX)

LEVEL III (THIRD YEAR) – continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Health Sciences Core/ Electives – 18-20 credits

PHYS-101	Science II: General Physics (Fall)	(MATH-1XX)	3	<input type="checkbox"/>	*	_____	_____
HSCI-3()	Nutrition/Concepts in Fitness/Public Health/Clinical Int		3	<input type="checkbox"/>		_____	_____
HSCI-330	Medical Terminology & Documentation (Spring)		3	<input type="checkbox"/>		_____	_____
BIOL(209/221/31)	Medicinal Plants/MicroBiology/Immunology		3-4	<input type="checkbox"/>		_____	_____

Health Science Elective

()	Choose one from BIOL, PSYCH or HSCI (Fall)		3-4	<input type="checkbox"/>		_____	_____
()	Choose one from BIOL, PSYCH or HSCI (Spring)		3	<input type="checkbox"/>		_____	_____

Free Elective - 6 credits

()	_____ (Spring)		3	<input type="checkbox"/>		_____	_____
()	_____ (Fall)		3	<input type="checkbox"/>		_____	_____

LEVEL IV (FOURTH YEAR) – 24 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Students must complete all undergraduate major and Hallmark credits, earn overall 3.0 or higher GPA in undergraduate coursework, complete all OT Program prerequisite courses with minimum B- and overall 3.0 GPA, and all OT Program admission steps prior to matriculating in graduate OT courses. Formal review of students' academic progress will occur at the end of every semester of studies. Students who do not meet OT Program academic standards will change their major to complete the B.S. in Health Sciences. The bachelor's degree

Occupational Therapy First Year Courses (24 credits)

(B.S. Awarded)

TOTAL CREDITS: 120-124

Graduate Courses – 48 credits

Occupational Therapy Second & Third Year Courses (48 credits)

(M.S. Awarded)

TOTAL CREDITS: 48

Introductory and Fundamental Courses: (MATH-099 does **not** count toward graduation requirements. However WRTI-100 and ITXA-100 **can** be used toward graduation credits in the free

MATH-099	Fundamentals of College Mathematic	(must earn C or better)	3	<input type="checkbox"/>		_____	_____
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 6 credits must be in the Hallmarks

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core menu of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY

COMBINED B.S. HEALTH SCIENCES / M.S. PHYSICIAN ASSISTANT STUDIES 2015-2016

5-Year Program

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 33-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 21-22 credits

FYS-100	Pathways Seminar (Fall) (Not required for transfer students)	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I: Written Comm. WRITG-100 may only be used to satisfy free elective credits	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
WRIT-20()	Writing Seminar II: Multimedia Comm. WRIT 202 is for transfer students (4 cr)	3-4	<input type="checkbox"/>	_____	_____
CHEM-103	Science I: Chemistry I Lecture (Fall)	3	<input type="checkbox"/>	_____	_____
CHEM-103L	Science I: Chemistry I Lab (Fall)	1	<input type="checkbox"/>	_____	_____
BIOL-103	Science II: Biology I Lecture (Fall)	3	<input type="checkbox"/>	_____	_____
BIOL-103L	Science II: Biology I Lab (Fall)	1	<input type="checkbox"/>	_____	_____
MATH-1()	Quantitative Reasoning I (based on placement, see below)	3-4	<input type="checkbox"/>	_____	_____
MATH-102 or MATH-110 Pre-calculus (3 cr); MATH-103 Intro to Calculus (3 cr); or MATH-111 Calculus (4 cr)					

Health Sciences Core – 12 credits

HSCI-100	Introduction to Health Professions (Fall)	1	<input type="checkbox"/>	_____	_____
PSYCH-101	Introduction to Psychology (Spring)	3	<input type="checkbox"/>	_____	_____
CHEM-104	Chemistry II Lecture (Spring) (CHEM-103)	3	<input type="checkbox"/>	_____	_____
CHEM-104L	Chemistry II Lab (Spring) (CHEM-103L)	1	<input type="checkbox"/>	_____	_____
BIOL-104	Biology II Lecture (Spring) (C- or better in BIOL-103)	3	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lab (Spring) (C- or better in BIOL-103L)	1	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ETHIC-2()	Ethics (WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity (WRIT-101, DBTU-114) (includes 101-level World Languages)	3	<input type="checkbox"/>	*	_____
ADIV-2()	American Diversity (WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*	_____
GCIT-2()	Global Citizenship (WRIT-101, DBTU-114) (includes 201-level World Languages)	3	<input type="checkbox"/>	_____	_____

Health Sciences Core – 23 credits

PSYCH-201	Abnormal Psychology (Fall) (PSYCH-101)	3	<input type="checkbox"/>	_____	_____
CHEM-214	Bioorganic Chemistry (Fall) (CHEM-104/104L, C or better in BIOL-:)	3	<input type="checkbox"/>	_____	_____
BIOL-201	Anatomy & Physiology Lecture I (Fall) (C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	_____	_____
BIOL-201L	Anatomy & Physiology I Lab (Fall) (C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	_____	_____
BIOL-202	Anatomy & Physiology II Lecture (Spring) (C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	_____	_____
BIOL-202L	Anatomy & Physiology II Lab (Spring) (C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	_____	_____
BIOL-221	Microbiology Lecture (Spring) (C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	_____	_____
BIOL-221L	Microbiology Lab (Spring) (C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	_____	_____
PSYCH-213	Developmental Psychology (Spring) (PSYCH-101)	3	<input type="checkbox"/>	_____	_____
HSCI-230	Introduction to Health Care (Spring)	2	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) – 35-38 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

ISEM-3()	Integrative Seminar (Fall) (WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues (Fall) (WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
HALLMK-499	Capstone Folio (Spring) (ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, ISEM-3xx, Sci Undstg, MATH1XX)	3	<input type="checkbox"/>	_____	_____

Free Electives – 6-8 credits

()	Free Elective	3-4	<input type="checkbox"/>	_____	_____
()	Free Elective	3-4	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) - continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Health Sciences Core – 20-21 credits

HSCI-3()	Health Sciences Elective (Fall)		3-4	<input type="checkbox"/>			
BIOL-()	Biology elective (Fall)	(C- or better in BIOL-104/104L)	4	<input type="checkbox"/>			
STAT-220	Statistics for Behavioral Sciences (Fall)	(Quantitative Reasoning I)	3	<input type="checkbox"/>			
HSCI-320	Clinical Interactions (Fall)		3	<input type="checkbox"/>			
BIOL-207	Principles of Genetics Lecture (Spring)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>			
BIOL-207L	Principles of Genetics Lab (Spring)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>			
HSCI-330	Medical Terminology & Documentation (Spring)		3	<input type="checkbox"/>			

Professional Phase

[Must be accepted into the Professional Phase in order to enroll in fourth year classes]

LEVEL IV (FOURTH YEAR) – 22 cr (undergraduate) + 35 cr (graduate)

(Prerequisite) Cr Sem. Grade TR Equiv.

Summer	PAS-407A	Advanced Anatomy A (Summer)	(BIOL-202)	2	<input type="checkbox"/>		
Fall	PAS-407B	Advanced Anatomy B (Fall)	(BIOL-202)	3	<input type="checkbox"/>		
	PAS-421	Genetics, Immunology & Micro (Fall)	(BIOL-221)	2	<input type="checkbox"/>		
	PAS-413	Medical Physiology & Pathology (Fall)	(BIOL-202)	3	<input type="checkbox"/>		
	PAS-417	Medical Hist & Physical Diagnosis (Fall)		5	<input type="checkbox"/>		
	PAS-410	Medical & Professional Ethics		2	<input type="checkbox"/>		
	PAS-403	Evidence Based Medicine		2			
	PAS-411	Applied Behavioral Science		3	<input type="checkbox"/>		
Spring	PAS-611	Clinical Medicine (Spring)	(PAS-407, PAS-413, PAS-417)	8	<input type="checkbox"/>		
	PAS-612	Clinical Reasoning (Spring)		2.5	<input type="checkbox"/>		
	PAS-613	Pharmacology & Pharmacotherapeutics (Spring)		4	<input type="checkbox"/>		
	PAS-614	Emergency Medicine (Spring)		3	<input type="checkbox"/>		
	PAS-605	Clinical Correlations of Public Health (Spring)		1			
	PAS-615	Diagnostic Medicine (Spring)		2	<input type="checkbox"/>		
Summer	PAS-621	Clinical Disciplines Overview (Summer I)		6	<input type="checkbox"/>		
	PAS-622	Pharmacotherapeutics Seminar (Summer I)	(PAS-613)	1	<input type="checkbox"/>		
	PAS-624	Advanced Physical Assessment (Summer I)		0.5			
	PAS-623	Advanced Diagnostics Seminar (Summer I)		1	<input type="checkbox"/>		
	PAS-()	Rotation (Summer II)		6	<input type="checkbox"/>		

LEVEL V (FIFTH YEAR) – 56 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Fall	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-()	Rotation		6	<input type="checkbox"/>		
Spring	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-()	Rotation		6	<input type="checkbox"/>		
Summer	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-()	Rotation		6	<input type="checkbox"/>		
	PAS-772	PA Master's Culminating Experience (over entire clinical year)		2	<input type="checkbox"/>		

JOINT B.S. HEALTH SCIENCES / M.S. PHYSICIAN ASSISTANT STUDIES TOTAL CREDITS: 216-220 credits

Clinical Level - Rotations (all 6 credits)

125-129 undergraduate; 91 graduate

- PAS-741 Clinical Rotation: Internal Medicine
- PAS-742 Clinical Rotation: Pediatrics
- PAS-743 Clinical Rotation: Women's Health
- PAS-744 Clinical Rotation: Psychiatry
- PAS-745 Clinical Rotation: Surgery
- PAS-746 Clinical Rotation: Emergency Medicine

- PAS-759 Clinical Rotation: Primary Care 1
- PAS-760 Clinical Rotation: Primary Care 2
- PAS-763 Clinical Rotation: Medical/Surgical Selective
- PAS-764 Clinical Rotation: Elective

Introductory and Fundamental Courses: (MATH-099 does **not** count toward graduation requirements. However WRTI-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099 Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>		
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Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 6 credits must be in the Hallmarks Core in order to

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: LAW & SOCIETY

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 15-17 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>	1	□		
WRIT-101/101G	Writing Seminar I <small>WRITG-100 may only be used to satisfy free elective credits</small>	3	□		
DBTU-114	Debating U.S. Issues	3	□		
()	Science I	3	□		
()	Science II	3	□		
MATH-1()	Mathematics (select one option below)	3-4	□		
MATH-100 or MATH-101 Finite Mathematics		MATH-102 or MATH-110 Precalculus (3 cr)			
MATH-103 Intro to Calclus (3 cr.)		MATH-111 Calculus I (4 cr)			

Major Courses – 9 credits

LAW-101	Introduction to Law & Society	3	□		
LAW-103	Crime and Justice	3	□		
LAW-105	American Government	3	□		

Free Elective - 6 credits

()		3	□		
()		3	□		

LEVEL II (SECOND YEAR) – 30-31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9-10 credits

WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	3-4	□		
ETHIC-2()	Ethics <small>(WRIT-101, DBTU-114)</small>	3	□		
GDIV-2()	Global Diversity <small>(WRIT-101, DBTU-114)</small> <small>(includes 101-level World Languages)</small>	3	□		

Free Elective - 3 credits

()		3	□		
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Major Courses – 9 credits

LAW-203	Comparative Legal Systems <small>(WRIT-101)</small>	3	□		
LAW-201	Constitutional Law /Supreme Court	3	□		
LAW-205	Philadelphia Law & Politics <small>(WRIT-101, DBTU-114)</small>	3	□		

Designated Law Electives - 6 credits (Select two from list on next page)

()		3	□		
()		3	□		

Free Elective - 3 credits

()		3	□		
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LEVEL III (THIRD YEAR) – 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12 credits

ADIV-2()	American Diversity <small>(WRIT-101 and DBTU-114)</small>	3	□		
GCIT-2()	Global Citizenship <small>(WRIT-101 and DBTU-114)</small> <small>(includes 201-level World Languages)</small>	3	□		
DBTG-300	Debating Global Issues: <small>(WRIT-20X; GDIV-2XX/GCIT-2XX)</small>	3	□		
ISEM-3()	Integrative Seminar: <small>(WRIT-20X; GDIV-2XX/GCIT-2XX)</small>	3	□		

Major Courses – 12 credits

LAW-300	International Law <small>(LAW-101, WRIT-20X)</small>	3	□		
LAW-306	Legal Research, Wrtg & Moot Court <small>(LAW-101, WRIT-20X)</small>	3	□		
LAW-302	Law and Ethics <small>(LAW-101, WRIT-20X)</small>	3	□		
LAW-304	Law, Media & Society	3	□		

Minor Credits - 6 credits

()		3	□		
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() _____ 3

LEVEL IV FOURTH YEAR) – 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 3 credits

HALLMK-499 Capstone Folio Workshop 3
(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, DECMTHD-300, Sci Undstg, MATH1XX)

Major Courses – 6 credits

LAW-411 First Amendment: Senior Seminar (LAW-201) 3
LAW-499 Sr Capstone: Public Policy Advocacy (LAW-411) 3

Designated Law Electives - 6 credits (Select from list below)

() _____ 3
() _____ 3

Minor Credits - 6 credits

() _____ 3
() _____ 3

Free Elective - 9 credits

() _____ 3
() _____ 3
() _____ 3

TOTAL CREDITS: 121-122

Designated Law Electives (Select a total of four, 3-credit courses from these designated electives)

LAW-308 LAW-207 LAW-2XX (EMPLOYMENT LAW) ECON-206, ECON-205, BLAW-301, BLAW-302, MGMT-301, MGMT-331, MGMT-310, MGMT-418, MGMT-320, MGMT-315, MGMT-307, BUS-101, MKTG-408, MGMT-419, MIS-202, PSYCH-101, PSYCH-201, PSYCH-210, PSYCH-232, PSYCH-223, PSYCH-230, PSYCH-233, PSYCH-224, ECBIO-318, INTRN-493 (3 or 6 cr), Independent Study

Note that Designated Law Electives may not be double-counted as also satisfying requirements for a minor.

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)
MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 6 credits must be in the Hallmarks Core in order to

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options.
Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: PRE-MEDICAL STUDIES

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 26-27 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 26-3-27 credits

FYS-100	Pathways Seminar: Preparing for Academic & Professional Succ		1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Written Communication		3	<input type="checkbox"/>	_____	_____
	<small>WRITG-100 may only be used to satisfy free elective credits</small>					
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>	_____	_____
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>	_____	_____
MATH-111	Calculus I (Spring)		4	<input type="checkbox"/>	_____	_____

Science Core – 8 credits

CHEM-104	Chemistry II Lecture (Spring)	<i>(CHEM-103)</i>	3	<input type="checkbox"/>	_____	_____
CHEM-104L	Chemistry II Lab (Spring)	<i>(CHEM-103L)</i>	1	<input type="checkbox"/>	_____	_____
BIOL-104	Biology II Lecture (Spring)	<i>(C- or better in BIOL-103)</i>	3	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lab (Spring)	<i>(C- or better in BIOL-103L)</i>	1	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 32-33 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 13-14 credits

MATH-112	Calculus II (Fall)	<i>(MATH-111)</i>	4	<input type="checkbox"/>	_____	_____
ADIV-2 ()	American Diversity	<i>(WRIT-101, DBTU-114)</i>	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity	<i>(WRIT-101, DBTU-114)</i>	3	<input type="checkbox"/>	_____	_____
	<small>Includes 101-level World Languages</small>					
WRIT-20()	Writing Seminar II: Multimedia Comm.	<i>(WRIT-101)</i>	3-4	<input type="checkbox"/>	_____	_____
	<small>WRIT 202 is for transfer students (4 cr)</small>					

Science Core – 11 credits

CHEM-201	Organic Chemistry I (Fall)	<i>(CHEM-104/104L)</i>	3	<input type="checkbox"/>	_____	_____
CHEM-201L	Organic Chemistry I Lab (Fall)	<i>(CHEM-104/104L)</i>	1	<input type="checkbox"/>	_____	_____
CHEM-202	Organic Chemistry II (Spring)	<i>(CHEM-201/201L)</i>	3	<input type="checkbox"/>	_____	_____
CHEM-202L	Organic Chemistry III Lab (Spring)	<i>(CHEM-201/201L)</i>	1	<input type="checkbox"/>	_____	_____
STAT-301	Biostatistics (Fall)	<i>(C (2.00) or better in MATH-111 or M)</i>	3	<input type="checkbox"/>	_____	_____

Pre-Medical Core - 8 credits

BIOL-201	Anatomy & Physiology I Lecture (Fall)	<i>(C- or better in BIOL-104/104L)</i>	3	<input type="checkbox"/>	_____	_____
BIOL-201L	Anatomy & Physiology I Lab (Fall)	<i>(C- or better in BIOL-104/104L)</i>	1	<input type="checkbox"/>	_____	_____
BIOL-201	Anatomy & Physiology II Lecture (Spring)	<i>(C- or better in BIOL-104/104L)</i>	3	<input type="checkbox"/>	_____	_____
BIOL-201L	Anatomy & Physiology II Lab (Spring)	<i>(C- or better in BIOL-104/104L)</i>	1	<input type="checkbox"/>	_____	_____

Summer Semester - 6 credits (between sophomore & junior year)

BIOL-493	Preceptorship I <small>(C- or better in BIOL-104/104L; CHEM-104/104L, min. GPA 3.0)</small>		3	<input type="checkbox"/>	_____	_____
BIOL-494	Preceptorship II <small>(C- or better in BIOL-104/104L; CHEM-104/104L, min. GPA 3.0)</small>		3	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) – 31-33 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 9 credits

ETHIC-2()	Ethics	<i>(WRIT-101, DBTU-114)</i>	3	<input type="checkbox"/>	_____	_____
ISEM-3()	Integrative Seminar	<i>WRIT-20X, GDIV-2XX or GCIT-2XX)</i>	3	<input type="checkbox"/>	_____	_____
GCIT-2()	Global Citizenship	<i>(WRIT-101, DBTU-114)</i>	3	<input type="checkbox"/>	_____	_____
	<small>Includes 201-level World Languages</small>					

Science Core – 8 credits

PHYS-201	Physics I Lecture (Fall)	<i>(MATH-112)</i>	3	<input type="checkbox"/>	_____	_____
PHYS-201L	Physics I Lab (Fall)	<i>(MATH-112)</i>	1	<input type="checkbox"/>	_____	_____
PHYS-203	Physics II Lecture (Spring)	<i>(PHYS-201/201L)</i>	3	<input type="checkbox"/>	_____	_____
PHYS-203L	Physics II Lab (Spring)	<i>(PHYS-201/201L)</i>	1	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) – continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Pre-Medical Core - 8 credits

BCHEM-312	Biochemistry I Lecture (Fall)	(CHEM-201/201L)	3	<input type="checkbox"/>		
BCHEM-312L	Biochemistry I Lab (Fall)	(CHEM-201/201L)	1	<input type="checkbox"/>		
BCHEM-313	Biochemistry II Lecture (Spring)	(BCHEM-312 and 312-L)	3	<input type="checkbox"/>		
BCHEM-313L	Biochemistry II Lab (Spring)	(BCHEM-312 and 312-L)	1	<input type="checkbox"/>		

Free Electives - 6-8 credits (may be used toward Public Health, Psychology, Genetics, Business or Chemistry minors)

()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		

LEVEL IV (FOURTH YEAR) – 30-34 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 6 credits

DBTG-300	Debating Global Issues (Fall)	WRIT-20X, GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
HALLMARK-499	Capstone Folio Workshop (Spring)	(DBTG-300, GDIV-2xx, GCIT-2xx, ETHIC-2xx, ADIV-2xx, ISEM-3xx, MATH, Scientific Understanding)	3	<input type="checkbox"/>		

Science Core – 15-16 credits

Pre-Medical Core

BIOL-221	Microbiology Lecture (Fall)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>		
BIOL-221L	Microbiology Lab (Fall)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>		
BIOL-207L	Principles of Genetics Lecture (Spring)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>		
BIOL-207L	Principles of Genetics Lab (Spring)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>		
BIOL-413	Pathology (Spring)	(BIOL-202 and/or BIOL-303)	4	<input type="checkbox"/>		

Designated Pre-Medical Electives: Select ONE from

Fall Term: ECBIO-319, BIOL-209♦, BIOL-303 or SCI-300
 Spring Term: BIOL-204/L, BIOL-315♦, BIOL-401, CHEM-405 or ECBIO-303

()			3-4	<input type="checkbox"/>		
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Free Electives - 9-12 credits (may be used toward Public Health, Psychology, Genetics, Business or Chemistry minors)

()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		
()			3-4	<input type="checkbox"/>		

TOTAL CREDITS: 126-132

♦ Writing Intensive or writing specific courses
 * Prerequisites are listed after the course name in parenthesis.

