

Academic Regulations

Academic Degrees

Associate of Science

Supervision, Administration, Management
(Continuing Education only)
Information Technology & Management
(Continuing Education only)
Culinary Arts (Continuing Education only)
Equine Science

Bachelor of Science

Agribusiness
Agronomy and Environmental Science
(Environmental Science, Crop Science,
Turf Management)
Animal Biotechnology and Conservation
(Conservation and Wildlife Management,
Small Animal Science, Zoo Science)
Animal Science (Equibusiness, Equine Training,
Equine Science and Management,
Livestock Science and Management)
Biology (Botany, Ecology/Environmental
Science, Pre-Professional, Microbiology
and Biotechnology, Zoology)
Business Administration (*Accounting,
E-Business, *General Business Administration,
Management Information Systems, *Financial
Services, Food Service Management,
*Management, *Marketing, Sports Management)
*Chemistry and Biochemistry
*Computer and Business Information Systems
*Criminal Justice Administration
Dairy Science
*Education (Agriculture, Biology, Business,
Chemistry, English, General Science,
Mathematics, Social Studies)

Food Science and Management (Food Science,
Food Technology, Restaurant and
Foodservice Management)
Horticulture (Commercial Crop Production,
Hydroponic Crop Science, Plant Science
and Biotechnology)
Ornamental Horticulture & Environmental
Design (Environmental Design, Floriculture,
*Landscape Contracting and Management)

Bachelor of Arts

*English (Literature, Media and Communications)

** Also offered through Continuing Education, not all courses in every program may be available through Continuing Education. Please contact Continuing Education for further information.*

Academic Standing

In order to earn one of the degrees offered by the college, the student must:

- Satisfactorily complete all the course requirements prescribed by the College Catalog (see specific program requirements by major, beginning on page 32), including the Employment Program,
- Earn at least a “C” average (defined as a grade point average of at least 2.00) over all coursework completed.

The grading system employed by the college is:

Grade	Numerical Range	Quality Pts for Each
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7

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C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Failure, below 60	0
FA	Failure due to excessive absence	0
I	*Incomplete	0
IP	In Progress**	0
NG	No Grade reported**	0
W	Withdrawn	0
P/F	Pass/Fail	0
NP	No pass	0
AU	Audit	0
PC	Pass Credit	0
CC	Course Challenge	0
TR	Transfer	0

* Incomplete Grades

The Incomplete grade may be assigned by your instructor if your work in a course has been of passing quality but is incomplete for reasons beyond your control. The "I" grade indicates that a substantial portion of the course work has been satisfactorily but not entirely completed as of the end of the semester. The I grade is applied only in cases where the student is unable to complete the course during the term of enrollment due to serious illness or other extreme factors beyond his or her control. An incomplete contract, specifying the work to be completed and the due date, is required and must be signed by the instructor and the student. A grade of "I" is recorded on the transcript and is not calculated in the cumulative grade point average.

The grade of "I" must be resolved by the end of the add/drop period of the next semester (an incomplete in the fall semester must be resolved by the end of add/drop period in the following spring semester; incomplete grade for the spring or summer must be resolved by the end of the add/drop period in the following fall semester). An extension beyond this timeline may be requested by the faculty member and approved by the Registrar.

When the course is completed, a new grade will be entered for that course and used to calculate the cumulative average. Unresolved "I" grades are converted to "F" grades.

**The IP (In Progress) and NG (No Grade) grades are used at the discretion of the faculty member for such things as research, independent study, etc. and are not included in the calculation of the academic average.

The measure employed to gauge the student's total progress is the cumulative grade point average (GPA) which is calculated as follows:

- For each course the number of credits is multiplied by the quality points earned per credit (for example, a 3-credit course in which the student earns a "C" grade yields $3 \times 2 = 6$ quality points).
- These quality point totals are summed over all courses attempted (courses completed as well as courses in which the grade of record is "F" or "FA") to obtain a grand total of quality points earned. Pass/Fail courses are not used in the computation of the GPA.
- Total earned quality points are divided by total attempted credits to yield the cumulative academic average.
- Courses may be repeated an unlimited number of times. Although the course will appear with a grade each time it is taken, only the highest grade is calculated in the GPA, and credit is received only one time.
- The grade for a course repeated after graduation is not replaced; the original grade remains in the graduation GPA.

Class Status

Students are considered to be full-time if they carry 12 or more credits per semester. Only full-time students taking 12 semester credits or more may live on campus. Full-time students are ordinarily limited to a 18 credit schedule each semester. Students in good academic standing may petition the Department Chair for permission to carry additional credits beyond that limit. The Vice President for Academic Affairs in addition to the Department Chair must be petitioned for permission to carry 21 or more credits. A GPA of 2.8 is required. Students are ranked in classes according to the schedule of successfully completed credits indicated below.

Class	Credits Completed
Freshmen	0-27
Sophomores	28-59
Juniors	60-91
Seniors	more than 91

Remedial Coursework / Institutional Credit

College preparation courses that are remedial or developmental (College Reading, Learning Strategies, Career Explorations, Basic Mathematics, English Essentials and CHOICES Seminar) do not count toward graduation requirements. The grades for these courses are not counted in the cumulative GPA, and

they are not counted as electives. Remedial or developmental courses are counted during the semester in which they are being taken for enrollment and financial aid purposes, but are not included in the completed credits. For instance, a student takes 15 credits in his freshman year, 6 of those credits are for remedial courses. The student is considered full time in that semester, but will have only 9 completed credits at the end of that semester. This could have an effect on the student's eligibility for financial aid in his/her sophomore year.

