

ENROLLMENT SERVICES

Contact Information

Phone: 401.865.1033

Location: Harkins Hall 412

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. Education 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 education 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 appropriate 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 educational 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 educational 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.

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, Harkins Hall 207.

Report of Grades

Grades are issued twice each semester. Mid-semester grades are advisory in nature. Grades awarded at the end of the semester become part of the student's official record.

Grades, once submitted to the Office of Enrollment Services/Academic Records, will not be changed without the written approval of the Office of the Dean of Undergraduate Studies. Students are entitled to access their mid-semester and final grades provided all administrative, disciplinary, and/or financial obligations to the College have been fulfilled. Official final grade mailers are sent to student mailing addresses by

request only. Students have the option of requesting a grade mailer for a given semester or every semester. A "Final Grade Mailer Request" form must be completed in the Office of Enrollment Services/Academic Records. Official transcripts may be obtained directly from the Office of Enrollment Services/Academic Records or requested online via the CyberFriar online system.

Course Registration

Upon receipt of each semester's *Course Registration Booklet* publication, students should immediately contact their faculty advisors to arrange a meeting to discuss their academic programs and course schedule options. Through the College's Web-based registration system ("CyberFriar"), students must enter a Registration Alternate Personal Identification Number (alternate PIN) in order to register for courses or make any adjustments to their schedule for a given term. Students must obtain this alternate PIN from their faculty advisor. After meeting with their advisors, students should refer to the *Course Registration Booklet* or the Office of Enrollment Services' Web site (www.providence.edu/Academics/enrollment+services/) for registration procedures.

Online Adjustment Period

Beginning with the registration period for a new semester and until each course has been able to meet for at least 3 contact hours, students are able to add/drop courses without penalty and manage their own schedules via the CyberFriar online registration. Online registration activity will not be possible when course registration overrides are required (e.g., overenrollment, prerequisites, courses with instructor permission). Students should consult with their faculty advisors prior to creating and adjusting their course schedules.

Once each course has met for at least three contact hours, all online add/drop functionality for students will cease. In all cases, permission at varying levels will be required to add/drop courses.

Administrative Adjustment Period

During the second week of classes, students who wish to change their course schedules must complete a "Course Registration Adjustments" form. Forms are available in the Office of Enrollment Services/Academic Scheduling and Registration and in the Office of the Dean of Undergraduate Studies. Written authorization from both the instructor and department chair/program director are required to officially register for the course. Completed forms must be returned to the Office of Enrollment Services/Academic Scheduling and Registration.

Late Adjustment

Beginning the third week of the semester, any changes to student schedules must be done in consultation with the Office of the Dean of Undergraduate Studies. Changes will not be processed in the system until the student understands all of the potential ramifications of dropping a course; these may include a "WD" grade or no refund. Adding a course after it has met for 3 contact hours requires written authorization from the instructor and department chairperson/program director of the course. Once a course has met for 6 contact hours, all schedule changes will additionally require approval from the Office of the Dean of Undergraduate Studies. Students are subject to a \$100 late registration fee for each course. Such fee will be added to the tuition bill unless sufficient reason for late registration is provided.

Pass/Fail Option

All eligible students desiring to take a course on a pass/fail basis must notify the Office of the Dean of Undergraduate Studies no later than the final date for withdrawing from a course, as noted in the College's official Academic Calendar (see pages 4-5). There will be no retroactive change of a standard to a pass/fail course.

1. Only one course per semester (with a maximum of four courses in total) may be taken on a pass/fail basis (option for freshmen begins with the second

semester).

2. A student's cumulative grade point average for the previous semester must be at least 2.0.
3. Any course taken on a pass/fail basis must be selected from free or non-departmental electives.
4. Credits earned on a pass/fail basis will not be averaged in a student's grade point average.
5. Credits failed in a pass/fail course will be averaged as an "F" with quality grade points 0.00.

Courses excluded from pass/fail designation:

1. All courses designated as fulfilling Core Curriculum requirements.
2. All courses taken within a major or minor, either required or elective, that constitute the total credit hours required by the department (unless the course is only offered on a pass/fail basis).

A major or minor course taken as a free elective beyond the required credit hours for the program may be designated as pass/fail.

Audit Option

Students who attend class without the obligation of fulfilling class requirements and without credit are called auditors. Written approval of the Office of the Dean of Undergraduate Studies and permission of the instructor must be obtained by any students who wish to enroll as auditors. The status of auditor must be determined within the first two weeks of the semester in which the course is taken. Normally, there is no charge for auditing a class.

Enrichment Option

With the written recommendation of their academic advisors and with the approval of the dean of undergraduate studies, students may elect to take a maximum of one (1) course per semester beyond

the normal load. Students will not be charged for the extra course.

Three criteria must be met for students to be eligible for this enrichment option:

1. The enrichment option is ordinarily limited to juniors and seniors. Second-semester freshmen and sophomores will be considered at the discretion of the dean of undergraduate studies.
2. Enrichment courses may not be used toward fulfillment of any degree (Core, major, minor, free elective, course) requirements.
3. Students must not be short credits at the time the request for the enrichment option is made.

Registration for an enrichment course is ordinarily processed during the schedule adjustment period through the Office of the Dean of Undergraduate Studies.

Extra Course Fees

Appropriate course fees will be charged for any additional courses taken beyond the normal course load. Exceptions to the extra course fee are as follows:

1. A course to satisfy the English Proficiency requirement;
2. Military science courses for non-contracted underclassmen (freshmen and sophomores);
3. Military science courses for all contracted students;
4. Approved enrichment courses.

Appropriate course fees will be based on current credit hour charges (cf. special fees in Financial Information section).

Cross-Enrollment

Juniors and seniors may, with sufficient academic justification and the expressed written consent of the Office of the Dean of Undergraduate Studies, elect to take a maximum of one course per semester at

another accredited institution of higher education. This option may be exercised only under the following conditions:

1. The total credit hours accumulated per semester normally shall not exceed fifteen (15).
2. The course must be justified academically as a reasonable extension of the student's academic program. Students must obtain written permission from their academic department chair or program director and then must seek final approval from the Office of the Dean of Undergraduate Studies prior to enrollment.
3. The course may not be one offered by Providence College in any of its several divisions (undergraduate, graduate, or School of Continuing Education).
4. The full tuition must be paid to Providence College, and any cost incurred beyond the current cost per credit charge of Providence College must be borne by the student. No refund will be granted should the cost per credit be less than that charged by Providence College.
5. Students must be in good academic standing and, in the judgment of the Office of the Dean of Undergraduate Studies, suitably prepared to benefit academically from this experience.
6. Students are not permitted to enroll in non-credit courses for cross-enrollment.
7. Courses completed through cross-enrollment registration are subject to the College's transfer credit policies (see page 15).

