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.

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. Cohorts begin every September and March. 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. Please check the appropriate department listing in this catalog for requirements, prerequisites and course descriptions.

Associate of Science Degrees
- Supervision, Administration and Management
- Information Technology and Management

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 and Environmental Design

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:
- Accounting (30 cr.)
- Computer Programming (36 cr.)
- Ecological Landscape Design (36 cr.)
- Environmental Studies (18 cr.)
- Floral Business (32 cr.)
- Food Technology (30 cr.)
- Hazardous Materials Management (3 cr.)
- Management Information Systems (36 cr.)
- Pre-MBA Program (34 cr.)

Certificate Requirements

Accounting (30 cr.)
The Accounting Certificate Program is for students who already have an earned bachelor’s degree, and consists of courses that are required to sit for the CPA exam.
- BA 2210 Microeconomics
- BA 2161 Business Law I
- BA 3209 Auditing
- BA 3127 Finance
- BA 3128 Intermediate Accounting I
- BA 3239 Intermediate Accounting II
- BA 4036 Federal Corporate Income Tax
- BA 4144 Advanced Accounting
- BA 4236 Federal Income Tax
- BA 4242 Cost Accounting

Computer Programming (36 cr.)
- IT 1011 Information Technology Concepts
- IT 1012 Computer Applications
- IT 1031 Intermediate Computer Applications
- IT 2216 Introductory Programming
- IT 2118 Web Design
- IT 3104 Database Management Concepts
- IT 3117 Data Structures & File Organization
- IT 4042 Unix Based Operating Systems
- IT 4043 Advanced Programming
- IT 4146 Systems Analysis

Plus two of the following courses:
- BA 1005 Introduction to Business
- BA 3128 E-Commerce
- BA 2123 Principles of Accounting I
- BA 2017 Principles of Marketing
- BA 3027 Human Resource Management
- BA 3141 Small Business Management
- MP 1203 Elementary Functions
- MP 2114 Business Statistics I

Ecological Landscape Design (36 cr.)
The courses for this certificate program should be taken in the following order: Tools (T), then Design Studio (DS) and then Management (M).
- AE 2004 Soils (T)
- AE 3107 Environmental Geology (T)
- BY 2235 Plant Communities (T)
- IT 3220 Computer-Aided Design (T)
- OH 2118 Woody Plant Identification II (T) (2 cr.)
- OH 2220 Woody Plant Identification I (T) (2 cr.)
- OH 3117 Herbaceous Plant Materials I (T) (2 cr.)
- OH 3130 Major Native Landscapes (DS)
- OH 3205 Site Analysis & the Design Process (DS)
- OH 3213 Landscape Graphics (DS) (2 cr.)
- OH 3217 Herbaceous Plant Materials II (T) (2 cr.)
- OH 3216 History of Landscape Architecture (M)
- OH 4215 The Built Environment (DS)
- OH 4125 Ecological Landscape Management & Restoration (M)
  or
- OH 4230 Landscape Contracting & Bidding (M)

Environmental Studies (18 cr.)
It is strongly recommended that college level courses in chemistry, biology and mathematics be completed before enrolling in Environmental Studies Certificate program.
- AE 2004 Soils
- AE 3125 Principles of Ecology
- AE 3140 Environmental Impacts
- AE 3220 Watershed Management
- AE 4015 Regional Land Use Planning

Plus one of the following courses:
- AE 3107 Environmental Geology
- AE 4025 Climatology
- AE 4016 Hydrogeology
Floral Business (32 cr.)
- BA 1005 Introduction to Business
- BA 1010 Management Concepts
- OH 2014 Floriculture Techniques
- OH 2120 Floral Business Management
- OH 3020 Basic Design (1 cr.)
- OH 3106 Floral Crop Production I (2 cr.)
- OH 3117 Herbaceous Plant Materials I (2 cr)
- OH 3208 Floral Crop Production II (2 cr)
- OH 3210 Interior Plantscaping
- OH 3217 Herbaceous Plant Materials II (2 cr)
- OH 3232 Introductory Floral Design
- OH 4145 Advanced Floral Design (2 cr)
- OH 4209 Greenhouse Management