Academic Honors

Dean's List

Day students that have a declared major and have excellent academic records will be included on the Dean's List if they meet the following criteria:

- a. Completion of 12 or more credits in the respective semester
- b. A semester academic average of 3.3 for Freshmen, Sophomores, and Juniors and a 3.5 for Seniors
- c. Satisfactory behavior

Evening students who are degree candidates and who complete six credits and earn a GPA of 3.5 or higher in a semester or term will be placed on the Dean's List at the conclusion of the Fall and Spring semesters. Weekend College students follow the same criteria for each term. The six credits must be taken in either the Weekend College or the Evening College but may not be split between the two.

The Vice President for Academic Affairs is pleased to acknowledge those who have earned a place on the Dean's List at the close of each semester. Appropriate media coverage is released by the Office of Communications & Public Relations Office as well.

Academic Progress

The Academic Administration reviews student records for academic progress. A student must earn a cumulative GPA of 2.0 or higher to earn his or her degree. The student's progress toward that goal is monitored each semester. To remain in good academic standing the student must reach the following cumulative GPA levels corresponding to the number of credits attempted as follows:

Baccalaureate Degree

Credits Attempted	Cumulative GPA Required
0-16	1.4
17-32	1.5
33-48	1.6
49-64	1.7
65-80	1.8
81-96	1.9
97 or more	2.0

Associate Degree

Credits Attempted	Cumulative GPA Required
0-16	1.4
17-32	1.6
33-48	1.8
49 or more	2.0

The GPA requirements listed above are cumulative for the student's entire record and not for a single semester. The cumulative GPA standards listed are minimum standards required for a student to continue in good standing. A student not achieving the documented standard listed may be placed on academic probation, non-degree status or may be dismissed from the college, depending on the record under review.

Students on academic probation are placed on a limited course schedule (not to exceed four principal courses or 14 credits per semester) and are limited in terms of their eligibility to serve as officers of student organizations and participate in intercollegiate competition. Students on academic probation may be an officer in one student organization or participate in one intercollegiate sport per academic year. Students are also provided access to additional support services (counseling, structured study halls, skills development assistance, student tutors) to help them achieve satisfactory academic standing.

Students on non-degree status are removed from degree candidacy, are limited to 12 credits per semester, are not eligible for financial aid and cannot participate in intercollegiate sports or hold office in any student organization.

Students dismissed from the College must demonstrate academic success at another institution before applying for readmission. In some cases academic dismissal is final and readmittance is not permitted.

Appeal Process: A student who has been placed on academic probation, non-degree status, or academically dismissed, who believes there are extenuating circumstances to be considered may request an appeal the decision to the Academic Affairs Committee consisting of the Vice President for Academic Affairs, student's Area Dean, and the Registrar.

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Academic Integrity Policy

Any substantiated dishonesty, including cheating and plagiarism, in examinations, reports, themes, class or laboratory work will result in the following actions:

First Offense: The faculty member will either (1) fail (zero) the student in the assignment/exam or (2) fail the student for the course. The decision is at the discretion of the faculty member based on the policy stated in the faculty member's syllabus.

Second Offense: Automatic failure in the course and subject to suspension from the College upon recommendation by the faculty member or Vice President for Academic Affairs.

Third Offense: Automatic suspension from the College for one or more years as determined by the Vice President for Academic Affairs.

The Vice President for Academic Affairs' office will monitor each incident to determine if incidents of academic dishonesty have occurred with the student in other classes.

Academic Grade Changes

Once a final grade is recorded in the Registrar's Office, it cannot be changed except to correct a documented error made by the Instructor or Registrar. A student who believes a final grade is incorrect has one year from the time the final grade was issued to challenge the grade. The instructor must document the error in writing and the grade change must be approved by the Vice President for Academic Affairs.

Academic Grievance Procedure

Students have the right to present a grievance free from interference, coercion, discrimination or reprisal. The following steps must be followed in the event of an academic grievance:

- a. Student confers with professor in an effort to resolve the disputed issue.
- b. If the issue cannot be resolved at this level, the matter may be brought to the attention of the Department Chairperson/Program Director of the department in which the issue is being raised. If the professor involved is the Chairperson/Director, the matter may be directed to the appropriate Dean of Academic Administration. The grievance or dispute must be thoroughly documented in writing when being brought to the faculty member's supervisor.
- c. If the Chairperson/Director or Dean is unable to resolve the matter, a written complaint may be presented to the Academic Standards Committee.

The chairperson of the Academic Standards Committee will appoint a panel of three Committee members to investigate the grievance and make a recommendation within thirty days.

- d. The recommendation will be reviewed by the Academic Standards Committee as a whole and then forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs may accept the Academic Standards Committee recommendation or pursue the matter further with the parties involved. The decision of the Vice President for Academic Affairs is final.

Adding/Dropping Courses and Withdrawing from Courses

At the beginning of each semester students are permitted to add and drop courses. After the initial registration, students may add/drop through WebAdvisor without an advisor's signature or in person at the Registrar's Office with the appropriate form that requires an advisor's signature through the end of the published period. Courses dropped during this period are not recorded on the student's transcript and courses may not be added to the student's schedule beyond this period. Students may not change full-time/part-time enrollment status after the add/drop period.

From the third through the tenth week of classes in a semester, students who want to withdraw from a course must submit a Withdrawal from Course Form to the Registrar's Office. The withdrawal from a course may not be done through WebAdvisor.

