

taken to comply with fire regulations. The Annual Campus Security Report is available at the Security Office.

For more information about the office's services, go to www.providence.edu > Student Life > Services for Students > Safety and Security.

Lost and Found

The Providence College Office of Safety and Security maintains a "Lost and Found." You can check for lost items or turn in something you have found at the office. The Information Desk in the Slavin Center also maintains a "Lost and Found." Additionally, items may be left in the School of Continuing Education office. For further information, please call 401.865.2391.

Policy on Drug-Free Campus

Providence College, in compliance with the Drug Free Schools and Communities Act Amendment of 1989, has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees of the College.

Providence College will impose appropriate sanctions for violation of standards. These sanctions include dismissal from the College, suspension for a fixed period of time, disciplinary probation, personal probation, referral for legal prosecution, community service, fines, referral for participating in a counseling and/or education program, and such other penalties as may be determined by the College discipline officers and/or Disciplinary Board.

ACADEMIC POLICIES & REGULATIONS

Course Registration

Registration

Registration procedures, along with the fee schedule, are outlined in the current School of Continuing Education bulletins for fall, winter/spring, and summer. Students must register for a course before the second class meeting. Any course may be cancelled at the absolute discretion of Providence College. This decision will be made by the dean prior to the first class meeting.

Auditing a Course

An auditor is one who registers and attends classes without obligation to fulfill course requirements or receive evaluation from the instructor. The tuition for audit is one-half the for-credit tuition charge. Some courses require full tuition for audit status; this is noted in the course description.

Course Withdrawal or Change of Status

The deadline for withdrawal from a class or change from credit/audit is noted in the course bulletin each semester. Such a status change must be made in person at the School of Continuing Education office or in writing.

IMPORTANT: Ceasing to attend class does not constitute an official withdrawal. Failure to properly withdraw by the deadline results in a recorded grade of NF (failure) on the permanent academic record.

Class Attendance

Regular class attendance is the responsibility of each student. Instructors are permitted to base a portion of the final grade on attendance. All work missed by absences from a class must be completed by the student. As defined by the course instructor, excessive absence could result in failure of the course.

School of Continuing Education Course Load Policy

Any student wishing to enroll in more than three courses in a given semester must maintain a 3.0 or better grade point average (GPA) and receive approval of the School of Continuing Education dean or advisor. Students whose previous semester's grade point average was below 2.0 or who have a cumulative grade

point average below 2.0 may enroll in a maximum of two courses in the following term.

Directed Study/Internship

A directed study is a project in which the student is free to pursue his or her own specialized interest in a particular field of study. An internship is a supervised work experience facilitated by a School of Continuing Education faculty member, which is designed to enhance a student's academic/career experience.

The directed study/internship application requires the signature of the sponsoring faculty member, a description of the directed study topic or project, and a syllabus or course of action. The completed application form should be submitted to the dean of the School of Continuing Education for approval.

Baccalaureate degree students may take a maximum of three directed studies and/or internships within their degree program. Associate degree students may take one directed study or internship within their degree program. Only students registered in a degree program may use the directed study/internship option.

School of Continuing Education Degree Students Taking Day Courses at Providence College

School of Continuing Education degree students who have completed at least five School of Continuing Education courses may choose to enroll in day school courses with the approval of the School of Continuing Education and the chair of the appropriate department. Such students will normally be limited to enrolling in no more than three day school courses during their degree program in the School of Continuing Education. SCE students will be charged the day course tuition rate.

School of Continuing Education Degree Students Taking Courses at Other Institutions

Once admitted, a student must ordinarily take all remaining degree requirements at Providence College. Degree candidates who, for appropriate reasons, wish to take a course at another institution and transfer it to Providence College must petition for prior

approval of the dean of the School of Continuing Education or advisor.

Pass/Fail Option

A student in the School of Continuing Education may take up to four courses on a pass/fail basis. The pass/fail option can only be used in a course that is a free elective. Students intending to use the pass/fail option must consult the current semester bulletin for the deadline date to select this option. Normally only one, three-credit course per academic year may be taken on a pass/fail basis. The change from standard to pass/fail will be final. Credits earned as a "pass" will not be averaged into the student's grade point average; credits failed in a pass/fail course will be averaged as an "F" with quality points 0.00.

Note: Internships may be completed on a pass/fail basis if the internship is not a requirement in the student's program.