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRIT-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)
 MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmark Core courses in order. This form should be used as a worksheet in conjunction with the catalog and the College Studies "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
 BACHELOR OF SCIENCE: PRE-MEDICAL STUDIES [LECOM 3+4]

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 30-31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 22-23 credits

FYS-100	Pathways Seminar: Preparing for Academic & Professional Succ		1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Written Communication		3	<input type="checkbox"/>	_____	_____
	WRITG-100 may only be used to satisfy free elective credits					
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____
CHEM-103	Chemistry I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____
CHEM-103L	Chemistry I Lab (Fall)		1	<input type="checkbox"/>	_____	_____
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>	_____	_____
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>	_____	_____
MATH-111	Calculus I (Spring)		4	<input type="checkbox"/>	_____	_____
MATH-112	Calculus II (Fall)	(MATH-111)	4	<input type="checkbox"/>	_____	_____

Science Core – 8 credits

CHEM-104	Chemistry II Lecture (Spring)	(CHEM-103)	3	<input type="checkbox"/>	_____	_____
CHEM-104L	Chemistry II Lab (Spring)	(CHEM-103L)	1	<input type="checkbox"/>	_____	_____
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 32-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 15-16 credits

ADIV-2 ()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
	Includes 101-level World Languages					
WRIT-20()	Writing Seminar II: Multimedia Comm.	(WRIT-101)	3-4	<input type="checkbox"/>	_____	_____
	WRIT 202 is for transfer students (4 cr)					
ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GCIT-2()	Global Citizenship	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
	Includes 201-level World Languages					

Science Core – 11 credits

CHEM-201	Organic Chemistry I (Fall)	(CHEM-104/104L)	3	<input type="checkbox"/>	_____	_____
CHEM-201L	Organic Chemistry I Lab (Fall)	(CHEM-104/104L)	1	<input type="checkbox"/>	_____	_____
CHEM-202	Organic Chemistry II (Spring)	(CHEM-201/201L)	3	<input type="checkbox"/>	_____	_____
CHEM-202L	Organic Chemistry III Lab (Spring)	(CHEM-201/201L)	1	<input type="checkbox"/>	_____	_____

Pre-Medical Core – 8 credits

BIOL-201	Anatomy & Physiology I Lecture (Fall)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	_____	_____
BIOL-201L	Anatomy & Physiology I Lab (Fall)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	_____	_____
BIOL-201	Anatomy & Physiology II Lecture (Spring)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	_____	_____
BIOL-201L	Anatomy & Physiology II Lab (Spring)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	_____	_____

Advanced Pre-Med Elective – 3 credits (substitution of MCAT required course)

PSYCH-101	Introduction to Psychology		3	<input type="checkbox"/>	_____	_____
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LEVEL III (THIRD YEAR) – 31-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Core Courses – 9 credits

ISEM-3()	Integrative Seminar	WRIT-20X, GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues (Fall)	WRIT-20X, GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
HALLMARK-499	Capstone Folio Workshop (Spring)		3	<input type="checkbox"/>	_____	_____
	(DBTG-300, GDIV-2xx, GCIT-2xx, ETHIC-2xx, ADIV-2xx, ISEM-3xx, MATH, Scientific Understanding)					

Science Core – 26-27 credits

PHYS-201	Physics I Lecture (Fall)	(MATH-112)	3	<input type="checkbox"/>	_____	_____
PHYS-201L	Physics I Lab (Fall)	(MATH-112)	1	<input type="checkbox"/>	_____	_____
PHYS-203	Physics II Lecture (Spring)	(PHYS-201/201L)	3	<input type="checkbox"/>	_____	_____
PHYS-203L	Physics II Lab (Spring)	(PHYS-201/201L)	1	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) – continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Pre-Medical Core

BCHEM-312	Biochemistry I Lecture (Fall)	(CHEM-201/201L)	3	<input type="checkbox"/>		
BCHEM-312L	Biochemistry I Lab (Fall)	(CHEM-201/201L)	1	<input type="checkbox"/>		
BIOL-207L	Principles of Genetics Lecture (Spring)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>		
BIOL-207L	Principles of Genetics Lab (Spring)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>		
BIOL-413	Pathology (Spring)	(BIOL-202 and/or BIOL-303)	4	<input type="checkbox"/>		

Designated Pre-Medical Electives: Select ONE from

Fall Term: EC BIO-319, BIOL-209♦, BIOL-303 or SCI-300

Spring Term: BIOL-204/L, BIOL-315♦, BIOL-401, CHEM-405 or EC BIO-303

() 3-4

LEVEL IV (FOURTH YEAR) – 26 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Science Core – 15-16 credits

Pre-Medical Core

BCH-1003	Biochemistry (LECOM semester 1)		3	<input type="checkbox"/>		BCHEM-313
BCH-1005	Biochemistry with Genetics (LECOM semester 2)		1.5	<input type="checkbox"/>		BCHM-313L
MCB-100	Microbiology & Immunology		4	<input type="checkbox"/>		BIOL-221/221L
OPP-1001	Osteo. Practice & Principles I	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>		BIOL-493
OPP-1002	Osteo. Practice & Principles I	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>		BIOL-494

Free Electives - 12 credits

ANT-1004	Clinical Human Gross Anatomy		9	<input type="checkbox"/>		
PHY-1010	Physiology		3	<input type="checkbox"/>		

TOTAL CREDITS: 126-127 (100-101 from Philadelphia University)

♦ Writing Intensive or writing specific courses

* Prerequisites are listed after the course name in parenthesis.

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRIT-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>		
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core: 9 credits must be in Hallmar Core courses in order

This form should be used as a worksheet in conjunction with the catalog and the College Studies “menu” of options.

Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: PSYCHOLOGY

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 15-19 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>	1	<input type="checkbox"/>		
WRIT-101/101G	Writing Seminar I <small>WRITG-100 may only be used to satisfy free elective credits</small>	3	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
()	Scientific Understanding I	3-4	<input type="checkbox"/>		
MATH-1()	Quantitative Reasoning I (select one, 2-course option below)	3-4	<input type="checkbox"/>		
()	Quantitative Reasoning II or Free Elective (select below)	3-4	<input type="checkbox"/>		

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an additional Free Elective.

MATH-100 or MATH-101	Finite Mathematics (3cr.)	MATH-102	Pre-calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-102	Pre-calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-112	Calculus II (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
()	Free Elective (3 cr.)	()	Free Elective (3 cr.)

Major Courses – 12-13 credits

PSYCH-101	Introduction to Psychology (Fall)	3	<input type="checkbox"/>		
PSYCH-103	Physiological Psychology (Spring)	3	<input type="checkbox"/>		
PSYCH-213	Developmental Psychology (Spring)	3	<input type="checkbox"/>		
()	Designated Science Elective (select one of the following) BIO101, BIO103, BIO104, CHEM101, CHEM103, CHEM104, PHYS101, ECBIO101, SCI101	3-4	<input type="checkbox"/>		

Free Elective - 3 credits

()		3	<input type="checkbox"/>		
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LEVEL II (SECOND YEAR) – 30-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12-13 credits

WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	3-4	<input type="checkbox"/>		
ETHIC-2()	Ethics	3	<input type="checkbox"/>		
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	3	<input type="checkbox"/>		
ADIV-2()	American Diversity	3	<input type="checkbox"/>		

Major Courses – 9 credits

PSYCH-201	Abnormal Psychology (Fall)	3	<input type="checkbox"/>		
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Psychology Distribution Electives (see next page)

()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		

Minor Option - 3-4 credits (see next page)

()		3-4	<input type="checkbox"/>		
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Free Elective - 6 credits

()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR)- 30-31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues	3	<input type="checkbox"/>		
ISEM-3()	Integrative Seminars	3	<input type="checkbox"/>		

Major Courses - 15 credits

STAT-220	Statistics for Behavioral Sciences (Fall)	3	<input type="checkbox"/>		
PSYCH-322	Research Methods for Behav Sci. (Spring)	3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR) continued (Prerequisite) Cr Sem. Grade TR Equiv.

Psychology Distribution Electives (see below)

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

Minor Courses - 3-4 credits (see below)

()	_____	3-4	<input type="checkbox"/>	_____	_____
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Free Elective - 3 credits

()	_____	3	<input type="checkbox"/>	_____	_____
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LEVEL IV (FOURTH YEAR) - 30-32 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses - 3 credits

HALLMK-499	Capstone Folio Workshop	3	<input type="checkbox"/>	_____	_____
<i>(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, DECMTHD-300, Sci Undstg, MATH1XX)</i>					

Major Courses - 15 credits

PSYCH-391	Adv. Research in Psychology (Fall; PSYCH-322 and 21 credits in psychology)	3	<input type="checkbox"/>	_____	_____
PSYCH-410	Senior Colloquium in Psychology (Spring) (PSYCH-391)	3	<input type="checkbox"/>	_____	_____

Psychology Distribution Electives (see below)

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

Minor Courses - 6-8 credits (see below)

()	_____	3-4	<input type="checkbox"/>	_____	_____
()	_____	3-4	<input type="checkbox"/>	_____	_____

Free Elective - 6 credits

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

TOTAL CREDITS: 121-129 credits

Minor Courses: Students select a minor from those listed in the "Minor" section of this catalog.

Psychological Distribution Electives (Select two courses from each of the following four areas)

<p>Experimental Psychology Distribution Electives</p> <ul style="list-style-type: none"> Forensic Psychology (PSYCH-210) Learning Theory (PSYCH-211) Cognitive Psychology (PSYCH-212) History of Psychology (PSYCH-214) 	<p>Clinical Psychology Distribution Electives</p> <ul style="list-style-type: none"> Clinical Psychology (PSYCH-220) Personality Theory (PSYCH-221) Counseling Psychology (PSYCH-222) Marriage & Family (PSYCH-223) Psychology of Addiction (PSYCH-224)
<p>Social /Organizational Psychology Distribution Electives</p> <ul style="list-style-type: none"> Industrial/Organizational Psychology (PSYCH-230) Psychological Assessment (PSYCH-231) Social Psychology (PSYCH-232) Interpersonal Relations & Small Group Dynamics (PSYCH-233) Cultural and Social Diversity (PSYCH-234) 	<p>Biological Basis of Behavior Distribution Electives</p> <ul style="list-style-type: none"> Comparative Psychology (PSYCH-240) Psychopharmacology (PSYCH-241) Sensation & Perception (PSYCH-242) Human Sexuality (PSYCH-243)

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives category.)

MATH-099 Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>	_____	_____
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Surplus credits not used toward degree requirements

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in the Hallmarks Core in order to

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options.

Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 16-19 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>	_____	_____	_____
WRIT-101/101G	Writing Seminar I: Written Comm. <small>WRITG-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>	_____	_____	_____
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____	_____
()	Scientific Understanding I		3-4	<input type="checkbox"/>	_____	_____	_____
MATH-1()	Quantitative Reasoning I (select one, 2-course option below)		3-4	<input type="checkbox"/>	_____	_____	_____
()	Quantitative Reasoning II or Free Elective (select below)		3-4	<input type="checkbox"/>	_____	_____	_____

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an additional Free Elective.

MATH-100 or MATH-101	Finite Mathematics (3cr.)	MATH-103	Introduction to Calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)	()	Free Elective (3 cr.)
MATH-102	Pre-calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	()	Free Elective (3 cr.)

Major Courses – 12-13 credits

PSYCH-101	Introduction to Psychology (Fall)		3	<input type="checkbox"/>	_____	_____	_____
PSYCH-103	Physiological Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>	_____	_____	_____
PSYCH-213	Developmental Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>	_____	_____	_____
()	Designated Science Elective		3-4	<input type="checkbox"/>	_____	_____	_____

Free Elective - 3 credits

()	_____		3	<input type="checkbox"/>	_____	_____	_____
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LEVEL II (SECOND YEAR) – 36-37 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 12-13 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
GDIV-2()	Global Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
	<small>(includes 201-level World Languages)</small>						
WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	(WRIT-101)	3-4	<input type="checkbox"/>	_____	_____	_____

Major Courses – 18 credits

PSYCH-201	Abnormal Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	_____	_____	_____
PSYCH-222	Counseling Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	_____	_____	_____
PSYCH-220	Clinical Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>	_____	_____	_____

Psychology Distribution Electives (see next page)

()	_____		3	<input type="checkbox"/>	_____	_____	_____
()	_____		3	<input type="checkbox"/>	_____	_____	_____
()	_____		3	<input type="checkbox"/>	_____	_____	_____

Free Elective - 6 credits

()	_____		3	<input type="checkbox"/>	_____	_____	_____
()	_____		3	<input type="checkbox"/>	_____	_____	_____

LEVEL III (THIRD YEAR)- 36 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Courses – 9 credits

GCIT-2()	Global Citizenship	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____	_____
	<small>(includes 201-level World Languages)</small>						
DBTG-300	Debating Global Issues	(WRIT-201; GDIV-2XX/GCIT-2XX)	3	<input type="checkbox"/>	_____	_____	_____

ISEM-3() Integrative Seminars (WRIT-201; GDIV-2XX/GCIT-2XX) 3

LEVEL III (THIRD YEAR)- continued (Prerequisite) Cr Sem. Grade TR Equiv.

Major Courses - 24 credits

STAT-220	Statistics for Behavioral Sciences (Fall)	3	<input type="checkbox"/>		
PSYCH-223	Marriage and Family	3	<input type="checkbox"/>		
PSYCH-224	Psychology of Addiction	3	<input type="checkbox"/>		
PSYCH-322	Research Methods For Behavioral Sci. (S	(STAT-220)	3	<input type="checkbox"/>	
PSYCH-410	Senior Colloquium (Spring)	3	<input type="checkbox"/>		

Psychology Distribution Electives (see below)

()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		

Free Elective - 3 credits

()		3	<input type="checkbox"/>		
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Psychological Distribution Electives (Select two courses each from areas 1, 2, and 4)

<p>1. Experimental Psychology Distribution Electives</p> <p>Forensic Psychology (PSYCH-210) Learning Theory (PSYCH-211) Cognitive Psychology (PSYCH-212) History of Psychology (PSYCH-214)</p>	<p>3. Clinical Psychology Distribution Electives</p> <p>Clinical Psychology (PSYCH-220) Personality Theory (PSYCH-221) Counseling Psychology (PSYCH-222) Marriage & Family (PSYCH-223) Psychology of Addiction (PSYCH-224)</p>
<p>2. Social /Organizational Psychology Distribution Electives</p> <p>Industrial/Organizational Psychology (PSYCH-230) Psychological Assessment (PSYCH-231) Social Psychology (PSYCH-232) Interpersonal Relations & Small Group Dynamics (PSYCH-233)</p>	<p>4. Biological Basis of Behavior Distribution Electives</p> <p>Comparative Psychology (PSYCH-240) Psychopharmacology (PSYCH-241) Sensation & Perception (PSYCH-242) Human Sexuality (PSYCH-243)</p>

Designated Science Electives

Current Topics in Biology (BIOL-101)	Exploring Science (SCI-102)
Biology I (BIOL-103)	General Physics (PHYS-101)
Environmental Science (SCI-106)	Environmental Issues (ECBIO-101)

LEVEL IV (FOURTH YEAR) - 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Students must complete all undergraduate major and Hallmark credits, earn overall 3.0 or higher GPA in undergraduate coursework, complete all Counseling Program prerequisite courses with a minimum 3.0 GPA, and all Counseling Program admission steps prior to matriculating into the graduate Counseling courses. Formal review of student's academic progress will occur at the end of the second and third years of undergraduate coursework. Students who do not meet Counseling Program academic standards will complete the B.S. in Psychology by completing the additional courses for the major, by advisement. The bachelor's degree requires a minimum of 122 credits.

