

# ***Continuing Education***

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The Division of Continuing Education offers high quality, academic education for adults seeking undergraduate degrees through part-time study. The Continuing Education staff provides academic advising and counseling for those students seeking information about transfer courses, degree options, or resources related to career options. The goal of the Division of Continuing Education is to provide legendary customer service to our students. The Division is eager to serve its students at the highest level of service possible.

Delaware Valley College provides a variety of career-oriented degree programs. Many students can complete their degrees through part-time (11 or fewer credits in a term) evening, daytime, or weekend study. Others who are looking to improve their skills for their jobs or to develop new career opportunities can do so by completing study in our numerous certificate programs.

Individuals wishing to pursue part-time studies during the day are welcome. Most of the college's degree programs are available to part-time day students. It is advisable for part-time day students to meet with a representative of the Continuing Education Office and with the Department Chairperson of the degree program in which they are interested.

Current students are encouraged to meet with an academic advisor to review their record and discuss registration options, new career changes, etc. Appointments are available seven days a week and are scheduled at the student's convenience. The

Continuing Education Office is located in the first floor of Lasker Hall. Office hours are from 8:30 a.m.–7:00 p.m., Monday–Thursday. The Office is also staffed Friday evenings from 5 p.m. to 8 p.m. and from 8:30 a.m.–1:30 p.m. on Saturdays and from 8:30 a.m.–11:30 a.m. on Sundays when the Weekend College is in operation.

Continuing Education Office:	215-489-2375
Registrar's Office:	215-489-2973
FAX Registration:	215-230-2962
Billing (Bursar's Office):	215-489-2377

## ***ASPiRE Program***

The ASPiRE Program is an accelerated degree completion program designed for adult students who have earned at least 45 credit hours and have a minimum 2.0 GPA. The program is a cohort program where students complete their degree requirements with the same group of adults with which they started. Classes meet throughout the year, and cohorts begin every September and March. Classes do not meet on major holidays. Following the cohort schedule, students will be able to complete their undergraduate degree requirements in less than 20 months.

## ***Evening College Programs***

The College's Evening College provides that opportunity for students to participate in classes that meet once a week with a class schedule that is considerate of the adult students' life.

The following programs may be taken and completed through the Evening College. The requirements for each degree program may be found in this catalog. Please check the appropriate department listing in this catalog for requirements, prerequisites and course descriptions.

## Continuing Education

### Associate of Science Degrees

Business Administration  
Information Technology & Management  
Culinary Arts and Technology as offered  
through the Delaware Valley Culinary Institute

### Bachelor of Science Degrees

Business Administration (Majors in Accounting,  
Financial Services, General Business,  
Management, and Marketing)  
Chemistry  
Computer Business Information Systems  
Criminal Justice Administration  
Education (Secondary)  
Ornamental Horticulture & Environmental Design



### Bachelor of Arts Degree

English

*NOTE: Not all courses in every program may be available through the Evening College. Please contact the Continuing Education Office for further information.*

### Certificate Programs

Certificate programs help adults develop their skills in a variety of specialized areas. Certificate programs usually enable individuals to “step-up” to an associate or baccalaureate degree. All courses are credit-bearing courses and can be applied to a degree. One-half of the required courses must be taken at Delaware Valley College and a 2.00 GPA is required for completion.

#### Credit Certificate Programs in:

Computer Programming (36 cr.)  
E-Commerce (24 cr.)  
Ecological Landscape Design (36 cr.)  
Environmental Studies (18 cr.)  
Floral Business (32 cr.)  
Food Technology (30 cr.)  
Hazardous Materials Management  
(3, one-credit courses)  
Management Information Systems (36 cr.)

#### Computer Programming (36 cr.)

IT1011 Information Technology Concepts  
IT1012 Computer Applications  
IT1031 Intermediate Computer Applications  
IT2216 Introductory Programming  
IT2118 Web Design  
IT3104 Database Management  
IT3117 Data Structures and File Organization  
IT2218 Advanced Programming  
IT4042 Unix Based Operating Systems  
IT4146 Systems Analysis  
BA1005 Introduction to Business  
BA3128 E-Commerce  
BA2123 Principles of Accounting I  
BA3027 Human Resource Management  
BA3141 Small Business Management  
MP1203 Elementary Functions  
MP2114 Business Statistics I

#### Environmental Studies Certificate (18 cr.)

The certificate consists of required (R) and elective (E) courses. We recommend that prospective students complete college level courses in chemistry, biology and Mathematics before enrolling in the program.