After the add/drop period, students withdrawing from a course who do not complete the official withdrawal process outlined above will receive a grade of "FA" (failure due to excessive absence). The "FA" grade affects the grade point average and remains on the student's transcript. If the course is repeated and a passing grade is received, the new grade is used for calculation of the GPA.

After the tenth week of classes, students will receive a letter grade for the course.

Address Change

It is important that a student keep the College informed about address changes. Notify the Registrar's Office either in writing or by submitting the Change of Address form to the Registrar's Office.

Animal Use Policy (Academic)

As a student at Delaware Valley College, you may be required to use living or deceased animals in class. Procedures which involve the use of animals have been reviewed and approved according to state and

federal regulations and by the Institutional Animal Care and Use Committee (IACUC), where applicable. Procedures that involve the use of animals are designed to allow students to acquire skills they will need in their chosen career fields after graduation.

A list of activities will be given to students as part of each course syllabus. Any student who has a moral or ethical objection to performing a procedure should carefully consider whether this course of study is right for them. If a student objects to performing a specific procedure, the instructor may designate a required alternative to the procedure. If the instructor does not provide an alternative, it is the responsibility of the student to find and provide an acceptable alternative. All alternative procedures must be reviewed and approved by the instructor of the course and the department chair at least one week prior to performing the original procedure. If no alternative is found or an alternative is not approved by the instructor and department chair, the student is responsible for performing the originally scheduled procedure. Refusal to perform required procedures will result in a failing grade for that class assignment and all future assignments requiring that procedure.

Attendance Policy

Students are expected to regularly attend scheduled classes and laboratories. The College's attendance policy is that a student shall not be permitted to miss more than the equivalent of two weeks of classes in a course during a semester. For example, if a course is three credits with a laboratory (that is, two lecture hours and a three hour laboratory scheduled per week), the student may not miss more than six class meetings, to include no more than two laboratory periods. Absence in excess of these criteria may result in the grade of "FA" (failure due to absence) for the course. Additionally, the individual professor has discretion with regard to how he or she will utilize the College's attendance policy. The instructor's attendance policy will be stated clearly from the beginning of the semester in the syllabus.

The Office of the Registrar may be petitioned for an official excuse in cases of prolonged absence (lasting more than three consecutive days but no more than two weeks) for bona fide medical or personal problems. A student must submit a completed Excused Absence Request Form to the Registrar with official documentation as to the reason for the absence (e.g. doctor's excuse). The request will be reviewed by the Registrar in consultation with the student's Area Dean; the Registrar will communicate the

decision directly to the student. A student must provide documentation in order to return to the College.

Absences for personal reasons (e.g. brief illness, lack of transportation) are not considered excused absences. Students may receive an excused absence for up to three days for a death in their immediate family. Immediate family is defined as a parent (or legal guardian), grandparent, brother, sister, child or spouse. Documentation must be submitted immediately upon returning to class (within 48 hours) to the Office of the Registrar in order to obtain an official excused absence. Students should notify their instructors of the courses they will miss prior to the absences, if possible. The Office of the Registrar does not notify faculty except when the Registrar has granted an official excuse.

Excused absences will not be granted for any other reason than those specifically outlined above. All other absences from class must be discussed with the faculty members. Students are responsible for all work missed during any absence from class at the direction of the faculty member.

Auditing Courses

Students must register to audit a course and may not change the audit status once registered. Students may change from taking a course for credit to audit up until midterm (the last date that midterm grades are due according to the published academic calendar), but once registered as audit may not change to credit. The cost to audit is half the regular tuition charged. After the add/drop period, no refund is given for the change of status to audit. No college credits will be awarded for auditing a course and students are accepted on a space available basis. The course will appear on the student's transcript with the final grade of AU.

Core Curriculum

General Education Requirements

The students at Delaware Valley College through a variety of experiences will develop knowledge and skills in academic disciplines outside of their major. These experiences include the following:

I. Scientific Literacy

Goal: To develop an understanding of the basic concepts of science. To increase the students' appreciation for the principles and limitations of the scientific method as a tool for seeking truth and to help them form opinions and make sound decisions in their daily lives.

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Students will be able to:

1. Demonstrate an understanding of the relationships between humans and their environment, both on this planet and in the larger cosmos.
2. Demonstrate an ability to make measurements, analyze, interpret and draw conclusions from data and an appreciation for the essences of scientific inquiry and the scientific enterprise.

Minimum 6 credits, depending on major:

BY 1113 Biology I	4 credits
BY 1214 Biology II	4 credits
BY 1115 Natural Science I	3 credits
BY 1216 Natural Science II	3 credits
BY 1116 Biological Sciences I	3 credits
BY 1217 Biological Sciences II	3 credits
CH 1001 Chemistry Fundamental	4 credits
CH 1103 General Chemistry I	4 credits
CH 1203 General Chemistry II	4 credits
MP 2119 Physics I	4 credits
MP 2123 Physics Ic	4 credits
MP 2219 Physics II	4 credits
MP 2224 Physics IIc	4 credits

Note: students may not take Biology I and Biological Sciences I

All prerequisites must be satisfied

II. Aesthetics/Cultural Literacy

Goal: To provide a background in the liberal arts, which will foster an appreciation of our cultural heritage. To develop aesthetic appreciation through the study of the work of major artists.

II.A: Fine Arts

Goal: To develop a life-long interest and respect for the arts based on a critical understanding of the visual arts and music and an appreciation of their role within society.