Repeating a Course

A student may repeat any course taken at Providence College. Various courses are defined as repeatable for credit such as performance-based courses or special topic courses where the content changes each semes-

ter. In all other cases, consultation with the class dean is required prior to registration to repeat a course with an earned grade from a previous semester. In these cases, only the most recent grade will be used to calculate the overall GPA. Students considering repeating a course should be aware that the most recent grade will be recorded whether or not it is higher than the earlier attempt. A repeated course is noted on the transcript with an “I” (included in GPA) or an “E” (excluded from GPA) to designate the relationship of the course to the student’s academic record.

Course Withdrawals

Students may withdraw from courses beginning in the third week of the semester until one week before the last day of classes with the approval of the Office of the Dean of Undergraduate Studies in consultation with the respective instructor. The dean will not allow a student to withdraw to circumvent a stated course policy which imposes a course grade of ‘F’ for academic dishonesty or other serious violations of course conduct. Appeals for withdrawals after this deadline will be adjudicated by the Committee on Academic Status.

Approved course withdrawals will appear on the student’s official record with a grade of “WD.” Course withdrawal forms to be completed by the student and the appropriate faculty member may be obtained through the Office of the Dean of Undergraduate Studies.

Students who choose to withdraw from courses may find it necessary to enroll in summer school or additional courses to make up academic credits. Students should consult with the Office of the Dean of Undergraduate Studies prior to enrolling in such course work. The option of course withdrawal is not available for Dean’s and Presidential scholars (merit-based scholarships) because of scholarship requirements.

ACADEMIC POLICIES

Undergraduate Degree Requirements

The undergraduate degree requirements for all students include a Core Curriculum and the opportunity to concentrate in one or more major fields of study, as well as one or more minor or certificate programs. The core requirements are designed to help prepare students to be as well-rounded and broadly educated citizens of the 21st century.

Major and minor programs afford students the opportunity to pursue areas of particular interest in greater depth. Normally, for a major, a student must pursue a structured sequence of 10 or more courses within a particular discipline or group of disciplines. For a minor, a student normally completes a sequence of six or seven courses within a single department or program. Requirements for each of the College’s major, minor, and certificate programs are detailed in this catalog.

Core Curriculum Requirements

- | | |
|---|--------------------|
| a. Development of Western Civilization (DWC) | 20 credits |
| b. Social Science | 6 credits |
| c. Natural Science | 6 credits |
| d. Philosophy (3 credits must be in ethics) | 6 credits |
| e. Theology | 6 credits |
| <i>(one course from THL Group I and one course from THL Group II)</i> | |
| f. Mathematics | 3 credits |
| g. Fine Arts | 3 credits |
| h. English Proficiency | <i>(see below)</i> |
| i. Non-Departmental Electives: | 9 credits |

Courses approved for fulfillment of specific Core Curriculum requirements are noted as part of their respective course descriptions in this catalog. For a complete list of courses that may fulfill the College’s Core Curriculum requirements, please refer to each semester’s *Course Registration Booklet*.

Natural Science Core Requirement:

Please note that students may fulfill the natural science requirement in one of two ways:

1. by completing a two-semester sequence (as approved), or
2. by completing two individual courses, one course from Group I and one from Group II (as approved).

Exception:

Elementary education majors are NOT allowed to take a two-semester sequence. They MUST complete two individual courses. Prior to registration, students should consult with their education advisor to make certain they have selected two courses that fulfill the certification requirements.

English Proficiency:

All undergraduates must demonstrate proficiency in writing by the end of the sophomore year, as part of the College's Core Curriculum requirements.

Proficiency can be demonstrated in the following ways:

1. Advanced Placement Exam in English: Students who enter Providence College with an AP English score of four (4) or better are granted proficiency.
2. Transfer students who have successfully completed a college-level expository writing course* will be granted proficiency when the course credits are accepted by Providence College.

**Articulated as the equivalent of ENG 101, 175, 201, or 207.*

3. All students who score 540 or below on their verbal SAT scores are designated to take ENG 101 Freshman Writing Seminar by the end of the sophomore year. Successful completion of this course will demonstrate proficiency.
4. Students who have scored above 540 on the verbal SAT and who wish to take an English course during their first semester may earn proficiency by taking one of these three courses:
ENG 175 Introduction to Literature

ENG 201 Readings in Literature
ENG 207 Readings in Dramatic Literature
(generally reserved for students interested in exploring English as a major)

The course instructor makes final determination of English Proficiency in ENG 175, ENG 201, and ENG 207.

5. Students who have scored above 540 on the verbal SAT and who do NOT register for one of these courses during their first semester must take the EPE (English Proficiency Exam). Students may attempt the exam twice during the semester. Students whose EPE essays are successful will be granted proficiency. Those who are not successful after two attempts will be required to take ENG 101 in a subsequent semester. Those students who do not take the EPE are expected to take ENG 101 by the end of the sophomore year.

Selection or Change of Major/Minor

1. Exploration of Majors

Providence College encourages students to explore various majors before making a commitment to a particular major. Trained advisors are assigned to such undeclared students to help them in selecting an appropriate major. Freshmen may enter Providence College as undeclared, and any freshmen or sophomores may become undeclared if they have doubts about the major that they have selected. Students are not permitted to remain undeclared beyond the sophomore year. It is recommended that students declare their majors by early March of the sophomore year in order to facilitate academic advisement and course registration procedures for the following fall semester.

2. Selection of Major

Students are responsible for the preparation of a satisfactory program of study developed in conformity with the requirements contained in this catalog. The program should be planned in consultation with the department concerned. Faculty advisors act only in an advisory

capacity, helping students to conform to the academic requirements set forth in the official catalog. Moreover, students are responsible for understanding and meeting the graduation requirements of their academic programs. Any modification of the application of any major department or program rule or regulation can be made only by securing written approval of the academic department chairperson or program director, along with final authorization from the Office of the Dean of Undergraduate Studies. All students must officially declare a major prior to the beginning of the junior year.

3. Selection of Minor/Certificate Program

Students whose academic interests extend beyond their major discipline may enroll in an approved minor or certificate program. Such a program, which normally consists of six (6) or seven (7) courses of at least three (3) credits per course outside of a student's major, includes specific requirements as determined by individual academic departments or programs. Students desiring to explore minor or certificate program options should confer with the appropriate department offering the specific minor program. Students must obtain the "Academic Program Adjustment Form" from the Office of Enrollment Services/Academic Records. This form must be completed and returned to the Office of Enrollment Services/Academic Records for processing. Formal declaration of the minor or certificate program should be in place no later than the end of the fall semester of the senior year, unless otherwise stipulated.

4. Change of Major

Students desiring to change from one major to another must obtain an "Academic Program Adjustment Form" from the Office of Enrollment Services/Academic Records. Students are expected to consult with their new academic department chairperson or program director to review all previously completed course work and to determine their plan for completing all remaining degree requirements. The "Academic Program Adjustment Form" must be completed and returned by the student to the Office of Enrollment Services/Academic Records.