Food Technology (30 cr.)
This certificate program consists of 20 credits in food science and 10 credits in the biological and physical sciences.
- FS 2212 Sanitation Management
- FS 3211 Food Chemistry (4 cr.)
- FS 3218 Food Microbiology
- FS 4112 Food Preservation
- Plus at least 17 credits from the following courses:
  - FS 2116 Physical Sciences & Food
  - FS 3120 Introduction to Nutrition
  - FS 3223 Dairy Products Processing
  - FS 4004 Industrial Fermentations
  - FS 4015 Waste Treatment & Control (2 cr.)
  - FS 4042 Sensory Evaluation of Foods (2 cr.)
  - FS 4149 Quality Assurance & Regulation
  - FS 4212 Refined Foods & Food Ingredients
  - FS 4228 Meat & Meat Products

Hazardous Materials Management (3 cr.)
- CH 2004 Fire Protection Chemistry
- CH 2005 Hazardous Materials Management
- CH 2006 Safety in the Laboratory

Management Information Systems (36 cr.)
- IT 1011 Information Technology Concepts
- IT 1012 Computer Applications
- IT 1031 Intermediate Computer Applications
- IT 3103 Information Systems
- IT 3104 Database Management Concepts
- IT 3117 Data Structures & File Organization
- IT 3203 Hardware & Software
- IT 4109 Network Concepts
- IT 4146 Systems Analysis & Design
- IT 4235 Network Design & Administration

Plus two of the following courses:
- BA 1005 Introduction to Business
- BA 3128 E-Commerce
- BA 2123 Principles of Accounting I
- BA 2017 Principles of Marketing
- BA 3027 Human Resource Management
- BA 3141 Small Business Management
- MP 1203 Elementary Functions
- MP 2114 Business Statistics I

Pre-MBA Program (34 cr.)
This program is for individuals who have a bachelor's degree in a non-business field. These courses provide the business education fundamentals that are necessary to enter an MBA program. Students interested in a particular college's graduate program should contact that school and verify the necessary requirements. Students completing this program are awarded a certificate for the 34 credits earned.
- BA 2008 Macroeconomics
- BA 2017 Principles of Marketing
- BA 2123 Principles of Accounting I
- BA 2210 Microeconomics
- BA 2224 Principles of Accounting II
- BA 3127 Finance
- BA 3129 Operations Management
- BA 3229 Organizational Behavior
- IT 1011 Information Technology Concepts
- IT 1012 Computer Applications
- MP 2114 Business Statistics I
- MP 1204 Calculus I (4 cr.)

Weekend College
The Weekend College is designed for busy adults who work full time, have evening responsibilities, travel frequently, or work at night. The Business Administration Associate Degree, and the Business Administration and Computer Business Information Systems Baccalaureate Degrees are offered through the Weekend College. 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. Students enrolled in this program have an opportunity to complete the entire Baccalaureate Degree in less than four years through the Weekend College. All terms are ten weeks in length, enabling 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 program provides the student the opportunity to obtain this certificate in less than a year. Incoming students must have a minimum GPA of 2.8 in an area that the College certifies. 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 Pennsylvania Department of Education.

**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 for Continuing Education**

**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. Call the Office of Continuing Education 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. 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.

**Academic Standing**

Continuing Education students are expected to maintain normal academic progress in their respective degree programs. Please refer to the Academic Progress section of the catalog under Academic Regulations for an explanation of the required progress standards.
**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 and ASPiRE students follow the same criteria for each term. The six credits must be taken in the same semester or term and may not be split between semesters or terms.

**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 are matriculated, have a cumulative GPA of 3.2 or higher, 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.

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

**American Council on Education – 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 must provide a copy of their SMART or AARTS transcript for evaluation. ACE credits are noted with a grade of “TR” which does not affect the GPA.

**College Level Examination Program – CLEP**
Proficiency in a subject may be validated by satisfactory completion of the College Level Examination Program test offered through Educational Testing Service. These tests are taken in the Office of Continuing Education. Credits earned through CLEP receive a grade of “CL” which does not affect the GPA.

**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 are not permitted 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 Chairperson of the course’s department 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 the student’s 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 the challenge must be completed within the semester in which it was approved.

**Independent Study**
Matriculated students who have completed 92 or more credits and are in good academic standing (2.0 GPA or higher) are permitted 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 may be completed by independent study. Students must make application to the Office of the Registrar no less than five business days prior to the first day of the semester. A course syllabus from the instructor of record must also be submitted to the Registrar before final approval is granted to begin the independent study. The fee for an independent study course is not included in regular tuition charges. Registration of the independent study course must be complete before the end of the add/drop period. The independent study course must be completed and graded within the semester in which it is registered.