Students will be able to:

1. Identify the region's most important cultural institutions (i.e. concert halls, museums)
2. Demonstrate an awareness of great achievements in the arts and an understanding of their historical and social context
3. Appreciate the breadth and variety of works in the arts
4. Articulate a critical response to works of art and music based on a knowledge of important genres, styles, techniques
5. Perform in a musical ensemble, create works of art, or engage in the process of interpreting works of art

3 credits:

*LA 1058 Community Concert Band 1 credit

*LA 1059 Chorale 1 credit

LA 1060 Introduction to the Fine Arts 3 credits

* Students may take Band or Chorale for 2 consecutive semesters to satisfy music portion of II.A. Fine Arts requirement

II.B: Literature

Goal: To develop an appreciation of our cultural heritage and aesthetic values as expressed in our literature

Students will be able to:

1. Understand a broad spectrum of literary works in their historical and social contexts
2. Appreciate literature as an expression of diverse human values
3. Develop the skills necessary to respond critically and personally to selected literary works

3 credits

EN 2028 Introduction to Literature 3 credits

* EN 2134 Literary Interpretation 3 credits

* English Literature and English Education majors only

III. Oral Communication

Goal: To develop skills necessary to communicate effectively in a variety of professional and academic settings. To gain experience that will allow the student to be confident in his/her ability to communicate orally.

Students will be able to:

1. Successfully present manuscript, memorized, impromptu, and extemporaneous speeches
2. Effectively organize a speech incorporating an introduction, body, conclusion, and transitional materials within a specified time frame
3. Construct logical and coherent arguments, gaining and synthesizing research to support opinions
4. Employ accurate grammar, syntax, and word usage demonstrating a fluency in the English language which is appropriate to professional and academic settings
5. Listen critically and formulate reasoned responses to speeches by others
6. Exhibit an audience awareness that allows the speaker to connect in a manner that conveys urgency and personal enthusiasm for the subject

3 credits

LA 2005 Speech 3 credits

IV. Written Communication

Goal: To communicate effectively in written language and to think critically.

Students will be able to:

1. Engage in critical thinking, reading, and writing
2. Generate essay ideas, create outlines, and organize writing
3. Prepare rough copies, final drafts, and revisions of writing assignments
4. Research sources in the library, computer databases, and the Internet
5. Understand and implement the guidelines for documenting sources, compiling annotated bibliographies, summarizing source material, and incorporating sources in writing assignments
6. Write expository, argumentative, and analytical essays and research papers

6 credits

EN 1101 English I 3 credits

EN 1111 Advanced English I 3 credits

EN 1201 English II 3 credits

EN 1211 Advanced English II 3 credits

* Students may not take English I and Advanced English I

All prerequisites must be satisfied

V. Mathematical Literacy

Goal: To increase students' knowledge about mathematical modes of thinking; to develop students' skills in applying these mathematical modes of thinking to real world problems; to increase students' appreciation for the breadth of mathematical application, and to help students apply mathematics and/or statistics to help them to make decisions in their careers and their lives.

Students will be able to:

1. Translate real world problems into mathematical models
2. Use basic mathematical skills (algebraic, logical, estimation and/or graphical) to solve these problems
3. Interpret these solutions in real world terms
4. Recognize the validity or invalidity of their conclusions in real world contexts
5. Clearly communicate their solutions to others

6 credits of mathematics or the 4-credit course, Calculus I

MP 1102 College Algebra 3 credits

MP 1205 Finite Mathematics 3 credits

MP 1203 Elementary Functions 3 credits

MP 1204 Calculus I 4 credits

MP 1206 Geometry 3 credits

MP 2114 Business Statistics I 3 credits

MP 2214 Business Statistics II 3 credits

*MP 4132 Symbolic Logic 4 credits

All prerequisites must be followed

* CBIS Students only

VI. Computer Literacy

Goal: To familiarize students with the fundamentals of basic computer hardware and software and the hands-on use of career-oriented application packages.

Students will be able to:

1. Understand the features of computers and their role in information technology
2. Demonstrate a working knowledge of basic computer applications
3. Create, access, organize, and communicate information using computer technology
4. Understand how to make informed choices in the use of computer technology
5. Use computer technology ethically and responsibly

3 credits

IT 1011 Information Technology

Concepts 1.5 credits

IT 1012 Computer Applications 1.5 credits

(It is strongly recommended that IT 1011 and IT 1012 be taken during the same semester)

*IT 1031 Intermediate Computer

Applications 3 credits

* For CBIS majors only-pending successful performance on departmental diagnostic exam

VII. Social Science

Goal: To gain an understanding of theories, interpretations, and content related to social relations, human thought, social organization, and response and change.

VII.A: Social Awareness

Goal: To assess and explore the implications of communal and social differences and their interconnections with action and living an informed life.

Students will be able to:

1. Appreciate individual and group differences, emphasizing the dynamics of race, gender, culture, sexual orientation, age, class, and/or disabilities
2. Analyze and evaluate attitudes, behaviors, concepts, and beliefs regarding diversity and prejudice
3. Use, critique, and communicate alternative explanations or solutions for contemporary social issues and problems

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3 credits
LA 4037 Non-Western Societies 3 credits

VII.B: Social Science

Goal: To appreciate and evaluate how social scientists describe and explain the behavior and interactions among individuals, groups, institutions, events, and ideas.

Students will be able to:

1. Employ the methods and data that scholars use to investigate the human condition
2. Examine social institutions and processes across a range of times and cultures
3. Respond critically to social and behavioral theories
4. Understand key fundamental concepts, like justice and liberty, and be able to apply them to specific issues

6 credits
*BA 2008 Macroeconomics 3 credits
LA 2012 Introduction to Sociology 3 credits
LA 2036 Introduction to Psychology 3 credits
LA 4203 Social Psychology and Human Interaction 3 credits
*required for all students

VIII. Humanities

Goal: To engage in critical analysis to develop perspectives on the past and meaningful understandings of the present. Students will develop an appreciation of these disciplines as fundamental to the health and survival of this increasingly global society.