Special Curricular Programs

Students whose academic, intellectual, or vocational needs cannot be met within the normal departmental structure are encouraged to formulate curricular programs that meet their unique needs. Possible options available are:

1. *The Double Major*

This program requires students to complete all the requirements of two academic departments. The "Academic Program Adjustment Form" may be obtained at the Office of Enrollment Services/Academic Records and, when completed and signed by the appropriate department chairpersons, returned to the Office of Enrollment Services/Academic Records. In cases in which one major would confer the bachelor of science degree and the other would confer the bachelor of arts degree, the student will earn one diploma noting both degrees. The student's transcript will be annotated to show that the student completed a double major, e.g., physics/philosophy.

2. *Individualized Studies Major*

Students in good academic standing who wish to pursue a course of study not defined in any of the established majors in the College have the option to develop an individualized studies major which is usually interdisciplinary in nature. In order to develop an individualized studies major to be considered for approval by the College faculty, students must proceed as follows:

- a. Student will meet with the dean of his/her class year to discuss the proposed individualized studies major and review the required forms to be submitted for the review of the proposal for the major.
- b. Student will identify at least two full-time members of the Ordinary Faculty who will constitute a committee to sponsor the proposed course of study, approve the selection of courses that meet the breadth and depth expectations of all individualized studies majors, and monitor the completion of the course of study.

- c. Student and faculty members will meet together as a committee to complete the proposal. Supporting documentation must include the student's typed proposal outlining overview and rationale for the program, proposed course of study, fulfillment of College requirements, and estimated completion calendar. In addition, recommendations by all faculty sponsors involved in the program must be submitted, along with forms acknowledging the proposal's review by appropriate academic department chairs.
- d. Student will meet with the academic department chairs of those departments in which the program's faculty sponsors hold appointment. Department chairs will have the opportunity to review and comment on the proposed program and will be asked to identify any issues (e.g., course availability) that may prevent the student from completing the program in a timely manner.
- e. Student will arrange an appointment to meet again with the dean of his/her class year. Student will submit his/her completed individualized studies major proposal to the dean for review.
- f. If the dean agrees that the proposal satisfies the minimum requirements for all individualized studies majors (e.g., fulfillment of all Core Curriculum and general education requirements, minimum of 10 courses from two or more disciplines, identification of courses to be used in determining major GPA, at least two-thirds upper-division courses for major, a course of study not possible within existent programs, faculty sponsorship), s/he will forward the proposal to the Committee on Studies for review.

Normally, the student will submit a proposal for an individualized studies major no later than the beginning of the spring semester of the sophomore year. For more information, please consult with the Office of the Dean of Undergraduate Studies.

Specialized Assistance

Students who declare double majors or individualized programs should seek advice from all involved departments or programs.

General Degree Requirements

All students must meet the following criteria to be eligible for the bachelor's degree:

1. A minimum of 116 earned credit hours.* At least 36 courses with a minimum value of three credits each must be completed.
2. A minimum 2.00 (4.0 scale) cumulative quality point average (i.e., overall grade point average, "GPA") in the major or minor if applicable.*

**Some majors/programs may have higher credit-hour and/or GPA requirements.*

3. A minimum of 24 upper-division credits in the major, with a minimum 2.00 GPA in all required courses within the major.
4. Normally, unless otherwise stipulated, or with permission of the department chair or program director, students may not begin their senior year in any major in which they have not achieved a 2.0 cumulative average in their major subject(s).
5. Students are responsible for meeting the graduation requirements of their major curriculum. Modification of any departmental rule can be made only with written approval of the chair of the department or program director in consultation with the Office of the Dean of Undergraduate Studies.
6. At least half of the credits required for the major, minor, or certificate program must be successfully completed at Providence College or through an officially affiliated program. Some academic programs may require more than half of their requirements to be completed at Providence College.

Please see the specific academic program sections of this catalog or contact the department/program for more information.

7. Undergraduate students must spend at least eight semesters in full-time attendance, unless the period is reduced by advanced standing credit from another institution as reviewed and approved by the dean of undergraduate studies. The College reserves the right to allow graduation at the completion of seven semesters following the successful petition by students to the Committee on Academic Status with the subsequent approval of the vice president for academic administration.

In order to be considered students in full-time attendance, students must attempt a minimum of 12 credit hours per semester. All students must spend their junior and senior years in full-time attendance at the College in order to graduate. Under the title of “Special Student,” individuals are permitted to register in a non-matriculated status.

Credit-Hour Requirements

All students are normally required to enroll in four courses that are three credits or more per semester in their freshman and sophomore years and five courses that are three credits or more per semester in their junior and senior years.

The value of each course is stated in terms of credit hours. A credit hour requires the equivalent of one classroom period of 50 minutes or a laboratory period of from one to four hours per week throughout the term.

Each curriculum at Providence College requires that students earn a specific number of credit hours. Students seeking to undertake course credit in excess of the normal number must have the approval of the dean of undergraduate studies. Approval is normally granted only for the purpose of academic enrichment or to rectify deficiencies in credit hours earned, not

for the purpose of accelerated advancement of graduation class year status.

Credit-Hour Deficiencies

Enrolling in one or more of the following may make up a deficiency in credit hours that the student has incurred:

1. An extra course in the undergraduate day school.
2. An approved extra course in the Providence College School of Continuing Education (SCE) or in an approved program.
3. An approved course in a summer school program.
4. An approved course in a winter intersession program.

Authorization for Requirements Substitutions

Courses taken outside of Providence College may only be used to satisfy major or minor program requirements with written permission of the appropriate department chairperson or program director. Similarly, only courses within Providence College may be used to satisfy Core Curriculum or other general degree requirements, including the normal requirement of eight semesters of full-time attendance. Any exceptions to this policy require the permission of the Office of the Dean of Undergraduate Studies.

It should be further noted that only grades of “C” or better are acceptable from summer school or intersession programs not taught at Providence College. Grades from these approved courses will be entered onto the Providence College transcript with a “T” and will not affect the Providence College GPA. Students are financially responsible for all charges incurred through enrollment in summer school or intersession courses.

Changes in Curricular Requirements

The College reserves the right to change the course and credit-hour requirements of any or all academic programs, when such modifications are deemed necessary. All students must comply with the new requirements insofar as such modifications pertain to courses and/or credit hours yet to be completed. Such changes, however, will be made only for the purpose of more fully achieving the objectives of the curriculum.

Course Attendance/Rosters

The Office of the Dean of Undergraduate Studies asks all instructors to verify the accuracy of their course rosters after the first week of classes. Students reported by instructors as “never attended” will be dropped from such courses. Each student’s schedule is accessible through CyberFriar; students are responsible for making all schedule changes through appropriate and official procedures.