Hallmarks Core Courses - 3 credits

HALLMK-499	Capstone Folio Workshop	3	<input type="checkbox"/>		
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(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, ISEM-3xx, Sci Undstg, MATH1XX)

Major Courses - 3 credits

PSYCH-391	Adv. Research in Psychology (Fall)	(PSYCH-322 and 21 credits in ps	3	<input type="checkbox"/>	
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Counseling First Year Courses

Fall Semester - 12 credits

CTC-601	Orientation to the Counseling Profession	3	<input type="checkbox"/>		
CTC-602	Practicum I: Theory and Practice of Counseling	3	<input type="checkbox"/>		
CTC-604	Psychopathology	3	<input type="checkbox"/>		
CTC-608	Group Work in Community and Trauma Counseling	3	<input type="checkbox"/>		

(B.S. Awarded)

Total Credits: 121-125

LEVEL IV (FOURTH YEAR) - continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Spring Semester - 12 credits

CTC-603	Human Growth and Development	3	<input type="checkbox"/>		
CTC-605	Foundations of Trauma Counseling	3	<input type="checkbox"/>		
CTC-607	Practicum II: Advanced Counseling Theory and Practice	3	<input type="checkbox"/>		
CTC-654	Neurobiology of Trauma	3	<input type="checkbox"/>		

LEVEL V (FIFTH YEAR) - 36 credits

Summer Semester - 12 credits

CTC-606	Social and Cultural Diversity	3	<input type="checkbox"/>		
CTC613	Attachment, Relationships, and Family Therapy	3	<input type="checkbox"/>		
CTC-614	Addictions Theory and Practice	3	<input type="checkbox"/>		
CTC-652	Childhood Trauma	3	<input type="checkbox"/>		

Fall Semester - 12 Credits

CTC-609	Psychological Assessment	3	<input type="checkbox"/>		
CTC-611	Career Counseling	3	<input type="checkbox"/>		
CTC-702	Internship I	3	<input type="checkbox"/>		
CTC-653	Advanced Clinical Interventions	3	<input type="checkbox"/>		

Spring Semester - 12 Credits

CTC-610	Research and Evaluation	3	<input type="checkbox"/>		
CTC-612	Trauma Prevention and Intervention Strategies	3	<input type="checkbox"/>		
CTC-702	Internship II	3	<input type="checkbox"/>		
CTC-654	Community Disaster and Trauma	3	<input type="checkbox"/>		

(M.S. Awarded)

Total Credits: 60

Introductory and Fundamentals Course: (The fundamental "099" course does **not** count toward graduation requirements. WRTG-100 and IXTA-100 **can** be used toward graduation credits as a free elective.)

MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to

This form should be used as a worksheet in conjunction with the catalog and the College Studies "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
COMBINED B.S. PSYCHOLOGY/ M.S. OCCUPATIONAL THERAPY

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 32-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 20-23 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>		
WRIT-101/101G	Writing Seminar I: Written Comm. <small>WRITG-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>		
WRIT-20()	Writing Seminar II: Multimedia Comm. <small>WRIT 202 is for transfer students (4 cr)</small>	(WRIT-101)	3-4	<input type="checkbox"/>		
BIOL-103	Biology I Lecture (Fall)		3	<input type="checkbox"/>		
BIOL-103L	Biology I Lab (Fall)		1	<input type="checkbox"/>		
BIOL-104	Biology II Lecture (Spring)	(C- or better in BIOL-103)	3	<input type="checkbox"/>		
BIOL-104L	Biology II Lab (Spring)	(C- or better in BIOL-103L)	1	<input type="checkbox"/>		
MATH-1()	Mathematics (based on placement results)		3-4	<input type="checkbox"/>		
MATH-102 or MATH-110 Pre-calculus (3 cr); MATH-103 Intro to Calculus (3 cr); or MATH-111 Calculus (4 cr)						

Major Courses - 12 credits

PSYCH-101	Introduction to Psychology (Fall)		3	<input type="checkbox"/>		
PSYCH-103	Physiological Psychology (Spring)	(PSYCH-101)	3	<input type="checkbox"/>		
Psychology Distribution Electives (see next page)						
PSYCH 213	Developmental Psych (Spring) (Satisfies Exp Psych Dist Elec)	(PSYCH-101)	3	<input type="checkbox"/>	*	
()	_____		3	<input type="checkbox"/>		

LEVEL II (SECOND YEAR) – 32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 6 credits

GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*	
GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>		

Major Courses – 18 credits

PSYCH-201	Abnormal Psychology (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	*	
STAT-220	Statistics for Behavioral Sciences (Fall)	(PSYCH-101)	3	<input type="checkbox"/>	*	
PSYCH-322	Research Methods (Spring)	(PSYCH-220)	3	<input type="checkbox"/>		
Psychology Distribution Electives (see next page)						
()	_____		3	<input type="checkbox"/>		
()	_____		3	<input type="checkbox"/>		
()	_____		3	<input type="checkbox"/>		

OT Program Prerequisite Courses - 8 credits

BIOL-201	Anatomy & Physiology I Lecture (Fall)	(C- or better in BIOL-104/104L)	3	<input type="checkbox"/>	*	
BIOL-201L	Anatomy & Physiology I Lab (Fall)	(C- or better in BIOL-104/104L)	1	<input type="checkbox"/>	*	
BIOL-202	Anatomy & Physiology II Lecture (Spring)	(C- or better in BIOL-201/201L)	3	<input type="checkbox"/>	*	
BIOL-202L	Anatomy & Physiology II Lab (Spring)	(C- or better in BIOL-201/201L)	1	<input type="checkbox"/>	*	

LEVEL III (THIRD YEAR) - 33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 15 credits

ETHIC-2()	Ethics (Fall)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
ADIV-2()	American Diversity (Fall)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	*	
ISEM-3()	Integrative Seminar (Fall)	(WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues (Fall)	(WRIT-201; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
HALLMK-499	Capstone Folio (Spring) <small>(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-300, ISEM-3xx, Sci Undstg, MATH1XX)</small>		3	<input type="checkbox"/>		

OT Program Prerequisite Courses - 3 credits

PHYS-101	General Physics (Fall)	(MATH-1XX)	3	<input type="checkbox"/>	*	
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Major Courses - 15 credits

PSYCH-391	Adv Research in Psychology (Fall)	(PSYCH-322)	3	<input type="checkbox"/>		
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LEVEL III (THIRD YEAR) - continued

Cr Sem. Grade TR Equiv.

Psychology Dist Electives (see below)

() _____	3	<input type="checkbox"/>	_____	_____
() _____	3	<input type="checkbox"/>	_____	_____
() _____	3	<input type="checkbox"/>	_____	_____

Psychology Distribution Electives (Select two courses from each of the following four areas)

<p>Experimental Psychology Distribution Electives</p> <p>Forensic Psychology (PSYCH-210) Learning Theory (PSYCH-211) Cognitive Psychology (PSYCH-212) *Developmental Psychology (PSYCH-213) (req for OT students) History of Psychology (PSYCH-214)</p>	<p>Clinical Psychology Distribution Electives</p> <p>Clinical Psychology (PSYCH-220) Personality Theory (PSYCH-221) Counseling Psychology (PSYCH-222) Marriage & Family (PSYCH-223) Psychology of Addiction (PSYCH-224)</p>
<p>Social /Organizational Psychology Distribution Electives</p> <p>Industrial/Organizational Psychology (PSYCH-230) Psychological Assessment (PSYCH-231) Social Psychology (PSYCH-232) Interpersonal Relations & Small Group Dynamics (PSYCH-233)</p>	<p>Biological Basis of Behavior Distribution Electives</p> <p>Comparative Psychology (PSYCH-240) Psychopharmacology (PSYCH-241) Sensation & Perception (PSYCH-242) Human Sexuality (PSYCH-243)</p>

*OT Program Prerequisites: BIOL-201, BIOL-202, PHYS-101, PSYCH-201, PSYCH-213, STAT-220, & GDIV-2xx or ADIV-2xx
 Students must earn minimum B- in each of the OT Program's prerequisite courses to remain in BS/MS program

LEVEL IV (FOURTH YEAR) - 24 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Students must complete all undergraduate major and Hallmark credits, earn overall 3.0 or higher GPA in undergraduate coursework, complete all OT Program prerequisite courses with minimum B- and overall 3.0 GPA, and all OT Program admission steps prior to matriculating in graduate OT courses. Formal review of students' academic progress will occur at the end of every semester of studies. Students who do not meet OT Program academic standards will change their major to complete the B.S. in Psychology. The bachelor's degree requires a minimum of 120 credits

Occupational Therapy First Year Courses (24 credits)

(B.S. Awarded) TOTAL CREDITS: 122-123

Graduate Courses – 48 credits

Occupational Therapy Second & Third Year Courses (48 credits)

(M.S. awarded) TOTAL CREDITS: 48

Introductory and Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free electives
 MATH-099 Fundamentals of College Mathematics (must earn C or better) 3

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
 Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to

This form should be used as a worksheet in conjunction with the catalog and the Hallmarks Core "menu" of options.
 Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 32-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 13-15 credits

FYS-100	Pathways Seminar (Fall) <small>(Not required for transfer students)</small>	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I <small>WRITG-100 may only be used to satisfy free elective credits</small>	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
BIOL-103	Biology I Lecture	3	<input type="checkbox"/>	_____	_____
BIOL-103L	Biology I Lab	1	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>	_____	_____
MATH-100 or MATH-101	Finite Mathematics (3 cr.)				
MATH-102 or MATH-110	Precalculus (3 cr)				
MATH-103	Intro to Calculus (3 cr.)				
MATH-111	Calculus I (4 cr)				

Major Core – 19 credits

MGMT-104	Management Foundations	1.5	<input type="checkbox"/>	_____	_____
MKTG-104	Marketing Foundations	1.5	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lecture <small>(C- or better in BIOL-103)</small>	3	<input type="checkbox"/>	_____	_____
BIOL-104L	Biology II Lab <small>(C- or better in BIOL-103L)</small>	1	<input type="checkbox"/>	_____	_____

Sustainability Core

SUST-100	Fundamentals of Sustainability	3	<input type="checkbox"/>	_____	_____
SUST-104	The Atmosphere and the Environment	3	<input type="checkbox"/>	_____	_____
SUST-102	Water Resources & the Environment	3	<input type="checkbox"/>	_____	_____
DECSYS-2()	DEC Systems Thinking (select one DECSYS course)	3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 30-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 12-13 credits

WRIT-20()	Writing Seminar II: Multimedia Comm <small>WRIT 202 is for transfer students (4 cr)</small>	(WRIT-101) 3-4	<input type="checkbox"/>	_____	_____
ETHIC-2()	Ethics	(WRIT-101/101G, DBTU-114) 3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity <small>(includes 101-level World Languages)</small>	(WRIT-101/101G, DBTU-114) 3	<input type="checkbox"/>	_____	_____
GCIT-2()	Global Citizenship <small>(includes 201-level World Languages)</small>	(WRIT-101/101G, DBTU-114) 3	<input type="checkbox"/>	_____	_____

Major Core – 18-19 credits

CHEM-103/103I	Chemistry I ...OR.... or PHYS-101 General Physics	3-4	<input type="checkbox"/>	_____	_____
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Sustainability Core

SUST-120	Sustainable Food Chains	3	<input type="checkbox"/>	_____	_____
SUST-200	Energy Systems & Politics <small>(DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
SUST-204	Sustain. Planning & Land Use <small>(WRIT-101/101G, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
SUST-206	Environmental Policy <small>(WRIT-101/101G, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
SUST-202	Ecological Economics <small>(MATH-1XX, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) – 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmarks Core Courses – 9 credits

ADIV-3()	American Diversity <small>(WRIT-101/101G, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues <small>(RIT-20X, and DGIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>	_____	_____
ISEM340/SUST40	Sustainability - Non-Western World <small>(RIT-20X, and DGIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>	_____	_____

Major Core – 12 credits

SUST-302	Life-cycle Thinking and Analysis <small>(WRIT-20X)</small>	3	<input type="checkbox"/>	_____	_____
SUST-3()	Sustainability Metrics and Reporting <small>(WRIT-20X)</small>	3	<input type="checkbox"/>	_____	_____
SUST-300	Sustainable Technologies for Architecture	3	<input type="checkbox"/>	_____	_____
SUST-402	Managing Sust. in Organizations	3	<input type="checkbox"/>	_____	_____

Specialization Clusters: choose one of the following nine clusters. Specialization clusters require the completion of three related courses.

Specialization Clusters for Business and Management

<p>Finance and Economics ACCT-101: Financial Accounting ECON-205: Macroeconomics or ECON-206: Microeconomics or ECON-111: Principles of Economics (4 cr) FINC-301: Financial Management (prerequisite: ACCT-101)</p>	<p>Management and Human Capital MGMT-301: Principles of Management MGMT-310: People and Teams in Organizations One of the following: MGMT-315: Communications, Negotiations, & Creative Economy MGMT-320: Human Resource Practices and Tools MGMT-412: Leading Organizational Innovation and Social Responsibility MGMT-490N: Business Policy and Strategy BLAW-301: Business Law</p>
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Specialization Clusters for Design and Innovation

<p>Design Thinking and Entrepreneurialism DECPROC-101: Integrative Design Process DECFRM-200: Business Models DECMTHD-300: Ethnographic Research Methods or MGMT-411: Entrepreneurship Seminar</p>	<p>Sustainable Design (choose 3 courses) SDN-602: Adaptive Design SDN-603: Sustainable Systems SDN-604: Green Materials MCM-602/IARC-604: Advanced Visualization</p>
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Specialization Clusters for Science and Technology

<p>Landscape Science and Design SCI-110: Landscape Ecology LARCH-208: Local Flora or LARCH-210: Soils LARCH-305: Plant Community Ecology or JSINT-360: Human Behavior and the Physical Environment</p>	<p>Ecology and Conservation Science (choose 3 courses) LARCH-208: Local Flora LARCH-210: Soils ECBIO-301: Ecology ECBIO-316: Wildlife Ecology and Conservation ECBIO-318: Urban Ecology, Restoration and ECBIO-319: Oceanography SCI-399: Special Topics Study Abroad in</p>
<p>Chemistry and the Environment CHEM-104/104L: Chemistry II CHEM-201/201L: Organic Chemistry I One of the following: CHEM-202/202L: Organic Chemistry II CHEM-417: Environmental Chemistry CHEM-418: Advanced Aquatic and Atmospheric Chemistry BIOCHEM-312/312L: Biochemistry TEXTCHM-338: Organic/Textile Chemistry</p>	

Specialization Clusters for Policy and Outreach Communication

<p>Public Outreach and Engagement COMM-100: Introduction to Professional Communication or COMM-101: Introduction to Communications COMM-202: Research Methods COMM-307: Public Relations and Media Writing or MKTG-310: Integrated Marketing Communications</p>	<p>Policy and Advocacy Studies LAW-105: American Government and the Legal System Two of the following: LAW-201: Constitutional Law and the LAW-205: Philadelphia Law and Politics LAW-300: International Law <i>The following cannot be double-counted as Hallmarks Core requirements:</i> GCIT-2xx: Individual and the Global GCIT-2xx: Global Politics GCIT-2xx: The Global Economy</p>
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Name _____

ID# _____

LEVEL I (FIRST YEAR) – 30-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 12-15 credits

FYS-100	Pathways Seminar		1	<input type="checkbox"/>	_____	_____
	(Not required for transfer students)					
WRIT-101/101G	Writing Seminar I: Written Communication		3	<input type="checkbox"/>	_____	_____
	WRITG-100 may only be used to satisfy free elective credits					
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____
PHYS-101	Science: General Physics (Spring)	(MATH-1XX)	3-4	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)		3-4	<input type="checkbox"/>	_____	_____
MATH-100 or MATH-101 Finite Mathematics		MATH-102 or MATH-110 Precalculus (3 cr)				
MATH-103 Intro to Calculus (3 cr.)		MATH-111 Calculus I (4 cr)				

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process		3	<input type="checkbox"/>	_____	_____
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Major Courses – 15 credits

VSDES-101	Design Essentials (Fall)		3	<input type="checkbox"/>	_____	_____
DRAW-101	Drawing Essentials (Fall)		3	<input type="checkbox"/>	_____	_____
ANIM-201	Introduction to Animation (Spring)	(VSDES-101)	3	<input type="checkbox"/>	_____	_____
DRAW-206	Figure Drawing (Spring)	(DRAW-101)	3	<input type="checkbox"/>	_____	_____
ARTH-101.....	History of Western Art I		3	<input type="checkbox"/>	_____	_____
.....OR	ARTH-102 History of Western Art II					

LEVEL II (SECOND YEAR) – 31 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
	(Includes 101-level World Languages)					
WRIT-201/202	Writing Seminar II: Multi-media Communication		3-4	<input type="checkbox"/>	_____	_____
	WRIT 202 is for transfer students (4 cr)					

DEC Core - 6 credits

DECSYS-2()	Science: (Select one DECSYS)		3	<input type="checkbox"/>	_____	_____
DECFRM-200	Framework: Business Models		3	<input type="checkbox"/>	_____	_____

Major Courses – 16 credits

ANIM-2XX	Design Essentials for Digital Media		4	<input type="checkbox"/>	_____	_____
Animation Core						
INDD-324	History of Design & Comm (Fall)		3	<input type="checkbox"/>	_____	_____
ANIM-202	Storytelling & Storyboarding (Spring)	(ANIM-201)	3	<input type="checkbox"/>	_____	_____
ANIM-307	3D Modeling (Spring)	(ANIM-201)	3	<input type="checkbox"/>	_____	_____
DIGD-3XX	Media Production	(GRAPH-310, NIM-201)	3	<input type="checkbox"/>	_____	_____

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: BUSINESS

2015-2016

Name _____ ID# _____
LEVEL I (FIRST YEAR) – 31-34 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 12-15 credits

FYS-100	Pathways Seminar: Preparing for Academic & Professional Succ (Not required for transfer students)	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Written Communication (Fall) WRITG-100 may only be used to satisfy free elective credits	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
WRIT-201/202	Multi-media Communication (Spring) WRIT 202 is for transfer students (4 cr)	3-4	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>	_____	_____
MATH-100 or MATH-101 Finite Mathematics		MATH-102 or MATH-110 Precalculus (3 cr)		_____	_____
MATH-103 Intro to Calculus (3 cr.)		MATH-111 Calculus I (4 cr)		_____	_____

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process (Fall)	3	<input type="checkbox"/>	_____	_____
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Business Core – 13 credits

ECON-111	Principles of Economics	4	<input type="checkbox"/>	_____	_____
ACCT-101	Financial Accounting (Fall)	3	<input type="checkbox"/>	_____	_____
ACCT-102	Managerial Accounting (Spring) (ACCT-101)	3	<input type="checkbox"/>	_____	_____
MKTG-104	Marketing Foundations	1.5	<input type="checkbox"/>	_____	_____
MGMT-104	Management Foundations	1.5	<input type="checkbox"/>	_____	_____

Free Elective - 3 credits

()	_____	3	<input type="checkbox"/>	_____	_____
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LEVEL II (SECOND YEAR) – 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 6 credits

ETHIC-2()	Ethics (WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GDIV-2()	Global Diversity Includes 101-level World Languages (WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____

DEC Core - 6 credits

DECSYS-2()	Science: (Select one DECSYS)	3	<input type="checkbox"/>	_____	_____
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>	_____	_____

Business Core – 12 credits

STAT-201	Quant. Reasoning: Intro to Statistics (Fall) MATH-1XX	3	<input type="checkbox"/>	_____	_____
STAT-202	Applied Business Statistics (Spring) (STAT-201)	3	<input type="checkbox"/>	_____	_____
FINC-301	Financial Management (Spring) (ACCT-101, STAT-201)	3	<input type="checkbox"/>	_____	_____
MIS-202	Management Information Systems (24 credits or more)	3	<input type="checkbox"/>	_____	_____

Specialization - 6 credits

()	Specialization # ()	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) - 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9 credits

ADIV-2()	American Diversity (WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
GCIT-2()	Global Citizenship Includes 201-level World Languages (WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues (WRIT-20X; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____

DEC Core - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Metho (WRIT-20X; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____	_____
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Business Core – 3 credits

BLAW-301	Business Law I (WRIT-101 or WRTG-1XX)	3	<input type="checkbox"/>	_____	_____
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Specialization - 3 credits

()	Specialization # ()	3	<input type="checkbox"/>	_____	_____
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LEVEL III (THIRD YEAR) - continued

(Prerequisite) Cr Sem. Grade TR Equiv.