Students will be able to:

1. Develop awareness for globalization and an ability to apply a comparative perspective to cross-cultural social, economic, and political experiences
2. Recognize the diversity of global political motivations and interests
3. Using primary and secondary sources, analyze, describe, and evaluate economic, social, religious, and cultural factors that influence international relations
4. Understand the roles and responsibilities associated with being a “world citizen”
5. Gain exposure to varied schools of thought to facilitate greater understanding of historical issues
6. Enhance communication and writing skills through group discussion, argumentative essays, oral reports, and research papers

6 credits
LA 2040 Modern History of Western Societies 3 credits
LA 2042 Introduction Philosophy 3 credits
LA 2138 History of Western Civilization I 3 credits
LA 3032 American History and Government Since 1933 3 credits
LA 4127 United States Foreign Policy 3 credits

IX. Health and Well-Being

Goal: To expand students’ knowledge of the human condition including how their bodies work, are cared for, and fueled in order to lead a healthful life.

Students will be able to:

1. Engage in an activity which is designed to develop a level of fitness which will enable them to function at peak efficiency
2. Understand the importance of physical fitness and its carry-over values in life
3. Critically discern and analyze individual dimensions of health
4. Interact with others in a specific physical activity

2 credits
PE 1109 Physical Education I 1 credit
PE 1209 Physical Education II 1 credit

X. Information Literacy

Goal: To access all forms of print and electronic information effectively and efficiently and use these resources across all curriculums

Students will be able to:

1. Critically evaluate information for its appropriateness and reliability
2. Understand the ethical issues surrounding the use of information
3. Be familiar with the specialized resources for the respective majors

XI. Critical Thinking

Goals: To develop students’ critical thinking, communication and problem-solving skills; to increase students’ ability to apply these skills to problems in various academic disciplines and in their personal lives, and to empower students to benefit fully from interrelationships between the disciplines.

Students will be able to:

1. Gather and organize information of various kinds, employing formal or informal tools to represent information in useful ways

2. Organize their thoughts
3. Weigh evidence for and against hypotheses
4. Recognize, construct and evaluate arguments to support points of view
5. Make informed decisions based on the merits of their choices
6. Apply appropriate critical and evaluative principles to texts, documents or works (their own and others') in various mediums

1 credit

LA 1020 Skills for College Success

(or LA 1225 Critical Thinking for transfer students with 28 or more credits)

College Reading

Entering students who earn a score of less than 400 on the SAT-Verbal section will be required to enroll in a College Reading course to elevate their reading level. Reading is important in any discipline to comprehend the material that supplements classroom lectures. Statistics show that students who have successfully completed the course have eliminated their deficiencies and the reading level has been elevated by as much as two years. Students who do not pass College Reading must repeat and pass the course or take and pass the Learning Strategies course prior to moving to sophomore status.

Course Challenge

Students in good academic standing (2.0 GPA or higher) who believe they have at least an average ("C" or better) competence in a course's subject matter may petition the Registrar's Office to challenge the course. Not all courses may be challenged. All prerequisites must be satisfied prior to challenging a course. The student may not have been previously registered for the course. Unsuccessful challengers will have no opportunity to challenge the same course again. The fee for a course challenge is not included in regular tuition charges. The student will consult with the Chair of the department that teaches the course to request an appropriate faculty member to administer the challenge. The faculty member will determine the basis upon which the challenge will be assessed and will confer with the student in preparing a portfolio of evidence in support of his/her contention of competency. A successful course challenge is graded with a grade of "CC" which does not affect the GPA. Students may petition to challenge a course at any time during the semester, but all challenges must be completed within the semester in which they are approved.

Diagnostic Testing Requirements

Diagnostic Testing is required for all new students at Delaware Valley College as a measure of support for students in preparing them for a successful college experience by placing them into courses and programs that match their skill level. The diagnostic tests are described below along with the requirements for each of the subject areas. Skill in English, Mathematics, and Reading is necessary in every program of study. Therefore, Delaware Valley College tests incoming students in English and Mathematics in much the same way as every other college or university.

It is strongly recommended that students who are required to take two or more of the developmental courses (English Essentials, Basic Mathematics, College Reading) enroll in one or more of these courses prior to coming to Delaware Valley College. These courses may be taken at Delaware Valley College during the summer or at any other post-secondary institution.

English Diagnostic Testing

Beginning in 2007, all incoming students are required to complete the SAT Essay prior to registering for their first English course. Exceptions are as follows:

- Students who have received transfer credits in English Composition
- Students who have received a score of 3 or better on the AP English exam

The SAT essay is designed to assess the student's preparedness for college-level courses offered by the English department. Based on the results of the exam, the English department will recommend which course is most appropriate for the student. Because the goal of the diagnostic testing process is to maximize the opportunity for success, the student may not register for a course at a level higher than the English Department's recommendation.