Class Attendance Regulations

Since the College recognizes the importance of class attendance, it reserves to the instructor the right to refer to the Office of the Dean of Undergraduate Studies for appropriate action any student who, because of excessive absence, causes his or her own or the work of the class to suffer. Class attendance is normally mandatory for all students. At the beginning of classes each semester, each instructor will normally announce his/her parameters for excused absences. Individual class attendance policies are often included on the instructor’s class syllabus.

Class Absence Notification Policy

The Office of the Dean of Undergraduate Studies will provide instructors with notification of anticipated class absences upon student request if one of the following conditions exists:

1. Documented medical condition or illness where an extended absence is anticipated.
2. Illness or death of immediate family member

(parent, grandparent, sibling, child).

3. Student representing Providence College in an official capacity as recognized by the dean of undergraduate studies. Documentation from the appropriate department (athletics, academic department, etc.) may be requested.

If an instructor’s stated attendance policy requires confirmation of a medical excuse for an absence, the instructor will ask the student to obtain such confirmation from the attending health provider (the Student Health Center or other). Privacy regulations require that such confirmation be requested by the student him or herself.

Please note: Instructors and students should be aware that class absence notifications are strictly informational and advisory. Students should plan to meet with their individual instructors to discuss the effect of their class absences on their academic course responsibilities.

Grading

The combined results of examinations, assignments, classroom participation, and general evidence of regular and consistent application determine a student’s standing in each subject. In grading, it is the responsibility of each member of the teaching faculty to give due weight not only to the degree of mastery of the subject matter manifested by the student in examination, but likewise to the degree of originality, correctness in expression, and conformity with approved forms for written assignments. The quality of work is indicated by the grading system.

Quality Grade Points

Quality grade points determine the student’s grade point average (GPA). They are a measure of the quality of course work completed, while credit hours are a measure of each course’s weighted value. For example, a student earns the following grades: 3-credit “A”, 3-credit “B”, 3-credit “C”, and 5-credit “B”. The quality

Grade/Quality Points Chart

	Standard	Honors Courses
A Superior	4.00 points per each credit hour completed	4.00 points per each credit hour completed
A-	3.67 points per each credit hour completed	3.84 points per each credit hour completed
B+ Very Good	3.33 points per each credit hour completed	3.50 points per each credit hour completed
B Good	3.00 points per each credit hour completed	3.17 points per each credit hour completed
B-	2.67 points per each credit hour completed	2.84 points per each credit hour completed
C+ Above Average	2.33 points per each credit hour completed	2.50 points per each credit hour completed
C Average	2.00 points per each credit hour completed	2.17 points per each credit hour completed
C-	1.67 points per each credit hour completed	1.84 points per each credit hour completed
D+ Passing	1.33 points per each credit hour completed	1.50 points per each credit hour completed
D Low Passing	1.00 points per each credit hour completed	1.17 points per each credit hour completed
D-	0.67 points per each credit hour completed	0.84 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.	
LB (Lab Course)	Non-credit lab courses receive an auto-grade of "LB."	
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 grade is excluded from the GPA or credit hours calculations.	

points are computed as 3-credit “A” (12 quality points), 3-credit “B” (9), 3-credit “C” (6), and 5-credit “B” (15). The quality point average is 42 (total quality points) divided by 14 (total averaged credit hours), which equals 3.00. (Note: the “cumulative” quality point average or “cumulative” grade point average includes all courses in the student’s academic record.) See chart on previous page for specific details regarding the number of quality points assigned for specific grades.

Dean’s List

Full-time students (12 credits minimum) who at the end of the semester have attained an average of 3.55 or better and no grade lower than “C,” and with no incomplete grades (“I” or “NM”), are placed on the Dean’s List for that semester.

Major GPA

All students are expected to earn a minimum 2.00 GPA in their major. Major program GPAs are calculated in the following manner:

1. includes all courses required specifically for the major, including those offered outside the “home” department or program;
2. includes all courses attempted for the major regardless of grade earned (excluding those subject to course “repeat” policies); and
3. includes only those courses used/attempted in fulfillment of major requirements as specified in the College catalog; in the case of major electives, includes courses used based on chronological order of semester/term taken, but allows individual departments/programs to substitute courses completed later for major elective requirements.

Policy on Incomplete Grades

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, an Incomplete Grade Contract,

signed by the student, the faculty member, and the dean of undergraduate studies and filed in the dean’s office by the end of the current exam period stipulates a different timeframe. 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.

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

Transfer Credit

Please refer to the Admission section for specific information and policies related to transfer credits.

Examinations

Students have a right and an obligation to make up a missed examination if the examination was announced at least one week before its administration. (The term “examination” here means an examination scheduled for the full class period.) For students to avail themselves of the right indicated above, they must present, prior to the examination or within three days after its administration, a serious and verifiable reason why the examination was not taken at the scheduled time.

In the case of announced quizzes of less than a full-class period, students have a right and an obligation to consult with the instructor concerning a possible make-up quiz either prior to the quiz or within three days after its administration. Whether or not a make-up quiz is to be given will be determined by the instructor, with students retaining the right to appeal the instructor’s decision to the departmental chairperson of the particular discipline involved.

Scheduled final examinations in all subjects are held at the close of each semester. Make-ups of missed final examinations must be completed by the mid-semester date of the following semester, unless this deadline is sooner in accordance with an “Incomplete Grade Contract” filed in the Office of the Dean of Undergraduate Studies.

The College’s policy on the scheduling of final examinations is highlighted in the *Faculty Handbook*: “It is understood that all faculty members have certain standard and continuing obligations: . . . to conduct semester examinations at the time and in the place designated. No change may be made with respect to the hour or locations of these examinations without clearance from the associate dean of enrollment services and the permission of the dean of undergraduate studies, except in the case of individual students who may be given permission by the course instructor to take the semester examination at another time because of illness or other sufficiently serious reason.”

Instructors may not request, and the dean of undergraduate studies will not allow, examinations or classes to be rescheduled during the semester’s designated reading period.

Final Exam Conflict Policy

Students who have three or more final examinations scheduled on the same day are considered to have an exam schedule conflict and may opt to have one of the exams rescheduled to another day during the exam period. Changes should be considered in the following order of priority:

- courses fulfilling free electives;
- courses fulfilling core/minor requirements; and
- courses fulfilling major requirements.

After discussion with their professors, students must submit a written request to the Office of the Dean of Undergraduate Studies no later than two weeks before the last day of classes for the semester. A make-up of a

final exam must be taken during the “Conflict Exam Period” on the last day of the semester unless both student and instructor agree on an alternate date and time.

Academic Grievances

The following is the procedure that students must follow if they wish to appeal final course grades or have an academic grievance.

Student Rights

The right to learn, which includes the right of access to ideas, facts, and opinions, the right to express and discuss those and other ideas, facts, and opinions with others in a forum and manner appropriate for a Catholic institution.