Procedure for Appeal of Grade

When a student believes he/she has received an improper academic evaluation or has an academic grievance, he/she may appeal the grade in the following manner:

1. The student should discuss the evaluation with the faculty member.
2. If the student remains dissatisfied, he/she may submit a written appeal to the dean of the School of Continuing Education.
3. If after completing the above steps the student remains dissatisfied, the student may petition the Appeals Committee of the School of Continuing Education. The committee consists of several members of the Providence College faculty, a member of the SCE staff, and an SCE student.
4. An appeal for the fall semester must be initiated no later than the end of the following spring semester, while spring and summer school appeals would be reviewed before the end of the following fall semester, the "end" of the semester understood to be 30 days after the last regularly scheduled exam.

5. The decision to change a grade remains the prerogative of the faculty member. Should the recommendation of the Appeals Committee be favorable to the student and the faculty member refuses to make the change, a notation may be put, at the discretion of the student, on the student's transcript indicating the committee's action.

Academic Dismissal

Students who have earned two consecutive semesters with a term GPA below 1.80 or students who have a cumulative GPA of 1.80 after having earned 12 hours at SCE will be reviewed for academic continuance by the dean.

The right to appeal is restricted to two dismissals. Students incurring a second dismissal must attend another institution for at least one semester before applying for readmission. A third dismissal results in a permanent separation from the College. An academic dismissal becomes part of the student's official record and is reflected on the student's official transcript.

Procedure for Appeal Following Academic Dismissal

Students dismissed from the degree/certificate programs of the School of Continuing Education by reason of academic deficiency have the right to appeal the decision and to have a hearing before the Appeals Committee of the School of Continuing Education.

A denial of appeal following academic dismissal precludes the possibility of reinstatement to a degree/certificate program in the School of Continuing Education before one full semester has elapsed after the date of the denial of appeal. A student whose appeal has been granted is reinstated to the degree/certificate program and may be placed on academic probation and loses the right to further appeal. Probation remains in effect for at least one full semester, after which time the dean of the School of Continuing Education will review the student's status.

Policy on Incomplete Grades

Undergraduate and School of Continuing Education (SCE) students will have until the mid-semester date of the following semester* to complete requirements for any course in which a grade of "I" is given, unless a written agreement signed by the student, the faculty member, and the appropriate dean (dean of undergraduate studies for day school courses, dean of the School of Continuing Education for SCE courses) and filed in the appropriate dean's office by the end of the current exam period stipulates a different time frame. Until that time, the GPA will be calculated on the basis of the completed courses (although Dean's List placement and scholarship considerations may depend upon completion of all courses before that date). After the deadline, any remaining "I" grade will be recorded as an "NF," which will earn 0.00 quality points per credit hour in the GPA (the same as an "F"). After this time, an "NF" can be changed to another (standard) grade only at the request of the faculty member and with the approval of the Committee on Academic Status (or the SCE Grade Appeals Committee for SCE courses).

**The deadline for summer school incompletes will be mid-semester of the following fall semester.*

Academic honesty

All acts of academic dishonesty (plagiarism, collusion, cheating, etc.) are subject to an appropriate penalty. The grade of "F" may be assigned to a student guilty of such acts by the instructor of the course in which the infraction occurred. The instructor will inform the dean of the School of Continuing Education of this action. The dean may impose additional penalties based on the incident. Egregious offenses or second offenses against academic honesty render the student liable for dismissal from the College. Procedures for appeal are the same as those for appeal of grade.

Curriculum Changes and Continuous Enrollment

A degree candidate has the right to graduate under the requirements that existed at the time of his or her matriculation as long as continuous enrollment has been maintained. Continuous enrollment means that a student does not allow a 12-month period to pass without taking at least two courses during that period.

Interrupted Program of Study

If a student engaged in undergraduate study leaves the College for a significant period before completing the degree, courses will be counted toward the program of study only if the time period of interrupted study is less than 10 years. That is, the period between the last and present (or new) enrollment does not exceed 10 years.

In special circumstances, courses completed more than 10 years previously may, at the discretion of the appropriate dean, be counted toward a degree if, in the judgment of the dean, the College's curricular requirements and the content of those courses have not undergone significant change during the period of interrupted study. Courses completed 10 or more years previous to any current enrollment will not be counted in the student's grade point average unless the appropriate dean has made specific course exemptions from this policy.

Academic Amnesty

A student applying for readmission to Providence College after a leave of five or more years may present to the dean of the School of Continuing Education a petition for academic amnesty for academic work completed five or more years previous to the term of readmission.