Specialization - 9 credits

Specialization # ()

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

Free Elective or Internship - 3 credits

()	_____	3	<input type="checkbox"/>	_____	_____
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LEVEL IV (FOURTH YEAR)- 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 3 credits

HALLMK-499	Capstone Folio Workshop	3	<input type="checkbox"/>	_____	_____
<i>(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)</i>					

Business Core - 9 credits

MGMT-401	Operations Management	<i>(AT-201, MGMT-301 or MGMT-104)</i>	3	<input type="checkbox"/>	_____
MGMT-498	Business Capstone I (Fall only)	<i>(75 Credits)</i>	3	<input type="checkbox"/>	_____
MGMT-499	Business Capstone II (Spring only)	<i>(75 Credits)</i>	3	<input type="checkbox"/>	_____

Specialization - 9 credits

Specialization # ()

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

Free Elective/Internship - 9 credits

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

TOTAL CREDITS: 122-124 credits

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free elective category.)
 MATH-099 Fundamentals of College Mathematics *(must earn C or better)* 3

#	Specialization Name*	Required Courses	Designated Electives (0, 1 or 2 as needed to make up the 9 credit c	Area
1	Advertising & Promotion	MKTG-310(FS), MKTG-305 (FS)	COMM-307(F), MKTG-207(FS)	Marketing
2	Consumer Insights	MKTG-207(FS), MKTG-391(FS), MKTG-412(S)	none	Marketing
3	Digital Media Marketing	MKTG-315(F), MKTG-408(S)	COMM-204(FS), MKTG-207(FS), MKTG-310(FS), MKTG-305(FS)	Marketing
4	Sustainability in Organization	SUST-202(S), SUST-402(F), SUST-421(F)	none	Management
5	Managing People & Teams	MGMT-310(FS), MGMT-320(FS), MGMT-412(S)	none	Management
6	Entrepreneurship	MGMT-111(FS), MGMT-411(FS)	MGMT310(FS), MGMT320(FS), MKTG-207(FS), MKTG302(FS), MKTG310(FS), MKTG305(FS), ECON-	Management
7	Finance Core	FINC-322(F), FINC-303(F), FINC-318(S)	none	Finance
8	Portfolio Mgmt & Fin Plannin	FINC-411(S), FINC-321(F), FINC-4XX (Finc. Modeling)(F)	none	Finane
9	CFA Preparation	ACCT-203(F), ACCT-204(S), ECON-3XX (Mngl Econ) (F)	none	Finance
10	Finc Accounting & Reporting	ACCT-203(F), ACCT-204(S), ACCT-303(F)	none	Accounting
11	Tax, Auditing & Managerial Acctg.	ACCT-309(F), ACCT-316(S), ACCT-409(F)	none	Accounting
12	Ad Finc Accounting & Repor	ACCT-412(S), ACCT-4XX (Accounting System	TAX-660(F), TAX-662(F), TAX-795, ECON-3XX, (Mngl Econ)(F), INTRN-493(FS)	Accounting
13	Global Culture & Comm.	GDIV/GCI (6 cr. beyond Hallmark reqts.)(FS), ECON-401(S)	none	Intl. Bus.
14	Global Business Studies	MKTG-324(FS), MGMT-307(F), FINC-318(S)	none	Intl. Bus.
15	Applied Economics	ECON-3XX (Mngl Econ)(F)	ECON-401(S), SUST-202(S), FINC-322(F)	Economics

* students can pursue courses in more than one specialization simultaneously, in consultation with th

(F)=Fall; (S)=Spring; indicates when the courses are likely to be offered

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be

This form should be used as a worksheet in conjunction with the catalog and the Hallmark "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 34-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 22-23 credits

FYS-100	Pathways Seminar <small>(Not required for transfer students)</small>		1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I: Written Communication <small>WRTG-100 may only be used to satisfy free elective credits</small>		3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	_____	_____
CHEM-103/103L	Chemistry I w/ Lab		4	<input type="checkbox"/>	_____	_____
PHYS-201/201L	Physics I w/ Lab	<small>(pre-or co-requisite MATH-112)</small>	4	<input type="checkbox"/>	_____	_____
MATH-111	Calculus I (Fall) <small>(MATH-110 Pre-calculus for Sci. & Engr. may be required prior to taking MATH-111)</small>		4	<input type="checkbox"/>	_____	_____
MATH-112	Calculus II (Spring) <small>(MATH-111)</small>		4	<input type="checkbox"/>	_____	_____

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process		3	<input type="checkbox"/>	_____	_____
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Engineering Courses – 9 credits

ENGR-101	Introduction to Engineering		3	<input type="checkbox"/>	_____	_____
ENGR-102	Engineering Drawing	<small>(MATH-102 or MATH-111)</small>	3	<input type="checkbox"/>	_____	_____
ENGR-104	Introduction to Computing		3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 35-36 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 6-7 credits

GDIV/GCIT-2()	Global Diversityor.... Global Citizensh <small>(Includes 101- or 201-level World Languages)</small>	<small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
WRIT-201/202	Writing Seminar II: Multi-media Communication <small>WRIT 202 is for transfer students (4 cr)</small>		3-4	<input type="checkbox"/>	_____	_____

DEC Core - 6 credits

DECSYS-2()	Science: <small>(Select one DECSYS)</small>		3	<input type="checkbox"/>	_____	_____
DECFRM-200	Framework: Business Models		3	<input type="checkbox"/>	_____	_____

Engineering Courses – 23 credits

PHYS-203/203L	Physics II w/ Lab (Fall)	<small>(PHYS-201/201L)</small>	4	<input type="checkbox"/>	_____	_____
MATH-213	Calculus III (Fall)	<small>(MATH-112)</small>	4	<input type="checkbox"/>	_____	_____
ENGR-215	Engineering Statics	<small>(PHYS-201/201L; pre- or co-requisite M)</small>	3	<input type="checkbox"/>	_____	_____
MATH-225	Differential Equations (Spring)	<small>(MATH-213)</small>	3	<input type="checkbox"/>	_____	_____
ENGR-218	Engineering Dynamics	<small>(ENGR-215; pre or co-requisite M)</small>	3	<input type="checkbox"/>	_____	_____
ENGR-305	Engineering Statistics	<small>(MATH 112)</small>	3	<input type="checkbox"/>	_____	_____
ENGR 301	Mechanics of Materials	<small>(ENGR-215)</small>	3	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) - 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 6 credits

ADIV-2()	American Diversity	<small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>	_____	_____
DBTG-300	Debating Global Issues	<small>(WRIT-20X; GDIV-2XX c)</small>	3	<input type="checkbox"/>	_____	_____

DEC Core - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Metho	<small>(WRIT-20X; GDIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>	_____	_____
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Engineering Courses – 21 credits

ENGR-322	Fund. of Electrical Engineering I	<small>(PHYS-203/203L)</small>	3	<input type="checkbox"/>	_____	_____
.....or....	ENGR-304 Operations Research I	<small>(MATH-112, ENGR-305)</small>	3	<input type="checkbox"/>	_____	_____
ENGR-308	Integrated Engr Product Development	<small>(MATH-112, ENGR-104, ENGR-102)</small>	3	<input type="checkbox"/>	_____	_____
ENGR-311	Fluid Mechanics	<small>(ENGR-218)</small>	3	<input type="checkbox"/>	_____	_____
ENGR-314	Numerical Methods for Engineers	<small>(MATH-225, ENGR-104)</small>	3	<input type="checkbox"/>	_____	_____
ENGR 407	Thermodynamics and Heat Transfer I	<small>(PHYS-201/201L, MATH-112)</small>	3	<input type="checkbox"/>	_____	_____

Engineering Concentration (Select one, 4-course concentration listed below) **Concentration:**

C ()	_____	3	<input type="checkbox"/>	_____	_____
C ()	_____	3	<input type="checkbox"/>	_____	_____

LEVEL IV (FOURTH YEAR) - 28 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Halmark Course – 6 credits

ETHIC-2()	Ethics (Fall)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
HALLMK-499	Capstone Folio Workshop (Spring)		3	<input type="checkbox"/>		

(ETHIC-2XX, ADIV-2XX, GCIT-2XX or GDIV-2XX, DBTG-300, Intgtv Sem., Sci Undstg, MATH111)

Engineering Courses – 22 credits

ENGR-303	Engineering Economics	(ENGR-305)	3	<input type="checkbox"/>		
ENGR-304	Operations Research I	(MATH-112, ENGR-305)	3	<input type="checkbox"/>		
.....or....	ENGR-322 Fund. of Electrical Engineering I	(PHYS-203/203L)	3	<input type="checkbox"/>		
MENGR-405	Introduction to Mechatronics	(ENGR-322)	3	<input type="checkbox"/>		
** ENGR-498	Senior Design Project I	(at least 86 credits, Writing Seminar I)	3	<input type="checkbox"/>		
** ENGR-499	Senior Design Project II	(ENGR-498)	4	<input type="checkbox"/>		

Engineering Concentration (Select one, 4-course concentration listed below) **Concentration:**

C ()			3	<input type="checkbox"/>		
C ()			3	<input type="checkbox"/>		

TOTAL CREDITS: 128 credits

** Satisfies DEC capstone requirement

C Engineering Concentration: Select one four-course option

- Textile Engineering:** TENGR-306, TENGR-308, TENGR-310, TENGR-320
- Industrial & Systems Engineering:** IENGR-315, IENGR-415, IENGR-413, ENGR-307
- Architectural Engineering:** AENGR-301, AENGR 303, AENGR 305, AENGR 400
- Composites Engineering:** ENGR-316, ENGR-317, ENGR-404, ENGR-406

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free elective category.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>		
MATH-110 or MATH-102	Pre-calculus (Does not count toward degree requirements)		3	<input type="checkbox"/>		

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
 Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be
 This form should be used as a worksheet in conjunction with the catalog and the Hallmark “menu” of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

PHILADELPHIA UNIVERSITY

BACHELOR of SCIENCE in ENGINEERING: ENGINEERING (5- year sequence) 2015-2016

Name	ID#				
Fall 1					
		(Prerequisite)	Cr	Sem.	Grade TR Equiv.
FYS-100	Pathways Seminar		1	<input type="checkbox"/>	
MATH-102/110	Pre-Calculus <i>(surplus to degree)</i>		3	<input type="checkbox"/>	
WRIT-100 or -101	Writing Seminar I: Written Communicati <i>(WRIT-100 surplus to degree)</i>		3	<input type="checkbox"/>	
ENGR-101	Introduction to Engineering		3	<input type="checkbox"/>	
DECPROC-101	Process: Integrative Design Process		3	<input type="checkbox"/>	
ITXA-100 (if required)	Intro to Textural Analysis <i>(surplus to degree)</i>		3	<input type="checkbox"/>	

Spring 1					
		(Prerequisite)	Cr	Sem.	Grade TR Equiv.
MATH-111	Calculus I		4	<input type="checkbox"/>	
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>	
ENGR-102	Engineering Drawing <i>(MATH-102 or MATH-111)</i>		3	<input type="checkbox"/>	
ENGR-104	Introduction to Computing		3	<input type="checkbox"/>	
WRIT-101	Writing Seminar I: Written Communication <i>(if placed into WRIT-100 in FL1)</i>		3	<input type="checkbox"/>	

Fall 2					
		(Prerequisite)	Cr	Sem.	Grade TR Equiv.
MATH-112	Calculus II <i>(MATH-111)</i>		4	<input type="checkbox"/>	
GDIV/GCIT-2()	Global Diversityor.... Global Citizensh <i>(WRIT-101, DBTU-114)</i> <i>(Includes 101- or 201-level World Languages)</i>		3	<input type="checkbox"/>	
PHYS-201/201L	Physics I w/ Lab <i>(pre- or co-requisite MATH-112)</i>		4	<input type="checkbox"/>	
DECFRM-200	Framework: Business Models		3	<input type="checkbox"/>	

Spring 2					
		(Prerequisite)	Cr	Sem.	Grade TR Equiv.
WRIT-201/202	Writing Seminar II: Multi-media Communication <i>WRIT 20x is 4 credits for transfer students</i>		3-4	<input type="checkbox"/>	
PHYS-203/203L	Physics II w/ Lab <i>(PHYS-201/201L)</i>		4	<input type="checkbox"/>	
MATH-213	Calculus III <i>(MATH-112)</i>		4	<input type="checkbox"/>	
ENGR-305	Engineering Statistics <i>(MATH 112)</i>		3	<input type="checkbox"/>	
DECSYS-206 or -20	<i>(Select one DECSYS)</i>		3	<input type="checkbox"/>	

Fall 3					
		(Prerequisite)	Cr	Sem.	Grade TR Equiv.
CHEM-103/103L	Chemistry I w/ Lab		4	<input type="checkbox"/>	
ENGR-322	Fund. of Electrical Engineering I <i>(PHYS-203/203L)</i>		3	<input type="checkbox"/>	
ENGR-215	Engineering Statics <i>(PHYS-201/201L; pre- or co-requisite MATH-213)</i>		3	<input type="checkbox"/>	
MATH-225	Differential Equations <i>(MATH-213)</i>		3	<input type="checkbox"/>	

Spring 3					
		(Prerequisite)	Cr	Sem.	Grade TR Equiv.
ENGR-304	Operations Research I <i>(MATH-112, ENGR-305)</i>		3	<input type="checkbox"/>	
MENGR-405	Introduction to Mechatronics <i>(ENGR-322)</i>		3	<input type="checkbox"/>	
ENGR 301	Mechanics of Materials <i>(ENGR-215)</i>		3	<input type="checkbox"/>	
ENGR 407	Thermodynamics and Heat Transfer I <i>(PHYS-201/201L, MATH-112)</i>		3	<input type="checkbox"/>	

Fall 4

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
ADIV-2()	American Diversity (WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
ENGR-218	Engineering Dynamics (ENGR-215; pre or co-requisite M)	3	<input type="checkbox"/>		
ENGR-308	Integrated Engr Product Development (MATH-112, ENGR-104, ENGR-102)	3	<input type="checkbox"/>		
DECMTHD-300	Integrative Smr: Ethno Research Metho (WRIT-20X; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
()	Free Elective (could be INTRN493, PE02, SERVE101, etc.)	1	<input type="checkbox"/>		

Spring 4

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
DBTG-300	Debating Global Issues (WRIT-20X; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
ENGR-311	Fluid Mechanics (ENGR-218)	3	<input type="checkbox"/>		
ENGR-314	Numerical Methods for Engineers (MATH-225, ENGR-104)	3	<input type="checkbox"/>		
Engineering Concentration (Select one, 4-course Concentrationn listed belc Concentration:					
C ()		3	<input type="checkbox"/>		

Fall 5

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
ETHIC-2()	Ethics (Fall) (WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
** ENGR-498	Senior Design Project I (at least 86 credits, Writing Seminar	3	<input type="checkbox"/>		
Engineering Concentration (Select one, 4-course Concentrationn listed belc Concentration:					
C ()		3	<input type="checkbox"/>		
C ()		3	<input type="checkbox"/>		

Spring 5

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
HALLMK-499	Capstone Folio Workshop (ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)	3	<input type="checkbox"/>		
ENGR-303	Engineering Economics (ENGR-305)	3	<input type="checkbox"/>		
** ENGR-499	Senior Design Project II (ENGR 498)	4	<input type="checkbox"/>		
Engineering Concentration (Select one, 4-course Concentrationn listed belc Concentration:					
C ()		3	<input type="checkbox"/>		

TOTAL CREDITS: 128 credits

** Satisfies DEC capstone requirement

C **Engineering Concentration:** Select one four-course option
Textile Engineering: TENGR-306, TENGR-308, TENGR-310, TENGR-320
Industrial & Systems Engineering: IENGR-315, IENGR-415, IENGR-413, ENGR-307
Architectural Engineering: AENGR-301, AENGR 303, AENGR 305, AENGR 400
Composites Engineering: ENGR-316, ENGR-317, ENGR-404, ENGR-406

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be

This form should be used as a worksheet in conjunction with the catalog and the Hallmark “menu” of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: FASHION DESIGN

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-32 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmark Courses – 9-11 credits

FYS-1()	Pathways Seminar: Preparing for Academic & Professional Succ <small>(Not required for transfer students)</small>	1	<input type="checkbox"/>		
WRIT-101/101G	Written Communication <small>WRITG-100 may only be used to satisfy free elective credits</small>	3	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>		
	MATH-100 or MATH-101 Finite Mathematics			MATH-102 or MATH-110 Precalculus (3 cr)	
	MATH-103 Intro to Calclus (3 cr.)			MATH-111 Calculus I (4 cr)	

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>		
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Major Courses – 18 credits

Fall	VSDDES-101	Design Essentials	3	<input type="checkbox"/>	
	DRAW-101	Drawing Fundamentals	3	<input type="checkbox"/>	
Spring	FASHDES-252	Fashion Design Research <small>(VSDDES-101, pre- or co-requisite DR</small>	3	<input type="checkbox"/>	
	DRAW-206	Figure Drawing <small>(DRAW-101)</small>	3	<input type="checkbox"/>	
	ARTH-101	History of Western Art I	3	<input type="checkbox"/>	
	TEXT-101	Survey of the Textile Industry	3	<input type="checkbox"/>	

LEVEL II (SECOND YEAR) – 31 - 32 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmark Courses – 6-7 credits

GDIV-2()	Global Diversity <small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>		
WRIT-201/202	Multi-media Communication <small>WRIT 202 is for transfer students (4 cr)</small>	3-4	<input type="checkbox"/>		

DEC Core - 6 cr

DECSYS-2()	<small>(Scientific Understanding)</small>	3	<input type="checkbox"/>		
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>		

Major Courses – 19 credits

Fall	FASHDRW-207	Fashion Figure Drawing <small>(DRAW-206)</small>	3	<input type="checkbox"/>	
	FASHDES-211	Garment Structures	3	<input type="checkbox"/>	
	ARTH-314	History of Costume & Textiles <small>(FASHDES-252 or DSGNFND-423 or DSGNI</small>	3	<input type="checkbox"/>	
Spring	FASHDES-213	Pattern Development I <small>(FASHDES-211*)</small>	3	<input type="checkbox"/>	
	FASHDES 205	History of 20th Century Designers <small>(ARTH-314)</small>	1	<input type="checkbox"/>	
	CAD-204	CAD for Fashion Design <small>(FASHDES-252, FASHDRW-207)</small>	3	<input type="checkbox"/>	
	ARTH-102	History of Western Art II	3	<input type="checkbox"/>	

LEVEL III THIRD YEAR) – 30 credits *(Prerequisite)* Cr Sem. Grade TR Equiv.