Student Process

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

1. The student shall discuss the evaluation with the faculty member.
2. If the student remains dissatisfied, he/she may continue his/her appeal to the department chairperson.
3. If the student feels that his/her problem has not been resolved, he/she may continue his/her appeal to the Office of the Dean of Undergraduate Studies.
4. If the student, after completing the above steps, remains dissatisfied, he/she may have recourse to the Academic Appeals Committee. This committee shall be a standing committee of the College consisting of two faculty members selected by the president of the Faculty Senate, two student members appointed by the Student Congress, and two members appointed by the president of the College. The chairperson will be elected by the committee.

Academic Appeals Committee Review

The Academic Appeals Committee's purpose shall be to hear all appeals concerning academic evaluations and other academic grievances. Appeal to this committee shall be made in the following manner:

- a. A formal written appeal, together with all correspondence and other related material, shall be filed within 60 days after the close of the semester with the chairperson of the Academic Appeals Committee. Any appeal filed later than the 60-day period may be dismissed.
- b. The committee shall hear testimony and render a decision in writing no later than 30 days after the hearing.
- c. The committee, at its discretion, may seek the aid of qualified personnel, either from within or outside the Providence College academic community.
- d. The decision to change a grade remains the prerogative of the faculty member.

Should the recommendation of the committee, however, be favorable to the student and the faculty member refuses to make the change, a notation shall be put on the student's transcript indicating the committee's action.

On academic matters other than evaluation, any student or group of students has the right to contact the committee directly and to present his/her/their grievances before it. The instructor or instructors in question will be invited to respond to such grievances as are placed before the committee. The committee's recommendation will be forwarded with appropriate information to the president of the College for action. Final adjudication, in each case, will be submitted to the dean of undergraduate studies.

Academic Standards

Academic standards are determined at the end of each

semester within the academic year. All enrolled students are subject to the following regulations:

- I: Minimum Earned Credits for Normal Progress Toward Degree Completion;**
- II: Minimum GPA for Good Standing;**
- III: Probation; and**
- IV: Dismissal.**

Good Standing

Students in good academic standing have achieved the minimum cumulative grade point average required for class standing. Students who fall below the minimum earned hours for normal progress toward degree completion are notified of credit deficiencies by the Office of the Dean of Undergraduate Studies.

Academic Probation

Academic probation is a warning of severe academic danger. Students placed on probation are prohibited from enrolling in extra courses and from participating in extracurricular activities without the explicit permission of the dean of undergraduate studies. Probation remains in effect until the appropriate cumulative grade point average has been attained by successful completion of courses taken through Providence College (either in day, evening, summer, or winter-session courses). Placement on academic probation becomes part of the student's official record and is reflected on the student's official transcript.

Academic Dismissal

Students are dismissed from the College for academic deficiency under one or more of the following circumstances:

1. The student's cumulative grade point average is below the relevant standard on the Academic Standards Chart.
2. Within two consecutive semesters, the student has earned the grade of "F" and/or "NF" in three courses; however, first-semester freshmen and first-semester transfer students are exempted from this restriction.

ACADEMIC STANDARDS

		CUMULATIVE GPA		
	I: credits	II: good standing	III: probation	IV: dismissal
<i>Freshman Year</i>				
End of 1st semester	14	1.600	below 1.600	no dismissal
End of 2nd semester	28	1.800	1.580 - 1.799	less than 1.580
<i>Sophomore Year</i>				
End of 3rd semester	42	1.900	1.700 - 1.899	less than 1.700
End of 4th semester	56	1.990	1.800 - 1.989	less than 1.800
<i>Junior Year</i>				
End of 5th semester	71	2.000	1.900 - 1.999	less than 1.900
End of 6th semester	86	2.000	1.900 - 1.999	less than 1.900
<i>Senior Year</i>				
End of 7th semester	101	2.000	1.900 - 1.999	less than 1.900
End of 8th semester	116	2.000*	1.900 - 1.999	less than 1.900

*required to graduate

Student who receive financial aid must comply with federal standards. The above may not reflect those standards.

3. The student has been placed on academic probation for two successive semesters.

An academic dismissal becomes part of the student's official record and is reflected on the student's official transcript.

Procedures Following Academic Dismissal

Appeals of Dismissals

A student dismissed from the College by reason of academic deficiency has the right to a hearing before the Committee on Academic Status to appeal his or her dismissal if the student believes the dismissal is improper. A request for an appeal, which should include the specific reasons why the dismissal is unwarranted, must be made in writing to the Office of the Dean of Undergraduate Studies within the timeframe noted in the letter of dismissal. Failure to appeal within the timeframe stated will, under all but the

most extraordinary circumstances, disallow such appeal. If a student appeals the dismissal decision, and the committee grants the appeal, the student will be permitted to return immediately to the College as a full-time, enrolled student; however, certain conditions may be imposed. If a student appeals the dismissal decision and the committee does not grant the appeal, the dismissal decision is final. In this case, the committee will consider the student's petition for reinstatement.

Petition for Reinstatement

A student dismissed from the College by reason of academic deficiency has the right to file a petition for reinstatement. A petition for reinstatement, which should include the specific reasons why the petition has merit, must be filed in writing to the Office of the Dean of Undergraduate Studies within the timeframe noted in the letter of dismissal; otherwise, the

petition will not be heard absent extraordinary circumstances. On a petition for reinstatement, the Committee on Academic Status may, at its discretion, allow a student who has been dismissed to be reinstated in the day school immediately, either in good standing or on probation, as appropriate. Alternatively, the committee may choose to reconsider the petition for reinstatement if and when the student provides evidence of specified academic achievement through course work either in the School of Continuing Education (“SCE”) or at another institution. It may allow a student to be reinstated on academic probation as long as the student is making reasonable progress toward his/her degree. “Reasonable progress” is defined as maintaining a 2.25 GPA/12 credits each semester as monitored by the Office of the Dean of Undergraduate Studies until the student has achieved good academic standing.

If the Committee on Academic Status requires course work at another institution, or at Providence College’s SCE, these courses may be considered for replacement of failed or withdrawn courses, but they may not count toward one of the semesters required for graduation.

The right to petition for reinstatement is limited to two academic dismissals. Students incurring a second dismissal must attend another institution, or Providence College’s SCE, for at least one semester before petitioning for reinstatement. A petition for reinstatement may not follow a third dismissal.

Academic Honesty

Students are expected to abide by the principles of academic integrity and to take full advantage of the College’s academic programs and activities in an honest manner. Specifically, students may not plagiarize, cheat, or collude. Plagiarism is defined as the act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgement, and presenting them as one’s own. Cheating is the use of improper means or subterfuge to gain credit or advantage. Forms of cheating include

the use, attempted use, or improper possession of unauthorized aids in any examination or other academic exercise submitted for evaluation; the fabrication or falsification of data; and misrepresentation of academic or extracurricular credentials. It is also cheating to submit the same work for credit in more than one course, except as authorized in advance by the course instructor. Collusion is assisting or attempting to assist another student in an act of academic dishonesty.