Academic amnesty, if allowed, will remove from any calculation of the student's grade point average and from any calculation of courses or credits needed all work that was completed during the period for which academic amnesty has been granted. At the time of the application for readmission, the student must file an application for academic amnesty and must acknowledge in writing that, once academic amnesty has been granted, it will not be rescinded.

Academic amnesty will not be on a course-by-course basis and will apply to all terms and therefore all courses and credits completed at Providence College during the period for which amnesty is granted. Amnesty may not be granted on a selective term-by-term basis. The student must identify the term at which academic amnesty begins; the award of aca-

demical amnesty will then cover all course work undertaken from the beginning of the amnesty period to the time of application for readmission.

Course Numbering

Providence College renumbered many of its undergraduate courses with the 2004-2005 academic year. This catalog provides only the new course numbers in the listing of course descriptions, identification of prerequisites, and corequisites. Please consult the SCE office for information regarding former course numbers.

Undergraduate course numbers generally fit into the following scheme:

100-level: introductory or gateway courses to specific majors or programs of study; prerequisites may consist of other 100-level courses.

200-level: intermediate-level courses; may have prerequisites of 100- or 200-level courses; more advanced than 100-level offerings.

300-level: upper-division courses; may have prerequisites of 100-, 200-, or 300-level courses; more advanced than 100- or 200-level courses; may include internship, independent study, or tutorial courses.

400-level: advanced upper-division courses; may have prerequisites of 100-, 200-, 300-, or 400-level courses; more advanced than 100-, 200-, or 300-level courses; may include internship, independent study, or tutorial courses.

Internship, independent study, special topics, tutorial, and other non-standard courses have common course number ranges across the various academic disciplines.

Internships & Field Experience courses:	450-455*
Special Topics:	470-475
Seminars & Capstone courses:	480-489
Independent Studies:	490-491

Note: A small number of departments/programs have placed specific non-standard courses at the 200- or 300-level, utilizing comparable ranges at the identified level (e.g., an upper-level internship listed in the 350-359 range, while the advanced upper-level internship range is 450-459).

Course Archive/Reactivation Policy

The College maintains an archive of courses that have not been offered in recent years and are not expected to be offered in the near future. Academic departments/programs may choose to reactivate courses from the archive within 10 years from when last of-

fered upon review by the Executive Subcommittee of the Committee on Studies. See <http://www.providence.edu/Academics/Enrollment+Services/Registration+Scheduling/Archived+Courses.htm> for the current list of archived courses.

Waiver Policies

On occasion, it becomes necessary to modify degree requirements or other considerations involving College policies and regulations, based on individual needs. A student seeking a modification in academic requirements should submit a letter detailing the request of a waiver and the basis for the request to the dean of the School of Continuing Education. Final determination for a waiver rests with the Office of the Vice President for Academic Affairs upon the recommendation of the dean of the School of Continuing Education.

Grading System

Providence College uses the following scale to determine grades and corresponding grade point averages for courses offered by the School of Continuing Education:

GRADE/QUALITY POINTS CHART

A Superior	4.00 points per each credit hour completed	C Average	2.00 points per each credit hour completed
A-	3.67 points per each credit hour completed	C-	1.67 points per each credit hour completed
B+ Very Good	3.33 points per each credit hour completed	D+ Passing	1.33 points per each credit hour completed
B Good	3.00 points per each credit hour completed	D Low Passing	1.00 points per each credit hour completed
B-	2.67 points per each credit hour completed	D-	0.67 points per each credit hour completed
C+ Above Average	2.33 points per each credit hour completed	F Failure	0.00 points per each credit hour completed

P (Pass)	Passing in Pass/Fail Course; this grade is not computed in the GPA.
AU (Audit)	Student attends class in non-credit capacity; this grade is not computed in the GPA.
I (Incomplete)	Incomplete; becomes "NF" if not completed by mid-semester date of the following semester.
NA (Never Attended)	Instructor reported that enrolled student never attended course.
NF (Not Finished)	Course not finished within required time; this grade is computed as an "F"
NM (No Mark)	Instructor has not submitted grade; becomes "NF" if not resolved by mid-semester date of the following semester.
R (Repeated course)	Courses designated as "repeat" courses will calculate only the most recent passing or failing grade in the GPA. Earlier attempts will be clearly noted on the transcript as excluded from GPA calculations. Both the original and subsequent grades will be noted on the official academic record.
WD (Withdrawal)	Approved withdrawal from a course; this grade is not computed in the GPA.
E (Non-averaged course)	Course with "E" in front of letter grade; designates that course is not computed in the GPA or credit hours calculations.