Mathematics Diagnostic Testing

All students who are new to the College are required to take one or more mathematics diagnostic tests prior to registering for their first mathematics course. Some exceptions are as follows:

- Students who have received advanced placement (AP) credit for MP 1204 Calculus I
- Students who have received transfer credit for a mathematics course taken at another institution and approved by the Mathematics and Physics Department as equivalent to MP 0010, MP 1102, MP 1203, MP 1204, or MP 1205

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- Students who have not completed Algebra II in high school (such students must enroll in MP 0009, High School Algebra II)

The diagnostic tests, which are administered during orientation programs at the College, are designed to assess the student's preparedness for college-level mathematics courses offered by the Mathematics and Physics Department. The number of tests required depends on the mathematics course in which the student hopes to begin his/her study. Based on the results of the tests taken, the Mathematics and Physics Department recommends a course for the student. The student may, for the purpose of review, choose to begin in a course at a subject level lower than that recommended by the Mathematics and Physics Department (for example, a student who is recommended for MP 1204 Calculus I may choose to enroll in MP 1203 Elementary Functions, which is a prerequisite course for MP 1204 Calculus D); however, because the goal of the diagnostic testing process is to maximize the opportunity for success, the student may not register for a course at a subject level higher than the Mathematics and Physics Department's recommendation.

Dual Degree

Under exceptional circumstances, a student may wish to earn two baccalaureate degrees at the College. The student must meet all requirements for both degrees including restricted and free electives for both degrees. Restricted and free electives cannot be shared, they must be different for both degrees. (example: Ornamental Horticulture 15 free electives and Agribusiness 14 free electives.) All requirements for both degrees must be met prior to graduation. Total of 500 hours of Employment Program is required for each degree. Students may complete all 500 hours of Employment Program in one or the other program, or they may choose to split the hours between the two programs, subject to the approval of the department chairs of the two programs. The student will receive two diplomas.

Dual Major

A student may choose to pursue a second major concurrently with the major that was declared upon admission to the College. Students are not permitted to pursue dual majors in the same academic department. Dual major candidates must meet all requirements for both majors. Free electives can be shared. The major with the higher number of free elective credits will be the one used to satisfy the free elec-

tive requirement. (example: Large Animal Science 15 free electives, Food Science 16 free electives, the student will need 16 free electives to fulfill the requirement.) All requirements for both majors must be met prior to graduation. Total of 500 hours of Employment Program is required for each degree (major). Students may complete all 500 hours of Employment Program in the major of their choice, or they may choose to split the hours between the two degrees (majors), subject to the approval of the department chairs of the two majors. The student will receive one diploma listing the primary degree; the second major will be listed on the transcript only. Required courses in one major, including restricted electives, cannot be used as a free elective in the other major.

Employment Program

The Employment Program is a unique curricular requirement and a hallmark of a Delaware Valley College education. All Bachelor's degree candidates must complete 500 hour of hands-on applied learning experience in a job(s) directly related to their major field of study, with the exception of Education majors in Biology, Chemistry, English, General Science and Mathematics, and Continuing Education students who have documented work experience. For this mandatory experiential learning component, students earn four academic credits. The Office of Career and Life Education administers this program in conjunction with the respective department chairs/directors. Students are supported in their efforts to secure work experience through orientation seminars and job search strategies workshops. Students may utilize the approved job site listings at the Office of Career and Life Education or pursue their own leads for potential employment opportunities. All employment must be registered with the Office of Career and Life Education and approved by the Department before the student begins the work experience.

Final Exams

The College's policy is to schedule a final exam for every credit course at the end of each semester in both day and evening classes. All faculty members are expected to utilize the final exam period to bring closure to their courses by evaluating, documenting and/or summarizing the learning experience. Some courses do not lend themselves to a traditional final exam (e.g. speech, techniques, design, and seminar). In these courses the final exam period will be used in positive ways to bring an end to the educational experience using student presentations, individual

student conferences or other appropriate educational activities. Exceptions to this policy must be approved by both the Department Chair and area Dean. Final exam periods are 2 hours in length, and can be on Monday through Saturday during final exam week.

Grades

Midterm grades are submitted by faculty in accordance with the academic calendar. Final grades are submitted by the faculty at the end of each semester. Midterm and final grade reports are not mailed. Grades are available to students through WebAdvisor at www.delval.edu. The Registrar’s Office will not report grades to students over the telephone. Students must contact instructors with questions about course grades. All grade challenges must be completed within one year from the time the final grade is issued. Students who require a midterm or final grade report from the Registrar’s Office must request the report in writing.

Graduation and Degree Requirements

Students who plan to graduate must file an application for graduation with the Registrar’s Office. Failure to do so will preclude participation in commencement.

For May graduation — filing date is October 1.

For December graduation—filing date is April 1.

The Registrar’s Office must be notified of any changes in Graduation plans and students must re-file the application if they fail to meet the requirements for that semester.

The course requirements for each of the degrees the College offers are summarized in the description of each Department’s program (see Programs, beginning on Page 34). All baccalaureate degree programs require satisfactory completion of the course work specified for the program, including electives, plus 4 credits earned for successful completion of the Employment Program. The requirements for each degree are the same for all students seeking that degree, regardless of whether they initially enrolled at Delaware Valley College or transferred credits from another institution of higher education.

Students are subject to the academic requirements and policies contained in the catalog in effect during the semester in which the student is first registered as a matriculated student. Students attending the College during the summer are subject to the catalog for the following year. Students who change majors, minors, and specializations are subject to the catalog in effect at time of declaration. Students who have been inac-

tive for a period of four consecutive semesters will be subject to the effective catalog at time of re-entry.

Evening College students who have applied for degree candidacy through the Department of Continuing Education are not required to take the following courses: LA 1060, PE 1109 and PE 1209. The 6 credits for these courses are made up as free electives and/or additional requirements as required for a particular program. Evening College students must complete the Employment Program or provide evidence of one year’s full-time employment.