Acts of academic dishonesty are subject to an appropriate penalty. The grade of “F” may be assigned to students found guilty of such acts. The professor of the course in which the infraction occurred will inform the Office of the Dean of Undergraduate Studies of the offense and the action taken. Serious cases or second offenses will be referred to the dean of judicial affairs for adjudication.

Students who earn a failing grade as a result of academic dishonesty may file an appeal with the Academic Appeals Committee (which is charged with the review of any petitions of final grades). Egregious offenses or second offenses against academic honesty renders students liable to dismissal from the College.

Please refer to the *Student Handbook* and/or contact the Office of the Dean of Undergraduate Studies for more information.

Leave of Absence

In clearly established cases of health, finance, or other good cause necessitating a postponement of the normal academic program, a leave of absence may be granted or required through the dean of undergraduate studies for a period of from one to a maximum of four semesters.

All students returning from a leave of absence must contact the dean of undergraduate studies by December 1 for reactivation for the spring semester and August 1 for reactivation for the fall semester.

All students returning from a medical leave of absence must submit a signed statement from a health care official certifying that the student is able to resume full-time attendance. This statement will be reviewed by the appropriate College official before readmission is granted.

Normally, students on a leave of absence are not expected to be involved in course work that advances their academic status when they return to Providence College. Permission may be granted in individual cases by the dean of undergraduate studies for enrollment in specific courses.

Voluntary Withdrawal from College

Students who wish to voluntarily withdraw from the College are required to make proper notification in person or in writing to the dean of undergraduate studies. Students who voluntarily withdraw can do so only under the following conditions:

1. A previous discussion of withdrawal must occur with the Office of the Dean of Undergraduate Studies, normally with the dean of undergraduate studies; and
2. The academic record must indicate the student is not eligible for academic, disciplinary, or financial dismissal.

Procedures for readmission may be obtained from the Office of Admission.

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. The transcript will indicate separate sets of courses, those completed 10 or more years previous to a new or continued enrollment and those rostered after the student's return to the College.

Academic Amnesty

A student applying for readmission to Providence College after a leave of five or more years may present to the dean of undergraduate studies 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 academic amnesty will then cover all course work undertaken from the beginning of the amnesty period to the time of application for readmission.

Academic Internships

Academic-Year Internships

Juniors and seniors in good academic standing are eligible to participate in academic internships, which typically take place over the course of one semester and offer three credit hours. Students may earn no more than six internship credits toward their degrees. An internship is a structured, supervised work situation that enables a student to gain practical experience and exposure to a particular career/professional field. Internships take place in a variety of business, government, and non-profit settings.

Interested students are encouraged to consult with the academic department related to their internship interest and the College internship coordinator in the Office of Career Services.

All students participating in academic internships have both a faculty supervisor and a site supervisor. The academic department/program will assign or assist students in the selection of a faculty supervisor. The faculty supervisor oversees the academic components of the internship while the site supervisor oversees student performance at the internship site.

The specific guidelines for academic internships vary by academic department/program. These guidelines offer details about course registration, prerequisites, faculty supervision, grading, time commitment, requirements, and deadlines. Academic internships typically require a time commitment of 8-12 hours per week at the internship site and may or may not include a weekly seminar. Academic requirements are at the discretion of the academic department/program and/or faculty supervisor.

All students participating in academic internships are required to complete and submit the Learning Agreement for Internships and Field Experiences. The completed form specifies the internship description and learning objectives, and also outlines the responsibilities and requirements of all participating parties.

The Learning Agreement is to be completed by the student in direct consultation with the faculty and site supervisors and submitted to the College internship coordinator in the Office of Career Services no later than the third Friday of the semester of enrollment.

Non-credit internship opportunities are also available and students should consult the College internship coordinator in the Office of Career Services.

Summer Internships

Providence College full-time day students may enroll in a summer internship for academic credit. Rising juniors or seniors are typically eligible and should note the following when considering a summer academic internship:

1. Students must initiate the process for summer academic internships by meeting with the College internship coordinator in the Office of Career Services to review procedures for course approval and course enrollment, and to obtain the College Learning Agreement for Summer Internships and Field Experiences.
2. Students must also obtain summer course approval from the Office of the Dean of Undergraduate Studies.
3. Students are responsible for securing a College faculty member from a department related to the internship to serve as their internship faculty supervisor throughout the term of the internship. Students who are having difficulty securing an internship faculty supervisor should consult with the Office of the Dean of Undergraduate Studies.
4. Registration and payment for summer academic internships is processed via the School of Continuing Education (SCE) in Harkins 102.
5. Students are required to complete and submit the Summer Learning Agreement for Internships and Field Experiences form (available from the College

internship coordinator). The Learning Agreement should be completed with the assistance of the internship faculty supervisor and the internship site supervisor.

6. All summer internships are three-credit courses. Students will be charged the SCE rate for a three-credit course.
7. Deadlines: The Learning Agreement for Internships and Field Experiences form MUST be completed and submitted to the College internship coordinator within two weeks of the start of the summer internship. All arrangements, including registration for summer academic internship credit, must be made no later than the start of the second SCE Summer Session (third week of June).

NOTE: Certain academic departments/programs may approve fall semester registration for internships that occur in the summer months. The majority of the academic requirements for the internship must occur during the term of registration, (i.e., fall), and not in advance. Faculty supervision in such circumstances begins with the start of the internship in the summer and continues through the following fall semester.

All such arrangements must be made in advance of the start of the summer internship, and the Academic Year Learning Agreement for Internships and Field Experiences form MUST be completed and submitted to the College's internship coordinator within two weeks of the start of the summer internship. In such cases, the student does not register through SCE.

Graduation Honors

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

<i>Honors Designation</i>	<i>Cumulative Grade Point Average (GPA)</i>
<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. Graduation honors are computed on the student's eight (8) semesters. However, all honors read at the Academic Awards Ceremony and published in the graduation programs will be based solely on computations through the fall semester prior to the ceremony. All additions to or deletions from the Graduation Honors List will be made following submission of eighth-semester grades.

Transfer students will constitute a special category with regard to honors at graduation. Their designation for honors will be based upon work completed at Providence College.

Graduation honors for students in 3-2 programs and others will be based on the six (6) semesters of work completed at Providence College.

Honor Societies

Providence College has established a local chapter of the following national honor societies. Students accepted into national honor societies will have their membership noted on an official transcript.