Hallmark Courses – 12 credits

ETHIC-2()	Ethics <small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>		
ADIV-2()	American Diversity <small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>		
GCIT-2()	Global Citizenship <small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues <small>(WRIT-20X; GDIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>		

DEC Methods - 3 credits

DECMTHD-300	<small>(Integrative Seminar)</small> Ethno Research Methods <small>WRIT-2XX; GDIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>		
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Major Courses – 15 credits

Fall	FASHDES-311	Pattern Development II <small>(FASHDES-213*)</small>	3	<input type="checkbox"/>	
	FASHDES-316	Fashion Design <small>(CAD-204, FASHDES-252, FASHI</small>	3	<input type="checkbox"/>	
Spring	FASHDES-322	Fashion Design Problem Solving <small>(FASHDES-252, FASHDES-311*, FASHDRW-207)</small>	3	<input type="checkbox"/>	
	FASHDES-335	Pattern Development III <small>(FASHDES-311*)</small>	3	<input type="checkbox"/>	
	FASHDES-300	Technical Design.....OR..... <small>(CAD-204, FASHDES-311*)</small>	3	<input type="checkbox"/>	
FASHDRW-317	Fashion Illustration I <small>(FASHDRW-207)</small>	3	<input type="checkbox"/>	

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-34 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 12-15 credits

FYS-100	Pathways Seminar: Preparing for Academic & Professional Success	1	<input type="checkbox"/>		
WRIT-101/101G	Written Communication (Fall) <small>WRTG-100 may only be used to satisfy free elective credits</small>	3	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
WRIT-201/202	Multi-media Communication (Spring) <small>WRIT 202 is for transfer students (4 cr)</small>	3-4	<input type="checkbox"/>		
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>		
MATH-100 or MATH-101 Finite Mathematics (3 cr)		MATH-102 or MATH-110 Precalculus (3 cr)			
MATH-103 Intro to Calculus (3 cr.)		MATH-111 Calculus I (4 cr)			

DEC Core - 3credits

DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>		
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Business Core – 13 credits

ECON-111	Principles of Economics	4	<input type="checkbox"/>		
ACCT-101	Financial Accounting (Fall)	3	<input type="checkbox"/>		
ACCT-102	Managerial Accounting (Spring)	3	<input type="checkbox"/>		
MKTG-104	Marketing Foundations	1.5	<input type="checkbox"/>		
MGMT-104	Management Foundations	1.5	<input type="checkbox"/>		

Fashion Core - 3 credits

FASHMGT-101	Global Fashion Insight	3	<input type="checkbox"/>		
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LEVEL II (SECOND YEAR) – 30-31 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 6 credits

ETHIC-2()	Ethics	3	<input type="checkbox"/>		
GDIV-2()	Global Diversity <small>Includes 101-level World Languages</small>	3	<input type="checkbox"/>		

DEC Core - 6 credits

DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>		
DECSYS-2()	Science: (Select one DECSYS)	3	<input type="checkbox"/>		

Business Core – 12 credits

STAT-201	Quant. Reason.: Intro. to Statistics (Fall)	3	<input type="checkbox"/>		
STAT-202	Applied Business Statistics (Spring)	3	<input type="checkbox"/>		
BLAW-301	Business Law	3	<input type="checkbox"/>		
MIS-202	Management Information Systems <small>(24 credits or more)</small>	3	<input type="checkbox"/>		

Fashion Core - 6 credits

MKTG-217	Retail Strategy and Structure	3	<input type="checkbox"/>		
TEXT-101	Survey of the Textile Industry	3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR)- 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9 credits

ADIV-2()	American Diversity	3	<input type="checkbox"/>		
GCIT-2()	Global Citizenship <small>Includes 201-level World Languages</small>	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues <small>WRIT-201 or 202; GDIV-2XX or GCIT-2XX</small>	3	<input type="checkbox"/>		

DEC Core - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Methods <small>WRIT-201 or 202; GDIV-2XX or GCIT-2XX</small>	3	<input type="checkbox"/>		
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Business Core - 3 credits

FINC-301	Financial Management	3	<input type="checkbox"/>		
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Fashion Core - 3 credits

DSGNFND-423	Design Concepts for Fashion	3	<input type="checkbox"/>		
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Specialization - 9 credits

	Specialization # ()	3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		

Free Elective/Internship - 3 credits

() _____

3

LEVEL IV (FOURTH YEAR)- 31 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 3 credits

HALLMK-499 Capstone Folio Workshop

3

(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)

Business Core - 6 credits

MGMT-498 Business Capstone I

(75 Credits)

3

MGMT-499 Business Capstone II

(75 Credits)

3

Fashion Core - 4 credit

FASHMGT-451 Operations & Supply Chain Management (MGMT-301 or MGMT-104, STAT-201)

3

TEXT-411 Seminar: Textile/Apparel Industry Issues

1

Specialization - 9 credits

Specialization # ()

() _____

3

() _____

3

() _____

3

Free Electives/Internships - 9 credits

() _____

3

() _____

3

() _____

3

TOTAL CREDITS: 123-125 credits

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free elective category.)

MATH-099 Fundamentals of College Mathematics

(must earn C or better)

3

#	Specialization Name*	Required Courses	Designated Electives (0 or 1 as needed to make up the 9 credit cluster)
1	Buying and Merchandising:	MKTG-328(FS), MKTG-207(FS)	MKTG-310(FS) or FASHMGT-304(FS)
2	Fashion Apparel Production:	FASHMGT-201(F), FASHMGT-305N(S), TEXT-333	None
3	Fashion Entrepreneurship:	MGMT-111(FS), MGMT-411(FS)	MGMT310(FS), MGMT320(FS), MKTG207(FS), MKTG302(FS), MKTG310(FS), MKTG305(FS),
4	Fashion Material Insight & Int	KNIT-201(FS), WEAV-201(FS)	TEXT-301(FS) or PRINT-305 (S)
5	Fashion Product Management	FASHMGT-408(F), FASHMGT-499(S)	FASHMGT-308(S) or MKTG-302(FS)
6	Fashion Retail Experience:	MGMT-320(FS), MKTG-408(S)	MKTG-207(FS) or MKTG-310 (FS) or FASHMGT-304 (FS)
7	Fashion Technology:	CAD-201(FS), FASHMGT-437(F)	MKTG-408(S) or COMM-204(FS)
8	Global Brand Marketing:	MKTG-305(FS), MKTG-315(S), MKTG-324(FS)	None
9	Integrated Fashion Comm.:	COMM-204(FS), FASHMGT-319(FS)	CAD-201(FS) or MKTG-310(FS) or FASHMGT-304(FS)

* students can pursue courses in more than one specialization simultaneously, in consultation with their advisor

(F)=Fall; (S)=Spring; indicates when the courses are likely to be offered

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be eligible for a

This form should be used as a worksheet in conjunction with the catalog and the Hallmark "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR): 30-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 12-14 credits

FYS-100	Pathways Seminar (Not required for transfer students)	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I: Written Communication WRITG-100 may only be used to satisfy free elective credits	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
()	Science	3	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>	_____	_____
MATH-100 or -101 Finite Mathematics (3 cr)				MATH-102 or -110 Precalculus (3 cr)	
MATH-103 Intro to Calculus (3 cr.)				MATH-111 Calculus I (4 cr)	

DEC Core - 3 credits

DECPROC-101	Integrative Design Process	3	<input type="checkbox"/>	_____	_____
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Graphic Design Core - 15 credits

VSDS-101	Design Essentials (Fall)	3	<input type="checkbox"/>	_____	_____
DRAW-101	Drawing Essentials (Fall)	3	<input type="checkbox"/>	_____	_____
GRAPH-102	Design 2: Intro to Graphic Design (Spring)	3	<input type="checkbox"/>	_____	_____
GRAPH-110	Digital Imaging/CAD (Spring)	3	<input type="checkbox"/>	_____	_____
ARTH-101	History of Western Art I	3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR): 32-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 9-10 credits

ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
GDIV-2()	Global Diversity (Includes 101-level World Languages)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
WRIT-201/202	Writing Seminar II: Multi-media Communication WRIT 202 is for transfer students (4 cr)		3-4	<input type="checkbox"/>	_____

DEC Core - 6 credits

DECSYS-2()	Science: (Select one DECSYS)	3	<input type="checkbox"/>	_____	_____
DECFRM-200	Business Models	3	<input type="checkbox"/>	_____	_____

Graphic Design Core - 17 credits

GRAPH-201	Design 3 for Graphic Design (Fall only)	(VSDS-101* or DSGNFND-203*)	4	<input type="checkbox"/>	_____
GRAPH-202	Design 4 for Graphic Design (Spring only)	(GRAPH-201*)	4	<input type="checkbox"/>	_____
PHOTO-204	Intro. to Photography for Graphic Design (Spring)	(GF)	3	<input type="checkbox"/>	_____
ARTH-102	History of Western Art II (Fall)		3	<input type="checkbox"/>	_____
GRAPH-208	History of Graphic Design (Spring)	(WRITG-101, ARTH-101 or ARTH-102)	3	<input type="checkbox"/>	_____

LEVEL III (THIRD YEAR): 32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses: 9 credits

ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
GCIT-2()	Global Citizenship (Includes 201-level World Languages)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
DBTG-300	Debating Global Issues	WRIT-201 or -202; GDIV-2XX or GCIT-2XX	3	<input type="checkbox"/>	_____

DEC Core - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Meth	WRIT-201 or -202; GDIV-2XX or GCIT-2XX	3	<input type="checkbox"/>	_____
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Graphic Design Core - 14 credits

GRAPH-301	Design 5 for Graphic Design (Fall only)	(GRAPH-202*)	4	<input type="checkbox"/>	_____
GRAPH-302	Design 6 for Graphic Design (Spring only)	(GRAPH-301*)	4	<input type="checkbox"/>	_____
DIGD-206	Foundation in Web Design & Strategy ((GRAPH-202)	3	<input type="checkbox"/>	_____
GRAPH-3XX	Graphic Design Theory (Spring)	(WRIT-201 or 202; GRAPH-208)	3	<input type="checkbox"/>	_____

Free Electives: 3 credits

()	_____		3	<input type="checkbox"/>	_____
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Business Core: 3 credits

MKTG-104	Marketing Foundations		1.5	<input type="checkbox"/>	_____
MGMT-104	Management Foundations		1.5	<input type="checkbox"/>	_____

LEVEL IV (FOURTH YEAR): 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Course - 3 credits

HALLMK-499	Capstone Folio Workshop		3	<input type="checkbox"/>	_____	_____	_____
	<small>(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)</small>						

Graphic Design Core - 18 credits

GRAPH-401	Design 7 for Graphic Design (Fall only)	<small>(GRAPH-302*)</small>	6	<input type="checkbox"/>	_____	_____	_____
** GRAPH-499	Design 8: Capstone Graphic Design (Spring only)	<small>(GR/)</small>	6	<input type="checkbox"/>	_____	_____	_____
(Graphic Design Designated Elective	<small>(GRAPH-202)</small>	3	<input type="checkbox"/>	_____	_____	_____
(Graphic Design Designated Elective	<small>(GRAPH-202)</small>	3	<input type="checkbox"/>	_____	_____	_____

Business Core - 3 credits

MKTG-310	Intregated Marketing Communication	<small>(MKTG-104 or MKTG-102)</small>	3	<input type="checkbox"/>	_____	_____	_____
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Free Electives - 6 credits

()		3	<input type="checkbox"/>	_____	_____	_____
()		3	<input type="checkbox"/>	_____	_____	_____

TOTAL CREDITS: 125-127 credits

****** satisfies DEC capstone requirement

* A grade of "C" or better is required to advance from one design studio into the next, Design 3 through Design 8 Capstone in Graphic Design Communication. Students interested in the joint BS/MBA option should consult their advisor after reading the section in the catalog on the Pre-MBA Minor for Non-Business Majors.

Graphic Design Designated Electives: (grade of "C" (2.00) or better earned in GRAPH-202)

- Graphic Design:** GRAPH-206, GRAPH-300, GRAPH-305, GRAPH-320, GRAPH-341, GRAPH-381, GRAPH-407, GRAPH-408, GRAPH-409, D
- Digital Design:** DIGD-307, DIGD-312, DIDG-403, DIGD-405, DIGD-406.
- Drawing:** DRAW-206, DRAW-301, DRAW-303.
- Industrial Design:** INDD-205.
- Architecture:** ADFND-101, ADFND-102, ADFND-104, ADFND-110, ARCHDSN-208, ARCHDSN-214, ARCH-326.
- Fashion Design:** FASHDRW-207, FASHDRW-317, FASHDRW-319.
- Photography:** PHOTO-101, PHOTO-102, PHOTO-201, PHOTO-302, PHOTO-303, PHOTO-307.
- Print:** PRINT-101, PRINT-301, PRINT-303, PRINT-315.

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free elective category.)

MATH-099	Fundamentals of College Mathematics	<small>(must earn C or better)</small>	3	<input type="checkbox"/>	_____	_____	_____
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Surplus credits not used toward degree requirements

*Please note Philadelphia University residency requirement:
Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be
This form should be used as a worksheet in conjunction with the catalog and the Hallmark "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.*

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 13-15 credits

FYS-100	Pathways Seminar		1	<input type="checkbox"/>		
WRIT-101/101G	Writing Seminar I: Written Communication		3	<input type="checkbox"/>		
	WRITG-100 may only be used to satisfy free elective credits					
DBTU-114	Debating U.S. Issues		3	<input type="checkbox"/>		
MATH-1()	Mathematics I (select one, 2-course option below)		3-4	<input type="checkbox"/>		
()	Mathematics II (select below)		3-4	<input type="checkbox"/>		

MATH-100 or MATH-101	Finite Mathematics (3cr.)	MATH-110	Pre-calculus: Sci & Engr (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-102 or MATH-110	Pre-calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-112	Calculus II (4 cr.)

DEC Process - 3 credits

DECPROC-101	Integrative Design Process		3	<input type="checkbox"/>		
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Major Courses – 15 credits

VSDDES-101	Design Essentials (Fall)		3	<input type="checkbox"/>		
DRAW-101	Drawing Essentials (Fall)		3	<input type="checkbox"/>		
GRAPH-110	Digital Imaging for Graphic Design		3	<input type="checkbox"/>		
DSGNFND-203	Design 2: Intro to Graphic Design (Spring)	(VSDDES-101)	3	<input type="checkbox"/>		
DIGD-1XX	Principles of User Experience		3	<input type="checkbox"/>		

LEVEL II (SECOND YEAR) – 32 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 15 credits

ETHIC-2()	Ethics	(WRIT-1XX, DBTU-1XX)	3	<input type="checkbox"/>		
GDIV-2()	Global Diversity	(WRIT-1XX, DBTU-1XX)	3	<input type="checkbox"/>		
	(Includes 101-level World Languages)					
WRIT-20()	Writing Seminar II: Multi-media Communication	(WRIT-1XX)	3	<input type="checkbox"/>		

DECSYS-2()	Science: (Select one DECSYS)		3	<input type="checkbox"/>		
DECFRM-200	Business Models		3	<input type="checkbox"/>		

Major Courses – 14 credits

GRAPH-201	Design III for Graphic Design (Fall only)	(DSGNFND-203*)	4	<input type="checkbox"/>		
GRAPH-202	Design IV for Graphic Design (Spring only)	(GRAPH-201*)	4	<input type="checkbox"/>		
	Interactive Design & Media Core					
DIGD-206	Foundations in Web Design & Strategy	(ADFND-102 or DSGNFND-203)	3	<input type="checkbox"/>		
DIGD-2XX	Fundamentals of Web Programming		3	<input type="checkbox"/>		

Business Core - 3 credits

MKTG-104	Marketing Foundations		1.5	<input type="checkbox"/>		
MGMT-104	Management Foundations		1.5	<input type="checkbox"/>		

* A grade of "C" or better is required in these prerequisites.