Dean's List

A student in good academic standing who, at the end of a term (fall, winter/spring, or summer), has attained an average of 3.25 or higher and no grade less than "C," and has carried a minimum of nine credit hours, is placed on the Dean's List for that term. A student must be enrolled in a degree program.

Graduation

To be eligible for graduation, a student must complete all required courses in the curriculum as listed in this catalog, with a cumulative grade point average of 2.0 or higher. To graduate with a major, a student must have a cumulative grade point of average of 2.0 or higher in all major courses.

Graduation exercises are held annually in May. Candidates for graduation are required to notify the School of Continuing Education by November 15 of the year preceding their anticipated May graduation. Detailed information regarding the exercises will be distributed to all graduating students during the spring semester. Students who complete their programs of study at the end of the fall semester may receive their diplomas in December by notifying the School of Continuing Education no later than August 15.

To qualify for honors at graduation, a student must complete the last 57 credit hours toward the degree at Providence College. Students must earn a minimum of 15 credits within each year of attendance (Aug. 1 - July 31).

According to the excellence of one's work, a student may graduate with the distinction *cum laude*, *magna cum laude*, or *summa cum laude* as indicated below:

Students admitted prior to September 1, 2002:

Honors Designation	Cumulative Grade Point Average (GPA)
<i>cum laude</i>	3.250 - 3.549
<i>magna cum laude</i>	3.550 - 3.849
<i>summa cum laude</i>	3.850 - 4.000

Students admitted after September 1, 2002:

Honors Designation	Cumulative Grade Point Average (GPA)
<i>cum laude</i>	3.550 - 3.699
<i>magna cum laude</i>	3.700 - 3.849
<i>summa cum laude</i>	3.850 - 4.000

The cumulative grade point average is arrived at by dividing the total number of quality grade points earned by the total number of credit hours attempted.

Recognition is also given to students who achieve the highest grade point average in their respective concentrations.

Student Educational Records/Release of Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, also known as the Buckley Amendment, is a federal regulation governing the privacy of personally identifiable information in student educational records and granting certain rights to students with respect to those records. Educational records are any records maintained by the College or an agent of the College that are directly related to the student. A student has the following rights: to inspect and review his or her educational records; to request an amendment to a record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA; to provide written consent before the College discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent; and to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. In accordance with FERPA, the College provides annual notice to students regarding these rights.

The College's policy is to release educational information directly, and only, to students. There are a number of exceptions to this non-disclosure policy, including one for health or safety emergencies. The law permits the College to disclose otherwise private and confidential information from an education record to appropri-

ate parties in an emergency situation if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Appropriate parties may include parents, law enforcement authorities, emergency responders, and other members of the community.

The College is also permitted, with or without a student's consent, to inform parents when their student has violated any law or College policy regarding the use or possession of alcohol or a controlled substance if the student is not yet 21 years of age.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate education interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

A student has the right to block the release of directory information. Directory information is student data not generally considered harmful or an invasion of privacy if disclosed; the College, at its discretion, may release directory information. Currently, directory information is limited to name, address, telephone listing, e-mail address, date and place of birth, major field of student, class year, participation in officially recognized activities and sports, height/weight of members of athletic teams, enrollment status, dates of attendance, degrees and awards received, and previous education institutions attended. A student may, to the extent permitted by FERPA, block the release of directory information for an academic year by filing timely,

written notice with the Office of Enrollment Services/Academic Records.

Pursuant to Providence College's FERPA policy, confidential information from a student's records may be released to the parent(s)/guardians of the student, or any other designated individual, only with the written consent of the student. Unauthorized disclosure of student information is a violation of federal and state law. If the student wishes to authorize disclosure of information to parents/guardians or any other designated individual, a RELEASE OF INFORMATION AUTHORIZATION form must be filed with the Office of Enrollment Services/Academic Records, Harkins Hall 207, as soon as possible. It is strongly recommended that the form be returned within two weeks of matriculation. Once the appropriate written authorization by the student is received in this office, designated individuals may be informed of the student's status at Providence College including but not limited to grades, academic standing, and financial obligations. If at any time after submission of the form the student wishes to revoke consent or modify the list of individuals authorized to receive confidential information, a new authorization form must be completed and returned to the Office of Enrollment Services/Academic Records. Once the consent to release is completed and signed by the student, and submitted to the College, it remains in effect for as long as the student is enrolled at the College.

Students may obtain more detailed information about FERPA, including the procedures for exercising their rights, in the Office of Enrollment Services/Academic Records.