Alpha Epsilon Delta

National Honor Society Premedical Students

Omicron Delta Epsilon

Economics Honor Society

Pi Mu Epsilon

National Mathematics Honor Fraternity

Pi Sigma Alpha

National Political Science Honor Society

Phi Sigma Tau

Philosophy Honor Society

Phi Lambda Upsilon

National Honorary Chemical Society

Phi Sigma Iota

International Foreign Languages Honor Society

Tau Pi Phi

National Business Administration Honor Society

Sigma Delta Pi

National Spanish Honor Society

Theta Alpha Phi

National Theatre Arts Honor Society

Phi Alpha Theta

International Honor Society in History

Psi Chi

National Psychology Honor Society

Gamma Kappa Alpha

National Italian Honor Society

Kappa Delta Pi

International Honor Society in Education

Alpha Delta Mu

Social Work Honor Society

Alpha Upsilon Alpha

International Reading Association

*National Society of Collegiate Scholars**Phi Alpha Delta*

Law Fraternity, International

Chi Alpha Sigma

National College Athlete Honor Society

Alpha Sigma Lambda

National Honor Society for Adults in Continuing Education

Dirigo

Providence College Student Leadership Honor Society

Sigma Pi Sigma

National Physics Honor Society

Pi Delta Phi

National French Honor Society

Sigma Xi

Scientific Research Honor Society

ACADEMIC RESOURCES**Academic Advising**

Providence College provides its students with a variety of opportunities for academic advising and support through:

- Office of the Dean of Undergraduate Studies
- major academic departments and programs
- individual faculty advisors
- the Office of Academic Services

Providence College also provides assistance for students interested in a variety of pre-professional programs: premedical sciences and health professions, pre-law, and secondary education. Students should consult advisors in these specific programs for appropriate advisory information.

As part of their responsibility for meeting all academic requirements, students are expected to understand the scope of the resources available at Providence College and should be prepared to use them wisely.

Office of the Dean of Undergraduate Studies

Rev. Mark D. Nowel, O.P., Ph.D.,

Dean of Undergraduate Studies

Phone: 401.865.2495

Location: Harkins Hall 213

The Office of the Dean of Undergraduate Studies has the overall responsibility for the academic monitoring of students and provides general academic advising to students in all majors. The office includes deans specifically assigned to work with individual classes and other cohorts of students.

The Office of the Dean of Undergraduate Studies is involved in a variety of areas, including:

- academic advising/monitoring
- academic grievances
- academic policies/procedures
- academic status/probation/dismissals
- commencement/graduation
- course registration adjustments

- cross-enrollment
- degree audits
- enrichment course approvals
- individualized program approvals
- merit-based scholar program coordination
- referrals to other departments
- study abroad course approvals
- transfer/summer/intersession/evening course approvals
- voluntary withdrawals/leaves of absence

The Office of the Dean of Undergraduate Studies provides input to the Committee on Studies, which is concerned with the introduction of new courses, new programs of study (majors, minors, etc.), as well as with the overall evaluation of academic matters. The office also assists the Committee on Academic Status, which is charged with the responsibility to hear student appeals for readmission following academic dismissal. This committee also reviews requests by students seeking a change to their current graduation class status and appeals for extensions of the deadline for Incomplete grades.

Faculty Advisors and Academic Departments

Students are assigned faculty advisors as they enter the College by their major department chairperson or program director or by the Undeclared Advising Program director.

Faculty serve as the primary academic advisors for students and are available to meet with and to assist students with:

- information about academic policies, procedures, and programs;
- development of educational and career goals;
- exploration of short- and long-range consequences of their academic decisions;
- selection of and registration for courses to meet curricular and graduation requirements; and
- monitoring of academic progress toward completion of their degree programs through access to mid-term advisory grades, as well as computer-generated

degree audit reports that match individual student records with their expected degree requirements.

Undeclared Advising Program

Carol B. Crafts, Ph.D.,

Associate Dean of Undergraduate Studies

Phone: 401.865.2177

Location: Harkins Hall 210

The Undeclared Advising Program at Providence College is a division of the Office of the Dean of Undergraduate Studies. This program provides assistance to students who prefer to explore various academic options before committing to specific majors. The director for the Undeclared Advising Program is responsible for selecting and assisting faculty advisors who are prepared to advise undeclared freshmen and sophomores in their orientation to the College, course selection, exploration of academic goals and major program options, as well as the transition process into their declared majors.

The Undeclared Advising Program seeks to help students identify majors consistent with their academic strengths and goals and to foster their academic growth and development. While students are ultimately responsible for their own choices and for conducting their own major search processes, undeclared advisors are encouraged to guide them toward prudent exploratory course selections as they test various major options.

Meetings and workshops sponsored by the Undeclared Advising Program and the Career Planning and Internship Service seek to help students recognize and develop their academic abilities, intellectual interests, and career aspirations to better enable them to make informed course selection and academic planning decisions. Normally, students are expected to declare a major by early March of the sophomore year. Students may not enter their junior year without having declared a major.

Advising for Professional or Graduate Studies

Students interested in pursuing discipline-specific graduate study should seek advice from faculty advisors in their academic departments. In some departments, a specific faculty member is assigned to provide assistance with preparation for graduate study. The Office of Career Services provides additional resources such as *Peterson's Guide to Graduate & Professional School Programs* to assist students seeking information about graduate programs, admissions exams, and more.

Advisor for the Health Professions

Carol B. Crafts, Ph.D.,

Associate Dean of Undergraduate Studies

Phone: 401.865.1989

Location: Harkins Hall 210

The advisor for the health professions assists students in pre-professional preparation for careers in the medical sciences including medicine, dentistry, veterinary medicine, optometry, physician assistant, physical therapy, advance practice nursing, pharmacy, public health, and other health professions. Because each of the medical sciences professions requires specific preparation, students must work closely with the advisor for the health professions to plan a suitable program of study. This generally involves selection of an appropriate major, required courses, and internships and volunteer service opportunities in the health professions. For additional information about premedical sciences and health professions programs, see page 217.

Admission to most health professions schools is extremely competitive, requiring strong academic performance, satisfactory scores on standardized admissions tests (e.g., MCAT, DAT, GRE, PCAT, OAT), and evidence of leadership, service, and a working knowledge of the health professions. Both the advisor for the health professions and the Health Professions Advisory Committee work closely to support students during the process of application to health professions schools.

Pre-Law Advising

The pre-law program at Providence College is an advisory program for any student, regardless of major and graduation year, who is considering the law as a possible career, preparing to apply to law school, or applying to law school in the current application cycle. Each year, a substantial number of Providence College students and alumni consider pursuing the study of law. Because the process of applying to American Bar Association-approved law schools nationwide is competitive, students interested in exploring a career in law are encouraged to register and meet with the pre-law advisor well in advance of the senior year.

Generally, pre-law advising services include the following:

- career counseling, with a focus on learning about the actual study and practice of law;
- advice regarding undergraduate preparation, with significant emphasis placed on the major criteria considered by competitive law schools in order to maximize the potential of each candidate; and
- guidance during all phases of the application and matriculation processes.