The ultimate responsibility for meeting graduation requirements rests with the individual student. Faculty advisors and the Registrar’s Office make every effort to assist the student so that college work may be completed in the desired time period. The College cannot, however, assume responsibility for ensuring that the right courses are taken at the right time. Students shall obtain a program evaluation from WebAdvisor or request it from the Registrar’s Office to determine their academic status and progress. Deficiencies are noted on the program evaluation. It is the student’s responsibility to provide missing transcripts, make schedule changes and, if necessary and appropriate, obtain approved course substitutions to complete the program requirements for graduation.

Graduation Honors

Graduation honors are awarded to undergraduate students. Students who have the appropriate grade point average are awarded graduation honors as follows:

Cumulative Academic Average

Summa cum laude	
(with highest honors)	3.9-4.00
Magna cum laude (with high honors)	3.7-3.89
Cum laude (with honors)	3.5-3.69

Independent Study

Matriculated students who have completed 92 or more credits in good academic standing (2.0 GPA or higher) may request to complete up to two courses by directed independent study. This alternative approach is a faculty supervised, self-paced student learning experience. Students should regard an independent study course as being at least as demanding as a regularly scheduled course and allocate the necessary resources of time and energy. Not all courses are available in an independent study format. Students must first make application to the Office of the Registrar within five business days of the start of a semester. A course syllabus, from the instructor of record, must be submitted to the Registrar before final

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approval is granted to begin the independent study. A copy of the syllabus will be forwarded to the appropriate department chairperson. The independent study must be completed and graded within the semester in which it is registered. In cases where a student is seeking an independent study to complete a graduation requirement, a student must pursue all other options in conjunction with the academic advisor to complete the requirement to obtain approval. Alternative options include, but are not limited to, DVC evening courses, course substitution, transferring an approved course from another institution, and deferring a course to a future semester. Independent study fees are not included in regular full-time tuition charges. Independent studies are charged by the credit and will be processed by the Bursar's Office once all necessary approvals are obtained by the student.

Leave of Absence (Hiatus)

Students may request an official leave of absence by providing a written, signed and dated request for a leave of absence to the Registrar. The request must include the reason for and dates of the leave of absence, and the expected date of return. Approval for the leave of absence will take into consideration the reason for the absence and that there is a reasonable expectation that the student will return to Delaware Valley College. The total number of days of the student's combined approved leave of absence cannot exceed 180 days in a 12-month period. If a student fails to return from an approved leave of absence, the student will be withdrawn from the institution. The last date of attendance will be the date of withdrawal.

Major: Declaring a Major

Students must declare a major prior to the registration period following their successful completion of 36 credits, a student with more than 36 earned credits may not be undeclared or listed as No Program. Day students must complete a Declaration of Major form (available at the Registrar's Office), and obtain the signatures of their current Department Chair, their proposed Department Chair and the appropriate area Dean. The form must then be returned to the Registrar's Office for the change to go into effect. Continuing Education students who are listed as No Program must complete an Application for Degree Candidacy form, which is available from the Continuing Education Office. Requirements for the completion of the degree are determined by the program requirements that are in effect on the date of the transfer.

Minor: Declaring a Minor

Students who wish to fulfill requirements for a minor must complete all credits before graduating from Delaware Valley College. The following applies:

- 1) the minor will consist of a minimum of 15 credits;
- 2) a minimum of 9 credits must be taken at Delaware Valley College;
- 3) approval by major and minor department chair or program director is required;
- 4) courses required for the major cannot be used to satisfy minor requirements.

Nontraditional Credits

Students may earn credits toward their degree via a variety of nontraditional strategies. Credit may be earned for successful completion of Advanced Placement Examinations (score of 3 or better) administered to high school students by the College Entrance Examination Board. Students who have acquired proficiency in a subject may elect to gain credit for that proficiency by satisfactorily completing either the College Level Examination Program (CLEP) or the DANTES program, both of which are administered by the Educational Testing Service. Credits earned through these programs are treated as transfer credits. Delaware Valley College's Department of Continuing Education is an approved site at which CLEP tests may be taken. Contact the Department of Continuing Education for information.

Online Courses

Online courses are college level courses taught over the internet. Delaware Valley College offers a number of courses online each semester. Online student requirements are:

- Be a disciplined, self-motivated student
- Have access to your own personal computer that meets the system requirements*
- Pay a mandatory \$96 per course distance learning lab fee

MINIMUM SYSTEM REQUIREMENTS

In order to use Blackboard, the college's online course platform, the following minimum system requirements must be met:

Browser: Internet Explorer 4.0, Netscape 4.0, FireFox 1.0, or Safari 1.2 with JavaScript & Cookies must be enabled. The latest, stable version of each browser is highly recommended for optimum performance.

Platform: Windows 95 or later or MAC OS X 10.3 or later

Modem: 56 k modem (Cable, DSL or faster connection is highly recommended)

Hardware: 64 MB of RAM, 5 G of free disk space

Software: Microsoft Word, Adobe Acrobat Reader

Readmission

Students who have withdrawn from the College may apply for Readmission. Application for readmission must be received by the Registrar's Office no later than 30 days prior to the semester start date. Students who have had two years of inactivity (four consecutive semesters) may be required to satisfy the program requirements in effect at the time of readmission. The department Chair in consultation with the Registrar will make an evaluation of the completed courses and determine the requirements that must be satisfied for graduation. Contact the Registrar's Office to apply for readmission to the College.

Academic Renewal

Students who have not been actively enrolled at Delaware Valley College for two or more years and who wish to begin with a new GPA may apply for academic renewal through the Delaware Valley College Registrar's Office. Those granted academic renewal will have their low grades removed from the calculation of their GPA but the grades will still appear on their transcripts.