AE 2004 Soils (R)  
 AE 3125 Principles of Ecology(R)  
 AE 3140 Environmental Impacts (R)  
 AE 3220 Hydrology (R)  
 AE 3107 Environmental Geology (E)  
 AE 4015 Regional Land Use Planning (R)  
 AE 4025 Climatology (E)  
 AE 4016 Hydrogeology (E)

**Floral Business Certificate Program (32 cr.)**

BA 1005 Introduction to Business  
 BA 3027 Human Resource Management  
 OH 2014 Floriculture Techniques  
 OH 2120 Floral Business Management  
 OH 3020 Basic Design (1 cr.)  
 OH 3106 Floral Crop Production I (2 cr.)  
 OH 3208 Floral Crop Production II (2 cr.)  
 OH 3117 Herbaceous Plant Materials I (2 cr.)  
 OH 3217 Herbaceous Plant Materials II (2 cr.)  
 OH 3232 Introductory Floral Design  
 OH 4108 Interiorscaping  
 OH 4145 Advanced Floral Design (2 cr.)  
 OH 4209 Greenhouse Management

**Hazardous Materials Management (3 cr.)**

Completion of the following one-credit courses:  
 CH 2004 Fire Protection Chemistry  
 CH 2005 Hazardous Materials Management  
 CH 2006 Safety in the Laboratory

**Weekend College**

The Weekend College is designed for busy adults who work full time, have evening responsibilities, travel frequently, or work at night. Courses are offered either on Friday evenings, Saturday mornings, Saturday afternoons, or Sunday mornings. Students may take courses in one or several of the time frames offered. There are four terms scheduled throughout the year (Term 1- late August; Term 2 -Mid-November; Term 3 Mid-February; and Term 4 Late-May). Classes are not held on weekends of major holidays. The Business Administration Associate and Baccalaureate Degrees and Computer Business Information Systems degrees are offered through the Weekend College. Students enrolled in this program have an opportunity to complete the entire bachelor's degree in less than four years through the Weekend College. All terms are ten weeks in length that enable students to accelerate their learning.

**Teacher Certification Internship Program (TCIP)**

The Teacher Certification Internship Program is designed for students who have a Bachelor's Degree

and desire to obtain a Secondary Education Certificate from the Pennsylvania Department of Education. This cohort program provides the student the opportunity to obtain this certificate in less than a year. Incoming students must have an undergraduate degree in areas that the College certifies with a minimum of a 2.8 GPA. Students complete 18 undergraduate classes in Education courses while achieving a 3.0 GPA. After the completion of 6 credit hours, the student may apply for an Intern Certificate which enables the student to obtain an intern position with an accredited school. During the internship, the student is observed by a mentor for guidance. After the completion of coursework and internship the student may apply for a Level 1 Teaching Certificate from the Department of Education.

**Delaware Valley Culinary Institute (DVCi)**

The Delaware Valley Culinary Institute is offered as an educational partnership with the Middle Bucks Institute of Technology. It provides quality career and technical education in the field of culinary arts and sciences. Students may register on a full or part-time basis. Those students who wish to attend DVCi on a full-time basis and desire campus housing are encouraged to apply by May 15th for classes that begin the following September. Success in the field of culinary arts comes in many forms, including employment with:

- Restaurants • Hotels • Health-care facilities
- Schools • Airlines • Hospitality • Catering
- Bakeries • Institutional facilities
- Distribution • Journalism • Culinary Marketing

**The Associate's Degree Program**

You can earn your Associate of Science Degree in Culinary Arts & Technology in just two years. The program requires earning 64 credits and the completion of an employment program.

FS1101 Intro to Culinary Science  
 FS1103 Culinary Arts I  
 FS1105 Meal and Menu Planning  
 FS1123 Intro to Foodservice Systems  
 FS1130 Food, Culture and Cuisine  
 FS1202 Culinary Arts II  
 FS1204 Introduction to Baking & Pastry  
 FS1206 Service/Art of Presentation  
 FS2007 Culinary Arts III  
 FS2370 Internship (Employment Program)  
 FS3120 Introduction to Nutrition  
 FS2009 Advanced Baking and Pastry  
 EN1101 English I

## ***Continuing Education***

EN1201 English II  
EN2226 Business Communications  
BA1005 Introduction to Business  
BY1115 Natural Science I  
MP1102 College Algebra  
MP1203 Elementary Functions  
IT1011, 1012 Info Tech Concepts & Apps

### ***The Bachelor's Degree Program***

After completing an Associate's degree, students may continue onto a Bachelor of Science Degree in Food Service Management or Food Science & Management. The program requirements are individually determined based on the student's previous academic record.

### ***High School Honors Program***

High School junior and senior students with a C+ or better average may take courses for credit at Delaware Valley College. This is an excellent way for these students to gain advanced standing at their future college or university. To receive approval, the students must have a letter of recommendation and a transcript from their guidance counselor sent to Delaware Valley College which states that the student demonstrates the knowledge, ability and maturity to take a college level course(s) for credit.

The letter is to be addressed to the Director of Continuing Education for approval. Upon approval, the Registrar will be notified to permit the student to register. These students may take one course per semester or summer session.

If a high school senior is certified by the high school to have completed all academic requirements for graduation by January, and meets Delaware Valley College's admission requirements, the student may enroll as a part-time or full-time commuter student for the spring semester.