LEVEL III (THIRD YEAR)- 27 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 12 credits

ADIV-2()	American Diversity	(WRIT-1XX, DBTU-1XX)	3	<input type="checkbox"/>		
GCIT-2()	Global Citizenship	(WRIT-1XX, DBTU-1XX)	3	<input type="checkbox"/>		
	(Includes 201-level World Languages)					

SPECIALIZATION TRACKS

Design Specialization - 15 credits

DIGD-3XX	<u>User Interface Design</u>	3	<input type="checkbox"/>	_____	_____
PHOTO-102 or PHOTO-204	<u>Photography for Graphic Design Communications</u>	3	<input type="checkbox"/>	_____	_____
GRAPH-341	<u>Illustration</u>	3	<input type="checkbox"/>	_____	_____
GRAPH-201	<u>Digital Imaging & Photography</u>	3	<input type="checkbox"/>	_____	_____
MKTG-315	<u>Marketing in a Digital Environment</u>	3	<input type="checkbox"/>	_____	_____

Development Specialization - 15 credits

DIGD-3XX	<u>User Interface Design</u>	3	<input type="checkbox"/>	_____	_____
DIGD-403	<u>Web Development</u>	3	<input type="checkbox"/>	_____	_____
DIGD-4XX	<u>Content Management Systems & E-Commerce</u>	3	<input type="checkbox"/>	_____	_____
DIGD-3XX	<u>Web Performance & Optimization</u>	3	<input type="checkbox"/>	_____	_____
DIGD-3XX	<u>Javascript Programming</u>	3	<input type="checkbox"/>	_____	_____

E-Commerce Specialization - 15 credits

DIGD-403 or DIGD- 3XX	<u>Web Development or User Interface Design Content Management Systems & E- Commerce</u>	3	<input type="checkbox"/>	_____	_____
DIGD-4XX	<u>Commerce</u>	3	<input type="checkbox"/>	_____	_____
DIGD-3XX	<u>Web Performance & Optimization</u>	3	<input type="checkbox"/>	_____	_____
PHOTO-201	<u>Studio Photography</u>	3	<input type="checkbox"/>	_____	_____
MKTG-408	<u>Survey of E-Commerce</u>	3	<input type="checkbox"/>	_____	_____

Animation & Digital Media Specialization - 17 credits

ANIM-307	<u>3D Modeling</u>	3	<input type="checkbox"/>	_____	_____
ANIM-308N	<u>3D Animation</u>	4	<input type="checkbox"/>	_____	_____
ANIM-301N	<u>Motion Graphics I</u>	4	<input type="checkbox"/>	_____	_____
ANIM-XXX or ANIM- 312	<u>Digital Audio Production or Motion Graphics II</u>	3	<input type="checkbox"/>	_____	_____
GRAPH-341	<u>Illustration</u>	3	<input type="checkbox"/>	_____	_____

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: INDUSTRIAL DESIGN

20115-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 32-34 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 10-11 credits

FYS-100	Pathways Seminar (Not required for transfer students)	1	<input type="checkbox"/>	_____	_____
WRTG-101/101G	Writing Seminar I: Written Communication WRTG-100 may only be used to satisfy free elective credits	3	<input type="checkbox"/>	_____	_____
DBTU-114	Debating US Issues	3	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>	_____	_____
MATH-102	Pre-calculus (3 cr.)	MATH-110	PreCalculus I (3 cr.)	_____	_____
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)	_____	_____

DEC Core – 3 credits

DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>	_____	_____
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Major Courses – 20 credits

INDD-101	Design I for Industrial Design (Fall)	4	<input type="checkbox"/>	_____	_____
INDD-102	Design II for Industrial Design (Spring) <i>ign 1 Studios.(3CR studios + iCR)</i>	4	<input type="checkbox"/>	_____	_____
ARTH-101	History of Western Art I	3	<input type="checkbox"/>	_____	_____
DRAW-101	Drawing Essentials	3	<input type="checkbox"/>	_____	_____
CAD-206	CAD 1 for Industrial Design	3	<input type="checkbox"/>	_____	_____
INDD-106	Materials and Process: Fabrication	3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 32-33 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 12-13 credits

PHYS-101	Science: Physics	(Math lxx)	3	<input type="checkbox"/>	_____
ETHIC-2()	Ethics	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
GDIV-2()	Global Diversity (Includes 101-level World Language)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
WRIT-201/202	Writing Seminar II: Multi-media Communication WRIT 202 is for transfer students (4 cr)	3-4	<input type="checkbox"/>	_____	_____

DEC Core - 6 credits

DECSYS-2()	Science: (Select one DECSYS)	3	<input type="checkbox"/>	_____	_____
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>	_____	_____

Major Courses – 14 credits

INDD-201	Design III for Industrial Design (Fall)	(INDD-102 *)	4	<input type="checkbox"/>	_____
INDD-202	Design IV for Industrial Design (Spring)	(INDD-201*)	4	<input type="checkbox"/>	_____
DRAW-301	Drawing: Design & Development	(DRAW-101, INDD-102)	3	<input type="checkbox"/>	_____
INDD-324	History of Design & Communication		3	<input type="checkbox"/>	_____

Before entering the junior year, students should carefully consider how they will use the electives in the curriculum. At this time a summer internship (Course DIGD-493, D&M Internship) is a useful experience. To secure an internship a good portfolio must be prepared. The search for a position should start before the

LEVEL III (THIRD YEAR)- 34 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9 credits

ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
GCIT-2()	Global Citizenship (Includes 101- or 201-level Work)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>	_____
DBTG-300	Debating Global Issues	(WRIT-2XX; GDIV-2XX or GCIT-2)	3	<input type="checkbox"/>	_____

DEC Methods - 3 credits

DECMTHD-3()	Integrative Smr: Ethno Research MethoC	(WRIT-2XX; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>	_____
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Major Courses – 19 credits

INDD-301	Design V for Industrial Design (Fall)	(INDD-202*)	4	<input type="checkbox"/>	_____
INDD-302	Design VI for Industrial Design (Spring)	(INDD-301*)	6	<input type="checkbox"/>	_____
INDD-207	Materials and Process: Manufacturing	(INDD-101, minmum grade of C)	3	<input type="checkbox"/>	_____
INDD-210	Ergonomic Studies	(INDD-106)	3	<input type="checkbox"/>	_____
ARTH-102	History of Western Art II		3	<input type="checkbox"/>	_____

Free Elective - 3 credits

()	_____	3	<input type="checkbox"/>	_____	_____
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At this time a summer internship (Course DIGD-493, D&M Internship) is a useful experience. To secure an internship a good portfolio must be prepared. The search for a position should start before the beginning of April.

LEVEL IV (FOURTH YEAR) - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 3 credits

HALLMK-499	Capstone Folio Workshop		3	<input type="checkbox"/>			
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(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)

Major Courses - 21 credits

INDD-401	Design VII for Industrial Design (Fall)	(INDD-302*)	6	<input type="checkbox"/>			
** INDD-402	Design VIII for Industrial Design (Spring)	(INDD-401*, concurrent with II)	6	<input type="checkbox"/>			
INDD-493	Professional Practice I (Fall)	(INDD-302*)	3	<input type="checkbox"/>			
INDD-494	Professional Practice II (Spring)	(INDD-401*, INDD-493*, concurrent with I)	3	<input type="checkbox"/>			
INDD-304	Design History/Theory	(INDD-324)	3	<input type="checkbox"/>			

Free Electives - 6 credits

()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			

TOTAL CREDITS: 129-131 credits

* A grade of "C" or better is required to advance from one design studio into the next, Design I through

** Satisfies DEC capstone requirement

Recommended Free Electives: CAD-306 CAD II Digital Design Techniques and INDD-205 Rendering for Industrial Design.

Fundamentals Courses: (Fundamental "099" courses do **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits....as free electives.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>			
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 6 credits must be in College Studies in order to be eligible for a B.S. degree.

This form should be used as a worksheet in conjunction with the catalog and the College Studies "menu" of options.

Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY

B.S. in ENGINEERING: MECHANICAL ENGINEERING (5- year sequence)

2015-2016

Name _____

ID# _____

Fall 1

(Prerequisite) Cr Sem. Grade TR Equiv.

FYS-100	Pathways Seminar <small>(Not required for transfer students)</small>	1	<input type="checkbox"/>		
MATH-102/110	Pre-Calculus <i>(surplus to degree)</i>	3	<input type="checkbox"/>		
WRIT-100 or -101	Writing Seminar I: Written Communicati <i>(WRIT-100 surplus to degree)</i>	3	<input type="checkbox"/>		
ENGR-101	Introduction to Engineering	3	<input type="checkbox"/>		
DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>		
ITXA-100 (if required)	Intro to Textural Analysis <i>(surplus to degree)</i>	3	<input type="checkbox"/>		

Spring 1

(Prerequisite) Cr Sem. Grade TR Equiv.

MATH-111	Calculus I	4	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
ENGR-102	Engineering Drawing <small>(MATH-102 or MATH-111)</small>	3	<input type="checkbox"/>		
ENGR-104	Introduction to Computing	3	<input type="checkbox"/>		
WRIT-101	Writing Seminar I: Written Communication <small>(if placed into WRIT-100 in FL1)</small>	3	<input type="checkbox"/>		

Fall 2

(Prerequisite) Cr Sem. Grade TR Equiv.

MATH-112	Calculus II <small>(MATH-111)</small>	4	<input type="checkbox"/>		
GDIV/GCIT-2()	Global Diversityor.... Global Citizensh <small>(WRIT-101, DBTU-114)</small> <small>(Includes 101- or 201-level World Languages)</small>	3	<input type="checkbox"/>		
PHYS-201/201L	Physics I w/ Lab <small>(pre- or co-requisite MATH-112)</small>	4	<input type="checkbox"/>		
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>		

Spring 2

(Prerequisite) Cr Sem. Grade TR Equiv.

WRIT-201/202	Writing Seminar II: Multi-media Communication <small>WRIT 202 is for transfer students (4 cr)</small>	3-4	<input type="checkbox"/>		
PHYS-203/203L	Physics II w/ Lab <small>(PHYS-201/201L)</small>	4	<input type="checkbox"/>		
MATH-213	Calculus III <small>(MATH-112)</small>	4	<input type="checkbox"/>		
ENGR-305	Engineering Statistics I <small>(MATH 112)</small>	3	<input type="checkbox"/>		
DECSYS-206 or 207	<small>(Select one DECSYS)</small>	3	<input type="checkbox"/>		

Fall 3

(Prerequisite) Cr Sem. Grade TR Equiv.

CHEM-103/103L	Chemistry I w/ Lab	4	<input type="checkbox"/>		
ENGR-322	Fund. of Electrical Engineering I <small>(PHYS-203/203L)</small>	3	<input type="checkbox"/>		
ENGR-215	Engineering Statics <small>(PHYS-201/201L; pre- or co-requisite MATH-112)</small>	3	<input type="checkbox"/>		
MATH-225	Differential Equations <small>(MATH-213)</small>	3	<input type="checkbox"/>		

Spring 3

(Prerequisite) Cr Sem. Grade TR Equiv.

ENGR-210	Introduction to Material Science <small>(MATH-111, CHEM-103/103L)</small>	3	<input type="checkbox"/>		
MENGR-405	Introduction to Mechatronics <small>(ENGR-322)</small>	3	<input type="checkbox"/>		
ENGR 301	Mechanics of Materials <small>(ENGR-215)</small>	3	<input type="checkbox"/>		
ENGR 407	Thermodynamics and Heat Transfer I <small>(PHYS-201/201L, MATH-112)</small>	3	<input type="checkbox"/>		

This form should be used as a worksheet in conjunction with the catalog and the Hallmark "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY

BACHELOR of SCIENCE in ENGINEERING: MECHANICAL ENGINEERING

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 34-35 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 23 credits

FYS-100	Pathways Seminar (Not required for transfer students)	1	<input type="checkbox"/>		
WRIT-101/101G	Writing Seminar I: Written Communication WRIT-100 may only be used to satisfy free elective credits	3	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
CHEM-103/103L	Chemistry I w/ Lab	4	<input type="checkbox"/>		
PHYS-201/201L	Physics I w/ Lab (pre-or co-requisite MATH-112)	4	<input type="checkbox"/>		
MATH-111	Calculus I (Fall) [MATH-110 Pre-calculus for Sci. & Engr. may be required prior to taking MATH-111]	4	<input type="checkbox"/>		
MATH-112	Calculus II (Spring) (MATH-111)	4	<input type="checkbox"/>		

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>		
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Engineering Courses – 9 credits

ENGR-101	Introduction to Engineering	3	<input type="checkbox"/>		
ENGR-102	Engineering Drawing (MATH-102 or MATH-111)	3	<input type="checkbox"/>		
ENGR-104	Introduction to Computing	3	<input type="checkbox"/>		

LEVEL II (SECOND YEAR) – 35-36 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 6-7 credits

GDIV/GCIT-2()	Global Diversityor.... Global Citizensh (Includes 101- or 201-level World Languages) (WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
WRIT-201/202	Writing Seminar II: Multi-media Communication WRIT 202 is for transfer students (4 cr)	3-4	<input type="checkbox"/>		

DEC Core - 6 credits

DECSYS-2()	Science: (Select one DECSYS)	3	<input type="checkbox"/>		
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>		

Engineering Courses – 23 credits

PHYS-203/203L	Physics II w/ Lab (Fall) (PHYS-201/201L)	4	<input type="checkbox"/>		
MATH-213	Calculus III (Fall) (MATH-112)	4	<input type="checkbox"/>		
ENGR-215	Engineering Statics (PHYS-201/201L; pre- or co-requisite M	3	<input type="checkbox"/>		
MATH-225	Differential Equations (Spring) (MATH-213)	3	<input type="checkbox"/>		
ENGR-218	Engineering Dynamics (ENGR-215; pre or co-requisite M	3	<input type="checkbox"/>		
ENGR-305	Engineering Statistics (MATH-112)	3	<input type="checkbox"/>		
ENGR 301	Mechanics of Materials (ENGR-215)	3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR) - 30 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 6 credits

ADIV-2()	American Diversity (WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues WRIT-20XX; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		

DEC Core - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Metho WRIT-2XX; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>		
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Engineering Courses – 21 credits

ENGR-322	Fund. of Electrical Engineering I (PHYS-203/203L)	3	<input type="checkbox"/>		
ENGR-308	Integrated Engr Product Development (MATH-112, ENGR-104, ENGR-102)	3	<input type="checkbox"/>		
ENGR-311	Fluid Mechanics (ENGR-218)	3	<input type="checkbox"/>		
ENGR-314	Numerical Methods for Engineers (MATH-225, ENGR-104)	3	<input type="checkbox"/>		
MENGR-407	Thermodynamics and Heat Transfer I (PHYS-201/201L, MATH-112)	3	<input type="checkbox"/>		
ENGR-210	Introduction to Material Science (MATH-111, CHEM-103/103L)	3	<input type="checkbox"/>		
MENGR-301	Machine Design (ENGR-215)	3	<input type="checkbox"/>		

LEVEL IV (FOURTH YEAR) - 28 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Course – 6 credits

ETHIC-2()	Ethics (Fall)	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>		
HALLMK-499	Capstone Folio Workshop (Spring)		3	<input type="checkbox"/>		
<i>(ETHIC-2XX, ADIV-2XX, GCIT-2XX or GDIV-2XX, DBTG-300, Intgtv Sem., Sci Undstg, MATH111)</i>						

Engineering Courses – 22 credits

ENGR-303	Engineering Economics	(ENGR-305)	3	<input type="checkbox"/>		
MENGR-405	Introduction to Mechatronics	(ENGR-322)	3	<input type="checkbox"/>		
MENGR-427	System Dynamics and Control	(ENGR-311, ENGR-218)	3	<input type="checkbox"/>		
ENGR-302	Design for Manufacturability	(ENGR-102)	3	<input type="checkbox"/>		
MENGR-428	Thermo and Heat Transfer II	(MENGR-407)	3	<input type="checkbox"/>		
** ENGR-498	Senior Design Project I	(at least 86 credits, Writing Semina	3	<input type="checkbox"/>		
** ENGR-499	Senior Design Project II	(ENGR-498)	4	<input type="checkbox"/>		

TOTAL CREDITS: 128

** Satisfies DEC capstone requirement

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free elective category.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>		
MATH-110 or MATH-102	Pre-calculus (Does not count toward degree requirements)		3	<input type="checkbox"/>		

Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:
 Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits – 12 credits must be within the maior core: 9 credits must be in Hallmark courses in order to be
 This form should be used as a worksheet in conjunction with the catalog and the Hallmark “menu” of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: TEXTILE DESIGN

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9-11 credits

FYS-100	Pathways Seminar <small>(Not required for transfer students)</small>	1	<input type="checkbox"/>		
WRIT-101/101G	Writing Seminar I: Written Communication <small>WRITG-100 may only be used to satisfy free elective credits</small>	3	<input type="checkbox"/>		
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>		
MATH-1()	Mathematics (select one option below) (Spring)	3-4	<input type="checkbox"/>		
MATH-100 or MATH-101 Finite Mathematics		MATH-102 or MATH-110 Precalculus (3 cr)			
MATH-103 Intro to Calculus (3 cr.)		MATH-111 Calculus I (4 cr)			

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>		
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Textile Design Courses – 19 credits

VSDS-101	Design Essentials (Fall)	3	<input type="checkbox"/>		
DRAW-101	Drawing Essentials (Fall)	3	<input type="checkbox"/>		
TEXT-101	Survey of the Textile Industry (Fall)	3	<input type="checkbox"/>		
DRAW-303	Drawing: Materials & Methods <small>(DRAW-101)</small>	3	<input type="checkbox"/>		
KNIT-201	Knit Technology I (Spring) <small>(TEXT-101 or TEXT-104)</small>	4	<input type="checkbox"/>		
ARTH-101	History of Western Art I	3	<input type="checkbox"/>		

LEVEL II (SECOND YEAR) – 31-32 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9-10 credits

ETHIC-2()	Ethics <small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>		
GDIV-2()	Global Diversity <small>(WRIT-101, DBTU-114)</small> <small>(Includes 101-level World Languages)</small>	3	<input type="checkbox"/>		
WRIT-201/202	Writing Seminar II: Multi-media Communication <small>WRIT 202 is for transfer students (4 cr)</small>	3-4	<input type="checkbox"/>		

DEC Core - 6 credits

DECSYS-2()	Science: <small>(Select one DECSYS)</small>	3	<input type="checkbox"/>		
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>		