Distance-Learning Program

The School of Continuing Education offers a number of courses online using a computer platform called ANGEL (A New Global Environment for Learning). Though just as rigorous as traditional campus courses, online instruction offers a convenient option for students who prefer to satisfy a portion of their program requirements online. Because classes do not meet at regularly scheduled times, there is a heightened need for students to take the initiative

in logging on frequently in order to keep pace. Requirements for participation in distance-learning courses include the following:

1. Access to a personal computer running Windows Vista, XP or 2000 or a Macintosh computer running OS 10.X or higher;
2. An active e-mail account;
3. Current version of a standard Web browser such as Internet Explorer 6+ (Internet Explorer 7 is strongly recommended), or Firefox 2.x+;
4. Word processing and presentation software (Microsoft Word and PowerPoint are recommended for optimal performance).

Important Registration Information:

- You must provide an active telephone number AND e-mail address at the time of registration. If you do not give your active e-mail address, you CANNOT be enrolled in a distance-learning course.
- Wait 24-48 hours after you have registered for the course and submitted your e-mail address. Go to <http://angel.providence.edu> to open the ANGEL platform, click on "I forgot my password," and follow the instructions. Your username and password will be e-mailed to you shortly.
- All distance-learning courses begin on the first scheduled day of the semester. If you have not received your username and password before the semester begins, please contact technical support immediately at angel@providence.edu.

Important User Information:

- Once you have received your username and password by e-mail, go to <http://angel.providence.edu> to access your courses. When you log on, you will notice a link to the course for which you are registered. Please click on that link to begin.
- The ANGEL platform is quite user-friendly, but, should you encounter any difficulties in using ANGEL, please contact the SCE office at 401.865.2487.

Students taking a distance-learning course can expect one of two formats:

- a STANDARD format assumes complete on-line instruction;

- a HYBRID format assumes three to four on-campus meetings during the semester; for students unable to follow this format, arrangements may be possible, at the discretion of the faculty.

The ANGEL system is also used in the regular classroom for lectures, assignments, and correspondence between faculty and students in the same class.

ANGEL requires a log-on username and password separate from that of CyberFriar. Please refer to the Important Registration Information section for specific log-on instructions.

Special Academic Programs

Certificate of Religious Education (C.O.R.E.)

The Certificate of Religious Education—called the "C.O.R.E." program—is a professional development program for catechists and teachers in Catholic schools.

For schoolteachers, the program requires between four and seven courses. For catechists, the program requires three courses.

In addition to teachers and catechists, Catholic school principals, parish administrators, and facilitators of religious education can benefit from enrolling in C.O.R.E. courses, which are delivered online through the SCE's Distance-Learning Program. Students use the Internet to receive information, to hold conferences with other class members, to contact instructors, and to submit assignments.

The C.O.R.E. program is offered by the School of Continuing Education in association with both the Catholic School Office and the Office of Religious Education of the Diocese of Providence, Rhode Island. For further information about the program, go to www.providence.edu/core.

ROTC

Students wishing to be considered for commissioning in the United States Army may select military science courses through the School of Continuing Education. Students are advised to meet with a member of the

Providence College ROTC faculty, which can be arranged by calling 401.865.2471, early in their studies. The military science classes are also open to all students as free electives.

Study Abroad Programs

The Division of Undergraduate Studies offers a comprehensive study abroad program, which includes worldwide options. This program can be available to eligible School of Continuing Education degree students, who are invited to contact the Dean of International Studies at 401.865.2114.

ACADEMIC PROGRAMS

Programs of Study

Providence College's School of Continuing Education provides academic programs designed to meet the educational needs of adult students. The School of Continuing Education offers 8 bachelor's degree programs, four associate's degree programs, and six certificate programs.

Bachelor's degrees in:

Fire Science
History
Humanities
Liberal Studies
Ministry
Organizational Communication
Organizational Leadership
Social Science

Associate's degrees in:

Administrative Management
Fire Science
Liberal Studies
Ministry

Certificates in:

Accountancy
Administrative Management
Business Studies
Leadership Studies
Organizational Communication
Teacher Certification Program (TCP)

Courses of Study

The School of Continuing Education offers students a wide range of courses in the liberal arts and sciences as well as in business, education, the social sciences, and in specialized fields such as fire science and leadership studies. Please consult the current course bulletin for specific course offerings in any given academic term.

Course offerings include accountancy, anthropology, Arabic, art (studio), art history, biology, chemistry, Chinese, computer science, economics, education, English, finance, fire science, French, health service administration, history, humanities, interdisciplinary studies,