## ***Academic Services***

### ***Advising***

All new and current students are encouraged to meet with an advisor in the Division of Continuing Education at least five weeks prior to registration. Advising for evening, weekend and part-time day students is done through the Division of Continuing Education. Advising appointments are available Monday through Thursday from 8:30 a.m. to 6:30 p.m. and weekends when the Weekend College is in session. Call the Evening College Office 215-489-2436 to schedule an appointment.

### ***Evaluation of Transcripts***

The College has articulation agreements with many colleges and private schools. These agreements facilitate the transfer of coursework into Delaware Valley College's degree programs. The Division of Continuing Education will evaluate any transcript of prior coursework taken at other colleges or schools for transfer into Delaware Valley College degree programs. There is no time limit on transfer credit, and only college level courses which have earned a grade of "C" or better will transfer. Individuals wishing to have their prior coursework evaluated may have copies of their previous academic transcript sent or faxed to the Division of Continuing Education (215-345-1599) for review, stating the intended major. You will then be invited to meet with an advisor to review your previous coursework and determine an educational plan that works for you. Unofficial copies of transcripts may be submitted for an initial evaluation, however, official transcripts are required to apply for degree candidacy.

### ***Procedure for Degree Candidacy***

Schedule an interview with either the Continuing Education staff and meet one or several of the following criteria:

- Have a 2.0 ("C") grade point average in previous college (post-secondary) work
- Already possess a bachelor's or associate's degree
- Submit high school diploma or GED (if student is not applying for financial aid and has previously attended another college with a GPA of 2.0 or higher, only the official college transcript will be required)

If a student's previous high school or college work is deemed to be deficient (less than a GPA of 2.0, "C" average), the student will receive Conditional Approval for Degree Candidacy. The student will be required to take at least two three-credit courses (6 credit hours) at Delaware Valley College and achieve at least a grade of "C" in each course, after which the "conditional" status will be removed. Application forms for Degree Candidacy are available from the Continuing Education Office and at the college's website.

### ***Dean's List***

Evening students who are degree candidates and who complete six credits and earn a grade point average 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.

### **Alpha Sigma Lambda**

Delaware Valley College is a member of Alpha Sigma Lambda, the national honor society for adult students. Continuing education students are considered for induction into Alpha Sigma Lambda if they have a GPA of 3.2 or higher, are matriculated, and have taken a minimum of 30 credits at the College. The top 10% of this group is selected for induction into Alpha Sigma Lambda each spring.

### **Academic Standing**

Continuing Education students are expected to maintain normal academic progress in their respective degree programs. Please refer to the Academic Policies and Procedures section of the catalog under Academic Progress for an explanation of the required progress standards.

### **Non-traditional Credits**

Students may earn credit toward their degree through a variety of non-traditional strategies thereby decreasing the amount of time to earn a degree.

### **College Level Examination Program - CLEP**

Proficiency in a subject may be validated by satisfactorily completing the appropriate College Level Examination Program test offered through the Educational Testing Service. These tests may be taken in the Continuing Education Office. Credits earned through CLEP are considered transfer credits. For information on CLEP examinations, please contact the Division of Continuing Education at 215-489-2436.

### **Prior Learning Assessment-PLA**

Students who have significant life or career experiences may wish to demonstrate this knowledge and receive credit for what they have learned. This is a process of evaluating the student's experiential learning through the development of a portfolio. Students interested in the Prior Learning Assessment process should contact the Continuing Education Office to schedule an appointment with an academic advisor.

### **Course Challenge**

The Challenge examination process allows a student to demonstrate competence in course content that may have been gained on the job or through experi-

ence. Students may petition to challenge up to five courses while attending DVC. Only one challenge opportunity is permitted per course. A student must be enrolled at DVC to challenge a course. The current fee for one Course Challenge may be obtained from the Bursar's Office. The challenge may consist of the presentation of a portfolio, examinations, written work, or other methods as identified by the instructor. Not all courses may be challenged. Courses may be challenged only with the consent of the department chairperson in which the course to be challenged is found.

### **Independent Study**

Students in good academic standing, with a minimum GPA of 2.0, who have completed more than 91 credits, may be permitted to complete up to two courses by directed Independent Study which is a self-paced student study program. Not all courses are available in independent study format.

### **ACE Credit**

Delaware Valley College grants credit for military experience based on the American Council on Education (ACE) guidelines. Students who wish to receive such credit need to provide a copy of DD295 or DD214 for evaluation purposes.

### **Transcripts**

Transcripts of credit courses are available from the Registrar's Office. All requests must be in writing and must include the student's signature, student ID number, name, and dates of attendance at DelVal. The Transcript Request Form is available on the Registrar's page on [www.delval.edu](http://www.delval.edu). Transcripts are mailed within a three to five day business period. Consult the Bursar's Office for current fee.

### **Change of Address**

Students who have a change of address should complete the appropriate form from the Registrar's Office 215-489-2378.

### **Auditing Courses**

Please refer to the Academic Policies and Procedures section of this catalog for information concerning auditing courses.