Textile Design Courses – 16 credits

WEAV-201	Weave Technology I <small>(TEXT-101 or TEXT-104)</small>	4	<input type="checkbox"/>		
WEAV-207	Weave Design Studio I <small>(WEAV-201, VSDS-101)</small>	3	<input type="checkbox"/>		
KNIT-203	Knit Design Studio I <small>(KNIT-201, VSDS-101)</small>	3	<input type="checkbox"/>		
TEXT-391	Textile Design Research <small>(DRAW-303, VSDS-101)</small>	3	<input type="checkbox"/>		
CAD-201	Introduction to Digital Imaging	3	<input type="checkbox"/>		

LEVEL III (THIRD YEAR) - 32 -33 credits (Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 12 credits

ADIV-2()	American Diversity <small>(WRIT-101, DBTU-114)</small>	3	<input type="checkbox"/>		
GCIT-2()	Global Citizenship <small>(WRIT-101, DBTU-114)</small> <small>(Includes 201-level World Languages)</small>	3	<input type="checkbox"/>		
DBTG-300	Debating Global Issues <small>(WRIT-20X; GDIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>		
CHEM-101	Science: General Chemistry	3	<input type="checkbox"/>		

DEC Methods - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Metho <small>(WRIT-20X; GDIV-2XX or GCIT-2XX)</small>	3	<input type="checkbox"/>		
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Textile Design Courses – 17-18 credits

KNIT-326 or 205	Adv. Weft Knitting <small>(KNIT-203) ...or... (Spring only)</small> Knit Tech.II <small>(KNIT-201)</small>	3-4	<input type="checkbox"/>		
WEAV-226 or 301	Jacquard ...or... Weave Technology II <small>(WEAV-201)</small>	4	<input type="checkbox"/>		
PRINT-303	Print Design Studio I <small>(DRAW-303, VSDS-101)</small>	3	<input type="checkbox"/>		
PRINT-301.....	Printing Practices <small>(PRINT-303)</small>	3	<input type="checkbox"/>		
.....or.....	PRINT-305 Textile Printing Technology <small>(Spring only)</small>				
TEXTCHM-202	Color, Dyeing & Finishing (lecture) <small>(CHEM-101 or CHEM-103)</small>	3	<input type="checkbox"/>		

PHILADELPHIA UNIVERSITY
 BACHELOR OF SCIENCE: TEXTILE MATERIALS TECHNOLOGY

2015-2016

Name _____

ID# _____

LEVEL I (FIRST YEAR) – 31-35 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 15-19 credits

FYS-100	Pathways Seminar	1	<input type="checkbox"/>	_____	_____
WRIT-101/101G	Writing Seminar I: Written Communication	3	<input type="checkbox"/>	_____	_____
<small>WRTG-100 may only be used to satisfy free elective credits</small>					
DBTU-114	Debating U.S. Issues	3	<input type="checkbox"/>	_____	_____
CHEM101/CHEM103	Science: General Chemistry or Chemistry I & lab	3-4	<input type="checkbox"/>	_____	_____
PHYS101	General Physics or PHYS-201 Physics I & lab or CHEM-104 Chemistry II & I	3-4	<input type="checkbox"/>	_____	_____
MATH-1()	Mathematics (select one option below)	3-4	<input type="checkbox"/>	_____	_____
MATH-100 or -101 Finite Mathematics (3 cr.)		MATH-102 or -110 Precalculus (3 cr)			
MATH-103 Intro to Calculus (3 cr.)		MATH-111 Calculus I (4 cr)			

DEC Core - 3 credits

DECPROC-101	Process: Integrative Design Process	3	<input type="checkbox"/>	_____	_____
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Textile Materials Technology Core – 13 credits

TEXT-104	Fiber & Yarn Studies (Fall)	3	<input type="checkbox"/>	_____	_____
KNIT-201.....	Knit Technology I (Spring)	4	<input type="checkbox"/>	_____	_____
.....OR.....WEAV-201 Weave Technology I (Spring)		(TEXT-101 or TEXT-104)			
.....OR.....ENGR-102 Engineering Drawing (Spring)		(MATH-102 or MATH-111)			
CAD-201.....	Introduction to Digital Imaging (Spring)	3	<input type="checkbox"/>	_____	_____
.....OR.....ENGR-102 Engineering Drawing (Spring) (MATH-102 or MATH-111)					
ENGR-104	Introduction to Computers (Spring)	3	<input type="checkbox"/>	_____	_____

LEVEL II (SECOND YEAR) – 33-34 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses – 9-10 credits

ETHIC-2()	Ethics	3	<input type="checkbox"/>	_____	_____
		<small>(WRIT-101, DBTU-114)</small>			
GDIV-2()	Global Diversity	3	<input type="checkbox"/>	_____	_____
		<small>(WRIT-101, DBTU-114)</small>			
WRIT-201/202	Writing Seminar II: Multi-media Communication	3-4	<input type="checkbox"/>	_____	_____
<small>WRIT 202 is for transfer students (4 cr)</small>					

DEC Core - 6 credits

DECSYS-2()	Science: (Select one DECSYS)	3	<input type="checkbox"/>	_____	_____
DECFRM-200	Framework: Business Models	3	<input type="checkbox"/>	_____	_____

Textile Materials Technology Core – 18 credits

WEAV-201.....	Weave Technology I (Fall or Spring)	4	<input type="checkbox"/>	_____	_____
.....OR.....KNIT-201 Knit Technology I (Fall or Spring)		(TEXT-101 or TEXT-104)			
KNIT-205.....	Knit Technology II (Fall or Spring)	4	<input type="checkbox"/>	_____	_____
.....OR.....WEAV-301 Weave Technology II (Fall or Spring)		(KNIT-201)			
.....OR.....WEAV-301 Weave Technology II (Fall or Spring)		(WEAV-201)			
TEXTCHM-338	Organic/Textile Chemistry (Spring)	4	<input type="checkbox"/>	_____	_____
<small>(CHEM-101 or CHEM-103/L)</small>					

Concentration – 6 credits

()	_____	3	<input type="checkbox"/>	_____	_____
()	_____	3	<input type="checkbox"/>	_____	_____

LEVEL III (THIRD YEAR) - 34 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Courses - 9 credits

ADIV-2()	American Diversity	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
GCIT-2()	Global Citizenship	(WRIT-101, DBTU-114)	3	<input type="checkbox"/>			
	(Includes 201-level World Languages)						
DBTG-300	Debating Global Issues	(WRIT-20X; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>			

DEC Methods - 3 credits

DECMTHD-300	Integrative Smr: Ethno Research Metho	(WRIT-20X; GDIV-2XX or GCIT-2XX)	3	<input type="checkbox"/>			
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Major Courses - 22 credits

WEAV-301.....	Weave Technology II (Fall or Spring)	(WEAV-201)	4	<input type="checkbox"/>			
.....OR.....KNIT-205	Knit Technology II (Fall or Spring)	(KNIT-201)					
TEXT-321	Nonwovens		3	<input type="checkbox"/>			
TEXTCHM-202	Color, Dyeing & Finishing (lecture)	(CHEM-101 or CHEM-103)	3	<input type="checkbox"/>			
TEXTCHM-202L	Color, Dyeing & Finishing (lab)	(pre- or co-requisite TEXTCHM-202)	1	<input type="checkbox"/>			
TEXT-307	Textile Materials	(TEXT-101 or TEXT-104)	4	<input type="checkbox"/>			
TEXT-411	Seminar: Textile/Apparel Industry Issues		1	<input type="checkbox"/>			

Concentration - 6 credits

()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			

LEVEL IV (FOURTH YEAR) - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

Hallmark Course - 3 credits

HALLMK-499	Capstone Folio Workshop		3	<input type="checkbox"/>			
	(ETHIC-2XX, ADIV-2XX, GCIT-2XX, GDIV-2XX, DBTG-3XX, Intgtv Sem., Sci Undstg, MATH1XX)						

Textile Materials Technology Core - 24 credits

** TEXT-487N	Capstone in TMT (Concentration Specific)	(Writing II, min. 18 cr of Conc)	6	<input type="checkbox"/>			
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Concentration - 9 credits

()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			

Free Elective Courses - 9 credits

()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			
()			3	<input type="checkbox"/>			

Total Credits: 129-131

** Satisfies DEC capstone requirement

Introductory and Fundamentals Courses: (MATH-099 does **not** count toward graduation requirements. However, WRTG-100 and ITXA-100 **can** be used toward graduation credits in the free elective category.)

MATH-099	Fundamentals of College Mathematics	(must earn C or better)	3	<input type="checkbox"/>			
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Surplus credits not used toward degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University has a residency requirement of 60 credits for Day Division students. Students must take a minimum of 60 credits - 12 credits must be within the major core; 9 credits must be in Hallmark courses in order to be

This form should be used as a worksheet in conjunction with the catalog and the Hallmark "menu" of options. Please refer to the Philadelphia University catalog for questions regarding curriculum and academic policies.

COURSE STATUS: = course to take next semester = course currently being taken = course completed

Concentrations - (7 courses)

Sports & High Performance Materials (Pre- M.S. Textile Engineering option)	Textile Conservation & Forensics (this option assumes completion of CHEM103 & 104; ARTH-101 or 102)
WEAV-226 Jacquard (4 cr) KNIT-307 Adv Warp Knit (4 cr) KNIT-326 Adv Weft Knit PHYS-201/201L Physics I (4 cr) (if not used in College Studies core) PHYS-203/203L Physics II (4 cr) TEXT-325 Fibrous Composite Materials ENGR-102 Engineering Drawing (if not used in major Core) ENGR-210 Intro to Materials Science TEXT-305 Adv Fabric Performance Evaluation INDD-210 Ergonomic Studies STAT-301 Biostatistics (C or better in MATH-111 or -112)OR.....STAT-201 & STAT-202 FASHMGT-201 Prototyping (formerly Garment Development) Internship/Research (discipline appropriate) Internship/Research (discipline appropriate) () Adv. Elective (discipline appropriate) (Maximum of three graduate courses; may not duplicate UG equivalent) TXE-622 Mechanics of Textiles TXE-625 Biomaterials Technology TXE-754 Industrial & Specialty Fabrics OCC-613 Functional Anatomy (OCC-614 co-requisites) OCC-614 Pathological Conditions (OCC-614 Co-requisites)	BIOL-103/103L Biology I (4 cr) BIOL-104/104L Biology II (4 cr) CHEM-206 Forensic Chemistry (4 cr) ARCH-466 Preservation Technology ARTH-314 History of Textiles and Costumes ECBIO-101 Environmental Issues STAT-301 Biostatistics (C or better in MATH-111 or -112) CHEM-323 Instrumental Methods of Analysis (4 cr) Internship/Research (discipline appropriate) Internship/Research (discipline appropriate) () Adv. Elective (discipline appropriate) (3-4 cr)
Commerce	Product Safety & Materials Evaluation (this option assumes completion of CHEM-103 & -104)
*MGMT-XXX Mgmt Fund. and MKTG-XXX Mktg. Fund. (ea. 1.5 cr) MGMT-307 International Management MKTG-324 International Marketing *BLAW-301 Business Law I *MGMT-401 Operations Management * MBF-508..... Statistical Analysis for Decision MakingOR.....STAT-201 & STAT-202 * MBF-503 Foundation of Economic Analysis (substitute for major core economic requirements) ECON-401 International Economics * MBF-504 Intro Financial & Managerial AccountingOR.....ACCT-102 & ACCT-102 FINC-301 Financial Management FINC-318 International Finance & Development Internship/Research (discipline appropriate) Internship/Research (discipline appropriate) () Adv. Elective (discipline appropriate)	STAT-201 Statistics I STAT-202 Statistics II TEXT-305 Adv Fabric Performance Evaluation TEXT-315 Interior Fabric Performance (4 cr) PRINT-305 Textile Printing Technology ECBIO-101 Environmental Issues CHEM-417 Environmental Chemistry (4 cr) CHEM-305 Bio-organic Chemistry FASHMGT-201 Prototyping (formerly Garment Development) COLOR-XXX Color Science & Technology Internship/Research (discipline appropriate) Internship/Research (discipline appropriate) () Adv. Elective (discipline appropriate) (3-4 cr) (Maximum of two graduate courses; may not duplicate UG equivalent) TXE-625 Biomaterials Technology
	Sustainability (Pre- M.S. Sustainable Design option)
	SUST-100 Intro to Sustainability SUST-121 The Environment & World Culture SUST-200 Energy Systems & Politics SUST-204 Sustainable Planning & Land Use SUST-202 Economics of Sustainability SUST-302 Industrial Ecology SUST-303 Global Environmental History SUST-421 Environmental Policy SUST-400 Sust & Dev in the Non-Western World SUST-4XX Managing Sustainable Organizations ECBIO-101 Environmental Issues

* MBA-625 Management Comm. & Negotiations

* MBA-628 Accounting for Management Decisions

* (Comprises a **Pre-MBA** Concentration; min. GPA & acceptance into the MBA program)

CHEM-417 Environmental Chemistry (4 cr)

Internship/Research (discipline appropriate)

Internship/Research (discipline appropriate)

() Adv. Elective (discipline appropriate)

Name _____

ID# _____

MH/MT Technician Program - 21 credits

	Cr	Sem.	Grade	TR Equiv.
Training Upgrading Fund Partnership	21	<input type="checkbox"/>		

CORE COMPETENCIES - 24 credits

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
WRTG-101	Writing Seminar I	3	<input type="checkbox"/>		
MATH-215	College Algebra	3	<input type="checkbox"/>		
SCI-101	Environmental Science	3	<input type="checkbox"/>		
HIST-114	America in Focus: Themes in U.S. History	3	<input type="checkbox"/>		
PSYCH-101	Introduction to Psychology	3	<input type="checkbox"/>		
COMM-320	Professional Communication Skills	3	<input type="checkbox"/>		
HLTSV-210	Ethical Issues for Health & Human Services Providers	3	<input type="checkbox"/>		
IT-101	Introduction to Information Systems	3	<input type="checkbox"/>		

MAJOR CORE - 15 credits

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
Q PSYCH-201	Abnormal Psychology (PSYCH-101)	3	<input type="checkbox"/>		
Q PSYCH-224	Psychology of Addiction (PSYCH-101)	3	<input type="checkbox"/>		
Q PSYCH-233	Interpersonal Relations & Small Group Dynamics (PS)	3	<input type="checkbox"/>		
Q COMM-310	Communication Theory & Dynamics	3	<input type="checkbox"/>		
Q BEHLT-290	Clinical Interactions in Behavioral Health (COMM-310, PSYCH-233)	3	<input type="checkbox"/>		

Q Minimum of 12 credits in the major core must be completed at Philadelphia University

TOTAL CREDITS: 60 credits

Surplus credits not used toward A.S. degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University Continuing Studies students must complete a minimum of 20 credits through the University in order to be eligible for an A.S. degree. This document should be used as a worksheet in conjunction with the University catalog. Please refer to the Philadelphia University catalog (<www.philau.edu/catalog>) for questions regarding curriculum and University policies.

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Comments:

PHILADELPHIA UNIVERSITY
ASSOCIATE OF SCIENCE: ACCELERATED DEGREE PROGRAM

2015-2016

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES
(Available only to employees of Philadelphia University)

Name _____

ID# _____

College Studies Courses – 21-23 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

WRTG-105	Writing About Workplace Culture	3	<input type="checkbox"/>		
HIST-114	America in Focus: Themes in U.S. History	3	<input type="checkbox"/>		
SCI-101	Environmental Science	3	<input type="checkbox"/>		
SOC-2()	Social Sciences I <i>(WRTG-101/105, HIST-114)</i>	3	<input type="checkbox"/>		
()	Humanities I <i>(WRTG-101/105, HIST-114)</i>	3	<input type="checkbox"/>		
MATH-1()	Quantitative Reasoning I <i>(select one, 2-course option below)</i>	3-4	<input type="checkbox"/>		
()	Quantitative Reasoning II or Free Elective <i>(select below)</i>	3-4	<input type="checkbox"/>		

Students must receive credit for either Introduction to Calculus or Calculus I. If a student places into, and passes, Intro to Calculus or Calculus I, the student will have an

MATH-100 or MATH-101	Finite Mathematics (3 cr.)	MATH-102	Pre-calculus (3 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-102	Pre-calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-112	Calculus II (4 cr.)
MATH-103	Introduction to Calculus (3 cr.)	MATH-111	Calculus I (4 cr.)
()	Free Elective (3 cr.)	()	Free Elective (3 cr.)

Business & Economics Core - 30 credits

(Prerequisite) Cr Sem. Grade TR Equiv.

INFO-101	Intro. to Information Systems	3	<input type="checkbox"/>		
MGMT-301	Principles of Management	3	<input type="checkbox"/>		
STAT-201	Statistics I <i>(Quantitative Reasoning I)</i>	3	<input type="checkbox"/>		
MKTG-102	Principles of Marketing	3	<input type="checkbox"/>		
ACCT-101	Financial Accounting	3	<input type="checkbox"/>		
ACCT-102	Managerial Accounting <i>(ACCT-101)</i>	3	<input type="checkbox"/>		
FINC-301	Financial Management <i>(ACCT-101; STAT-201 or Quantitative Re</i>	3	<input type="checkbox"/>		
BLAW-301	Business Law I	3	<input type="checkbox"/>		
ECON-205	Macroeconomics	3	<input type="checkbox"/>		
ECON-206	Microeconomics	3	<input type="checkbox"/>		

Free Electives - 9 credits

Cr Sem. Grade TR Equiv.

()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		
()		3	<input type="checkbox"/>		

TOTAL CREDITS: 60-62 credits

Surplus credits not used toward A.S. degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University Continuing Studies students must complete a minimum of 20 credits at the University in order to be eligible for an A.S. degree. This document should be used as a worksheet in conjunction with the University catalog. Please refer to the Philadelphia University catalog (<www.philau.edu/catalog>) for questions regarding curriculum and University policies.