To apply for academic renewal a student must complete 12 credits at any accredited higher education institution with a cumulative GPA of 2.5 or higher. Upon successful completion of the 12 credits the student may apply for academic renewal. Upon acceptance, the Registrar will indicate on the transcript that the academic renewal policy was applied. A student may apply for and receive academic renewal only once.

Repeating Courses

Courses may be repeated an unlimited number of times. Although the course will appear with a grade each time it is taken, only the highest grade is calculated in the GPA and credit is received only once. Courses repeated after graduation are not replaced; the original grade remains in the GPA calculation. Courses may be repeated at another institution; see Transfer Credits from Regionally Accredited Institutions for policy on transfer credits.

Honors Program

The Honors Program is an educational enrichment program designed to enhance the educational opportunities and experiences of students admitted to the program by virtue of their exceptional promise (as newly admitted students) or their exceptional perform-

ance (as students already enrolled at the College). The program consists of an Honors Colloquium offered to first- and second-year students followed by independent study programs in the third and fourth years. The Honors Colloquium is a discussion or seminar group that is focused on a broad theme of interest to our society. It features guest lecturers, field trips and both faculty- and student-led discussions.

Students who satisfactorily complete all elements of the Honors Program will earn at least seven elective credits during their participation and will have the honors designation placed on their official record. Their participation in the program is guided by the Honors Council, which oversees the program as a whole, and the specially selected Honors Faculty, who present the program elements.

Inquiries concerning the Honors Program may be forwarded to the Director of Admissions.

Three-plus-One Program: Early Professional School Admission

Students wishing to apply for early admission to professional school may apply for the Three-plus-One Program. Applications for this program must be submitted to the Registrar's Office before May 1 of the sophomore year. For more specific details, contact the appropriate Department Chairperson (Animal Science, Biology or Dairy Science), in whose department this program is offered. Applications are available at the Registrar's Office.

Transcript of Academic Record

The transcript of a student's academic record is available in both unofficial and official form. The unofficial transcript is available to students through WebAdvisor for his or her own private use. Unofficial and official copies of a student's academic transcript are available from the Registrar's Office. The official academic transcript is printed on safety transcript paper, bears the College seal and the Registrar's signature. The request for a copy of the academic transcript, unofficial or official, must be made by the student in writing, and must include the student's signature, student ID number, name and dates of attendance at Delaware Valley College. Requests for copies of academic transcripts are fulfilled by the Registrar's Office within three to five business days. There is a fee for an official transcript. The College will withhold the official transcript if financial obligations to the College have not been met. In accordance with FERPA regulations, no student's academic record will be released to a third party without the student's written permission.

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Transfer Credits from Regionally Accredited Institutions

Students transferring to Delaware Valley College from other accredited institutions of higher education as baccalaureate candidates must complete at least 48 credits in course work at Delaware Valley College, including at least 15 credits in the major. The maximum number of credits accepted for transfer will be 78. Transfer students must also complete at least half of the Employment Program requirements (the specific requirements in these cases are prorated based upon the number of credits transferred to the College) from other institutions. Continuing Education students should contact that office to determine if current (and previous) work experience will satisfy the Employment Program requirement. Only credits for courses in which a grade of “C” or better has been earned are accepted for transfer and only the credits (not the grades or quality points) are transferred. A grade of “D” will be accepted when the course is the first in a two-course sequence and the second course grade was a “C” or better. Also, a grade of “D” will be accepted when it is part of a completed higher education degree (associate degree). Prospective, full-time undergraduate transfer students should make application to DVC by contacting the Admissions office. The Admissions Office will evaluate transfers interested in full-time undergraduate study. Continuing education students should contact the Continuing Education office for admissions criteria and transcript evaluation.

Transfer Credits for a Second Degree for Students with External Baccalaureate Degree

Students who come to Delaware Valley College for a second degree who have an earned baccalaureate degree from another accredited institution will have the baccalaureate transcript evaluated by the respective department chairperson to determine the required coursework to complete the second degree. Only credits for courses in which a grade of “C” or better

has been earned are acceptable for transfer. If, however, a grade of “D” is earned in a sequential course (i.e. Biology I), the credits will be transferred providing the grade earned in the succeeding sequential course (i.e. Biology II) is “C” or better. Students must complete at least 48 credits at DVC with a minimum of 15 credits in the major, and also complete one-half of the Employment Program (250 hours).

Withdrawal from the College

The College defines “official withdrawal” as a systematic process whereby the student notifies the Registrar’s Office of his or her intent to withdraw from all classes at the College.

Non-attendance of classes is not an official withdrawal from the College. It is the student’s responsibility to contact the Registrar’s Office, either in person (preferred) or by telephone or email and complete the official withdrawal form. Withdrawal from the College is not officially completed until the withdrawal form is received in the Registrar’s Office. If a student simply stops attending classes but has not notified the Registrar of his or her intention to withdraw from the College, that student will receive the grade of “FA” for all classes.

Additionally, federal law requires that students on financial aid must have an exit interview with the Financial Aid Office upon withdrawal from the College. Failure to comply with this federal regulation may adversely affect future financial aid.

When a student withdraws from the College during the semester, the authorized date of withdrawal will be recorded in the student’s permanent file and reported to the National Student Clearinghouse. If a student withdraws from the College by the last day of classes, the student will receive the grade of “W” for every course. The grade of “W” carries neither credit nor penalty. If the student withdraws from the College after the last day of classes (i.e. during final exam week), the student will receive the grade that was earned for every class.