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

Name _____

ID# _____

Prerequisites

_____ High School Diploma or G.E.D

Coursework - 69 credits

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
IT-201	Learning and Technology	3	<input type="checkbox"/>	_____	_____
WRTG-105	Writing About Workplace Culture	3	<input type="checkbox"/>	_____	_____
HIST-232	History & Philosophy of OTA Practice	3	<input type="checkbox"/>	_____	_____
BIOL-101	Current Topics in Biology	3	<input type="checkbox"/>	_____	_____
OTA-300	Anatomy, Physiology & Biomechanics	6	<input type="checkbox"/>	_____	_____
PSYCH-101	Introduction to Psychology	3	<input type="checkbox"/>	_____	_____
OTA-302	Occupations Across the Lifespan I: Infancy through Adolescenc	3	<input type="checkbox"/>	_____	_____
OTA 306	Conditions I: Infancy through Adolescence	3	<input type="checkbox"/>	_____	_____
OTA-304	Occupations Across the Lifespan II: Adulthood	3	<input type="checkbox"/>	_____	_____
OTA 308	Conditions II: Adulthood	3	<input type="checkbox"/>	_____	_____

	(Prerequisite)	Cr	Sem.	Grade	TR Equiv.
OTA-310	Environments & Contexts of Occupation	3	<input type="checkbox"/>	_____	_____
OTA-410	Interventions I: Infancy through Adolescence	4	<input type="checkbox"/>	_____	_____
OTA-412	Interventions II: Young through Middle Adulthood	4	<input type="checkbox"/>	_____	_____
MATH-215	College Algebra	3	<input type="checkbox"/>	_____	_____
OTA-414	Interventions III: Late Adulthood	4	<input type="checkbox"/>	_____	_____
OTA-400	Leadership and Human Service Systems	3	<input type="checkbox"/>	_____	_____
OTA-406	Fieldwork II A	6	<input type="checkbox"/>	_____	_____
OTA-402	Ethics and Critical Thinking I	2	<input type="checkbox"/>	_____	_____
OTA-408	Fieldwork II B	6	<input type="checkbox"/>	_____	_____
OTA-404	Ethics and Critical Thinking II	1	<input type="checkbox"/>	_____	_____

TOTAL CREDITS: 69 credits

Surplus credits not used toward A.S. degree requirements

Please note Philadelphia University residency requirement:

Philadelphia University Continuing Studies students must complete a minimum of 60 credits at the University in order to be eligible for an A.S. degree. This document should be used as a worksheet in conjunction with the University catalog. Please refer to the Philadelphia University catalog (<www.philau.edu/catalog>) for questions regarding

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

BACHELOR OF SCIENCE ACCELERATED DEGREE PROGRAMS:
CONTINUING STUDIES
ACCOUNTING

Name _____ Student # _____

Specific Course Requirements—This section should be completed within one year from start date of program

General Requirements	Course Title/Institution/Grade	Completion Date	Credits
_____ Writing	_____	_____	_____
_____ Math	_____	_____	_____
_____ Science	_____	_____	_____
_____ History	_____	_____	_____
_____ Social Science	_____	_____	_____
_____ Humanities	_____	_____	_____
_____ Information Systems	_____	_____	_____

Additional Courses towards 60 credits

Course Number/Title	Institution/Grade	Completion Date	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL EDUCATION CORE (15 credits)*	Crs.	Sem.	Grade	Transfer
HIST-321 Business, Industry and Work in American History	3	_____	_____	_____
HUMN-310 Globalization & World Politics.....	3	_____	_____	_____
SOC-310 The Social Science of the Workplace.....	3	_____	_____	_____
COMM-320 Professional Communication Skills.....	3	_____	_____	_____
**CSSEM-499 Professional Studies Capstone Seminar.....	3	_____	_____	_____

CONTINUING PROFESSIONAL STUDIES CORE (18 credits)*	Crs.	Sem.	Grade	Transfer
***CSSEM-300 Professional Practice Seminar.....	3	_____	_____	_____
MGMT-361 Leadership Theory & Ethical Practices.....	3	_____	_____	_____
ECON-331 Economic Decision Making.....	3	_____	_____	_____
STAT-311 Finding and Evaluating Statistical Data	3	_____	_____	_____
FINC-323 Financial Decision Making (Pre-req: STAT-311).....	3	_____	_____	_____
IT 201 Learning with Technology.....	3	_____	_____	_____

*Minimum of 9 credits must be completed at Philadelphia University
 **Indicates course must be completed as one of final 3 courses at Philadelphia University
 ***Indicates course must be completed as one of first 3 courses at Philadelphia University

MAJOR – ACCOUNTING (27 credits)	Crs.	Sem.	Grade	Transfer
ACCT 101 Financial Accounting	3	_____	_____	_____
ACCT 102 Managerial Accounting (pre-req: ACCT 101)	3	_____	_____	_____

ACCT 203	Intermediate Accounting I (pre-reqs: ACCT 101)	3	_____	_____	_____
ACCT 204	Intermediate Accounting II (pre-reqs: ACCT 101 & 203)	3	_____	_____	_____
ACCT 303	Accounting Theory & Practice (pre-req: ACCT 204)	3	_____	_____	_____
ACCT 309	Federal Taxes I (pre-req: ACCT 101)	3	_____	_____	_____
ACCT 316	Cost Accounting (pre-req: ACCT 203)	3	_____	_____	_____
ACCT 409	Auditing (pre-req: ACCT 204)	3	_____	_____	_____
ACCT 412	Advanced Accounting (pre-reqs: ACCT 204 & 303)	3	_____	_____	_____

Please note Philadelphia University's residency requirements:

Philadelphia University Continuing Studies students must complete a minimum of 33 credits at the University. 12 of these credits must be within the Major Concentration; 9 credits must be within the General Education Core; 9 credits must be within the Continuing Professional Studies Core including 3 credits from CSSEM-300: Professional Practice Seminar in order to be eligible for a B.S. degree. CSSEM 499 must be completed at Philadelphia University. This document should be used as a worksheet in conjunction with the University catalog. Please refer to the Philadelphia University catalog for questions regarding curriculum and University policies.

Advisor's Name _____ Updated (date) _____, _____, _____, _____, _____, _____
Advisor's Name _____ Updated (date) _____, _____, _____, _____, _____, _____
Advisor's Name _____ Updated (date) _____, _____, _____, _____, _____, _____

Advising Notes:

1. ACCT 101 & ACCT 102 may be accepted in transfer, provided they were completed within 7 years of the student's first term of enrollment at Philadelphia University.
2. ACCT 203, ACCT 204 & ACCT 309 may be accepted in transfer, provided they were completed within 3 years of the student's first term of enrollment at Philadelphia University.
3. ACCT 303, ACCT 316, ACCT 409 & ACCT 412 may be accepted in transfer, provided they were completed within 5 years of the student's first term of enrollment at Philadelphia University.

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: ACCELERATED DEGREE PROGRAM
 SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

2015 - 2016

Name _____

ID# _____

Specific Course Requirements (This section should be completed within one year of beginning the program)

General Requirements	Course Title / Institution / Grade	Completion Date	Credits
<input type="checkbox"/> Writing	_____	_____	_____
<input type="checkbox"/> Math	_____	_____	_____
<input type="checkbox"/> Science	_____	_____	_____
<input type="checkbox"/> History	_____	_____	_____
<input type="checkbox"/> Social Science	_____	_____	_____
<input type="checkbox"/> Humanities	_____	_____	_____
<input type="checkbox"/> Information Systems	_____	_____	_____

Additional courses to reach 60 credit total

Course Number/Title	Institution / Grade	Completion Date	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* GENERAL EDUCATION CORE - 15 credits		Cr	Sem.	Grade	TR Equiv.
HIST-321	Business, Industry & Work in American History	3	<input type="checkbox"/>	_____	_____
HUMN-310	Globalization & World Politics	3	<input type="checkbox"/>	_____	_____
SOC-310	Social Science of the Workplace	3	<input type="checkbox"/>	_____	_____
COMM-320	Professional Communication Skills	3	<input type="checkbox"/>	_____	_____
*** CSSEM-499	Professional Studies Capstone Seminar	3	<input type="checkbox"/>	_____	_____

* CONTINUING PROFESSIONAL STUDIES CORE -18 credits		Cr	Sem.	Grade	TR Equiv.
** CSSEM-300	Professional Practice Seminar	3	<input type="checkbox"/>	_____	_____
MGMT-361	Leadership Theory & Ethical Practices	3	<input type="checkbox"/>	_____	_____
ECON-331	Economic Decision Making	3	<input type="checkbox"/>	_____	_____
STAT-311	Finding & Evaluating Statistical Data	3	<input type="checkbox"/>	_____	_____
FINC-323	Financial Decision Making <i>(Prerequisite: STAT-311)</i>	3	<input type="checkbox"/>	_____	_____
IT-201	Learning and Technology	3	<input type="checkbox"/>	_____	_____

* Minimum of 9 credits must be completed at Philadelphia University
 ** Indicates course that must be completed as one of the **first** 3 courses taken at Philadelphia University
 *** Indicates course that must be completed as one of the **final** 3 courses taken at Philadelphia University; must be completed at Philadelphia University

COURSE STATUS: = course to take next semester = course currently being taken = course completed

MAJOR CONCENTRATION - 15 - 18 credits (Select one from the list below)	Cr	Sem.	Grade	TR Equiv.
Q ()	3	<input type="checkbox"/>		
Q ()	3	<input type="checkbox"/>		
Q ()	3	<input type="checkbox"/>		
Q ()	3	<input type="checkbox"/>		
Q ()	3	<input type="checkbox"/>		

Q Minimum of 12 credits must be completed at Philadelphia University

<p>Behavioral & Health Services - take five of the following (Intro to Psychology is prerequisite)</p> <p>PSYCH-201 Abnormal Psychology PSYCH-213 Developmental Psychology PSYCH-222ACC Counseling Psychology: Theories & Principles PSYCH-233 Interpersonal Relations & Small Group Dynamics BEHLT-341 Behavioral Health & Neurorehabilitation BEHLT-499 Applied Project in Behavioral Health & Neurorehabilitation (Prerequisites: all SCPS core courses)</p>	<p>Law Enforcement Leadership (LEL) MGMT-320ACC Human Resource Practices & Tools LAWEN-301 Planning for Law Enforcement Organizations LAWEN-310 Contemporary Law Enforcement Strategies LAWEN-410 Advanced Law Enf Theory & Mngt (prereq: LAWEN-310) LAWEN-499 Capstone Seminar & Applied Project in LEL (Prerequisites: MGMT-320, LAWEN-301, LAWEN-310, LAWEN-410)</p>
<p>Health Sciences Students interested in majoring in Health Sciences should refer to the separate official check sheet for this major.</p>	<p>Leadership in Emergency Services (LES) EMS-310 Emergency Services Law EMS-320 Emergency Management Planning EMS-330 Public Health Issues Impacting Emergency Services EMS-410 Disaster Response & Recovery Planning EMS-499 Theoretical Applications & Applied Project in LES (Prerequisites: EMS-310, EMS-320, EMS 330, EMS-410, STAT-311)</p>
<p>Health Services Management (HSM) HRM-350 Cross-Cultural Comm. & Diversity Management HLTSV-310 Survey of Health Services Delivery Systems HLTSV-315 Public Policy & Planning in Healthcare HLTSV-325 Emerging Issues in Health Care HLTSV-499 Capstone Seminar in HSM (Prerequisites: HRM-350, HLTSV-310, HLTSV-315, HLTSV-325)</p>	<p>Leadership in Homeland Security (LHS) EMS-410 Disaster Response & Recovery Planning LHS-350 The Foundations of Homeland Defense and Security LHS-360 Unconventional Conflict LHS-403 Critical Infrastructure: Vulnerability Analysis and Protection LHS-407 Disaster Policy and Politics LHS-499 Capstone Seminar & Applied Project in LHS (Prerequisites: LHS-350, LHS-360, LHS-403, LHS-407, EMS-410, STAT-311)</p>
<p>Human Resource Management (HRM) MGMT-320ACC Human Resource Practices & Tools HRM-321 Staffing & Resource Development (Prerequisite: MGMT-320) HRM-336 Compensation, Benefits, & Health & Safety (Prereq: MGMT-320) HRM-421 Organizational & Employee Relations (Prerequisite: MGMT-320) HRM-499 Applied Research & Practice in HRM (Prerequisites: MGMT-320, HRM-321, HRM-336, HRM-421)</p>	<p>Organizational Leadership (OL) COMM-310 Communication Theory & Dynamics MKTG-320 Visual Literacy HRM-350 Cross-Cultural Comm & Diversity Management PSYCH-233 Interpersonal Relations & Small Group Dynamics (pre- () OL Elective_____)</p>
<p>Information Technology (IT) IT-315 Information Technology I IT-317 Information Technology II (Prerequisite: IT-315) IT-320 Database Management (Prerequisites: IT-315, IT-317) IT-410 IT Needs Assessment (Prerequisites: IT-315, IT-317, IT-320) IT-499 Project Management (Prerequisites: IT-315, IT-317, IT-320, IT-410)</p>	<p>Business Management MGMT-401ACC Operations Management (Prerequisite: STAT-311) MKTG-102 Principles of Marketing ACCT-101 Financial Accounting ACCT-102 Managerial Accounting (Prerequisite: ACCT 101) BUS-499 Business Capstone Seminar (Prerequisites: MGMT-401, MKTG-102, ACCT-101, ACCT-102)</p>

FREE ELECTIVES - 9 - 12 credits	Cr	Sem.	Grade	TR Equiv.
()	3	<input type="checkbox"/>		
()	3	<input type="checkbox"/>		
()	3	<input type="checkbox"/>		
()	3	<input type="checkbox"/>		

TOTAL CREDITS: 120 credits

Philadelphia University Continuing Studies students must complete a minimum of 33 credits at the University. 12 of those credits must be within the Major Core; 9 credits must be within the Continuing Professional Studies Core including credits from CSSEM-300 Professional Practice Seminar in order to be eligible for a B.S. degree. CSSEM-499 must be completed at Philadelphia University. This document should be used as a worksheet in conjunction with the University catalog. Please refer to the Philadelphia University catalog (<www.philau.edu/catalog>) for questions regarding curriculum and

COURSE STATUS: = course to take next semester = course currently being taken = course completed

PHILADELPHIA UNIVERSITY
BACHELOR OF SCIENCE: ACCELERATED DEGREE PROGRAM

2015-2016

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES - HEALTH SCIENCES

Name _____

ID# _____

Specific Course Requirements (This section should be completed within one year of beginning the program)

General Requirements	Course Title / Institution / Grade	Completion Date	Credits
<input type="checkbox"/> Writing	_____	_____	_____
<input type="checkbox"/> Math	_____	_____	_____
<input type="checkbox"/> Science	_____	_____	_____
<input type="checkbox"/> History	_____	_____	_____
<input type="checkbox"/> Social Science/Psychology	_____	_____	_____
<input type="checkbox"/> Humanities	_____	_____	_____
<input type="checkbox"/> Information Systems	_____	_____	_____

Additional courses to reach 60 credit total

Course Number/Title	Institution / Grade	Completion Date	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* GENERAL EDUCATION CORE - 15 credits		Cr	Sem.	Grade	TR Equiv.
HIST-321	Business, Industry & Work in American History	3	<input type="checkbox"/>	_____	_____
HUMN-310	Globalization & World Politics	3	<input type="checkbox"/>	_____	_____
SOC-310	Social Science of the Workplace	3	<input type="checkbox"/>	_____	_____
COMM-320	Professional Communication Skills	3	<input type="checkbox"/>	_____	_____
*** CSSEM-499	Professional Studies Capstone Seminar	3	<input type="checkbox"/>	_____	_____

* CONTINUING PROFESSIONAL STUDIES CORE - 20 credits		<small>(Prerequisites)</small>	Cr	Sem.	Grade	TR Equiv.
** CSSEM-300	Professional Practice Seminar		3	<input type="checkbox"/>	_____	_____
MGMT-361	Leadership Theory & Ethical Practices		3	<input type="checkbox"/>	_____	_____
STAT-311	Finding & Evaluating Statistical Data		3	<input type="checkbox"/>	_____	_____
IT-201	Learning and Technology		3	<input type="checkbox"/>	_____	_____
BIOL-104	Biology II	<small>(Biology I or equivalent)</small>	4	<input type="checkbox"/>	_____	_____
BIOL-201/201L	Anatomy & Physiology I	<small>(BIOL-104)</small>	4	<input type="checkbox"/>	_____	_____

* Minimum of 9 credits must be completed at Philadelphia University
 ** Indicates course that must be completed as one of the **first** 3 courses taken at Philadelphia University
 *** Indicates course that must be completed as one of the **final** 3 courses taken at Philadelphia University; must be completed at Philadelphia University

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MAJOR CONCENTRATION - 15-16 credits (Prerequisites) Cr Sem. Grade TR Equiv.

(Students must complete five (5) of the courses listed below)

BIOL-202/202LACC	Anatomy & Physiology II	(BIOL-201)	4			
PSYCH-201	Abnormal Psychology	(PSYCH-101)	3			
PSYCH-213	Developmental Psychology	(PSYCH-101)	3			
PSYCH-233	Interpersonal Relations & Small Group Dynamics	(PSYCH-101)	3			
BEHLT-341	Behavioral Health & Neurorehabilitation		3			
BEHLT-499	Applied Project in Behavioral Health & Neurorehabilitation		3			

Q ()			3	<input type="checkbox"/>		
Q ()			3	<input type="checkbox"/>		
Q ()			3	<input type="checkbox"/>		
Q ()			3	<input type="checkbox"/>		
Q ()			3-4	<input type="checkbox"/>		
Q Minimum of 12 credits must be completed at Philadelphia University						

FREE ELECTIVES - 9-10 credits Cr Sem. Grade TR Equiv.

()		()	<input type="checkbox"/>			
()		()	<input type="checkbox"/>			
()		()	<input type="checkbox"/>			
()		()	<input type="checkbox"/>			

TOTAL CREDITS: 120 credits

Please note Philadelphia University residency requirement:

Philadelphia University Continuing Studies students must complete a minimum of 33 credits at the University. 12 of those credits must be within the Major Core; 9 credits must be within the Continuing Professional Studies Core including credits from CSSEM-300 Professional Practice Seminar in order to be eligible for a B.S. degree. CSSEM-499 must be completed at Philadelphia University. This document should be used as a worksheet in conjunction with the University catalog. Please refer to the Philadelphia University catalog (<www.philau.edu/catalog>) for questions regarding curriculum and

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

Advisor's Name _____ Updated (Date) _____, _____, _____, _____, _____, _____, _____

COURSE STATUS: = course to take next semester = course currently being taken = course completed