Law schools assess a number of factors during the admission process. There is no established pre-law curriculum and there are no specific educational requirements for entrance to law school. Rather, law schools place a premium on the application that demonstrates rigorous undergraduate preparation in a major area or areas of study chosen by the applicant.

An applicant's undergraduate grade point average (GPA) and the Law School Admission Test (LSAT) score are key objective criteria evaluated by law schools, mainly because they provide a numerical basis for comparison to other applicants. Once an applicant's GPA and LSAT score qualify him/her for closer scrutiny, schools also consider subjective criteria during the decision-making process. These subjective criteria include the personal statements and letters of recommendation, especially those letters submitted by

faculty members. An applicant's experience is another subjective factor that may encompass a broad range of activities, including curricular and extracurricular activities, internships, employment, and community volunteer work. Experience can be a valuable assessment tool because it serves as evidence that the applicant has relevant skills and motives, and is likely to contribute to the overall strength and diversity of the incoming class.

Secondary Education Program

Sally J. Thibodeau, Ph.D., Director

Phone: 401.865.2121

Location: Harkins Hall 322

Preparation for a secondary school teaching career requires specialization in a subject area and study in the field of education. Subject areas in which students may be certified include biology, chemistry, English, history, mathematics, modern languages, and social studies. Program requirements are outlined in the departmental catalog entries for these subject areas.

Since students preparing for the teaching profession must complete a subject area major in addition to the teacher preparation program, secondary education students are advised by both a faculty member in their major department and by the Secondary Education Program director.

Academic Support Services

Office of Academic Services

Bryan D. Marinelli, Director

Phone: 401.865.2494

Location: Phillips Memorial Library

The Office of Academic Services (OAS) supports all Providence College students through a combination of academic and personal development programming, including individualized and group academic assistance, tutoring, and specialized workshops and outreach. The OAS offers unique attention and support to students with documented disabilities by providing

reasonable accommodations and by advocating for equal access to all services and programs offered to members of the campus at large. The OAS also provides specialized support to student-athletes in light of the unique time demands, responsibilities, and rules governing participation in intercollegiate athletics. Examples of services offered by the OAS include:

Tutorial Services

Individual and group tutoring sessions are available in most subject areas, including Development of Western Civilization. OAS peer tutors assess individual student needs, develop strategies to address academic problem areas, and help supplement classroom/textbook instruction. Tutors stress the learning process itself and place an emphasis on the acquisition of independent study skills. The Tutorial Center is nationally certified by the College Reading & Learning Association (CRLA).

Writing Center

The Providence College Writing Center is available to assist students at any stage of the writing process—from brainstorming a topic to polishing a final draft before submission. This means that the center is not merely an editorial or remedial service. Through an approach to writing instruction that is student-centered, peer tutors work collaboratively with their tutees to identify and rectify chronic structural or mechanical problems, thereby helping students avoid similar difficulties in future writing tasks. In short, the Writing Center's purpose is to make better writers, not just better papers. Moreover, the center operates under the assumption that all writers, regardless of their respective ability, can benefit from the feedback of an interested, experienced reader.

Special Programs and Workshops: Group and Individual

The OAS offers several workshops devoted to academic topics including: study skills, time management, curriculum-specific success strategies, test taking, reading skills, and GRE/GMAT Test Preparation. Students may contact the OAS to schedule group

workshops or visit the assistant director for academic skills/programs for individual academic mentoring and consultation.

Coordination/Provision of Reasonable Accommodations for Students With Disabilities

Services for students with documented disabilities (learning, physical, medical, temporary) are provided through the OAS. The assistant director for disability services is available to discuss each student's unique needs and coordinate individualized services. Reasonable accommodations may include the following: alternate-setting/extended-time tests, note-taking services, readers/scribes, texts in alternate format, adaptive lab equipment/computers, Recordings for the Blind & Dyslexic, interpreters, and pre-registration for courses. Services are also available for students with specific physical disabilities. (See section on Student Life and Development for more.)

To protect the interests of students who are entitled to reasonable accommodations based on their disability, the College has established Student Procedures for ADA/504 Grievance Resolution. These procedures are outlined in the Student Life and Development section of this catalog (see page 31). They are also available on the Office of Academic Services' Web site (<http://www.providence.edu/OAS/Disability+Support/>).

Services for Student-Athletes

Providence College student-athletes can take advantage of all services offered through the OAS as well as the following: academic monitoring, NCAA CHAMPS/Life Skills Program, pre-registration assistance, and monitored study hall.

Glossary of Academic Terms

Academic Status

Refers to both the official expected graduation year and semester as well as the categories of academic standing (good standing, academic probation, dismissal) in the College. See page 52-53.

Adjustment Period

The period of time designated by the College in which students may adjust their course schedules (e.g., add/drop courses) without approval or penalty.

Advanced Placement Credits

Credits earned in Advanced Placement (AP) courses during high school. Several conditions apply. See chart on page 17.

Attempted Credit Hours

The total number of credit hours for which a student registers. This number will include all those hours at the conclusion of a given semester for which any grade is received, including a grade of "WD."

Certificate Program

A secondary field of study, similar to a "minor," which leads to receipt of a specific certificate (e.g., Business Studies, Public Administration).

Concentration (or Program)

In general, refers to a student's major course of study. "Concentration" and/or "program" are often used interchangeably with "major" to identify the baccalaureate degree program in which a student is enrolled.

Corequisite

Courses that require the concurrent enrollment in a specific course (or courses).

Credit Hours (or Credits)

Each 50 minutes of scheduled class time per week is normally assigned a value of one credit hour; most classes are three credit hours. Classes are typically scheduled for the equivalent of three 50-minute sessions, two 75-minute sessions, or one 150-minute session each week. There are exceptions to this formula, for example, science courses with laboratories and art courses with studios.

Curriculum (or Degree Program)

In general, refers to the specific courses a student

must complete in order to earn a baccalaureate degree.

Deficiency (Courses or Credits)

In general, refers to situations when students fall behind in either courses or credit hours. For example, a freshman who has completed only seven (7) courses during the first year is said to have a deficiency of one (1) course and is likely to be behind in earned credits as well.

Degree Audit

Computerized system that electronically matches specific program requirements with completed and enrolled courses of individual students. Audit reports are intended to serve as a tool for both students and advisors in the academic advisement and course registration processes.

Dual Enrollment Credits

Courses completed in high school that may be considered for possible transfer credits. See page 18.

Earned Credit Hours

Those credit hours for which passing grades are earned. Students do not earn credits for the following grades: AU, F, I, NF, NM, and non-averaged courses (e.g., courses preceded with an "X" or notated with an "E" to exclude from the GPA).

Elective Courses

Courses which allow students greater freedom in choosing from alternatives. Electives may take several forms:

Major/Minor Electives: courses which must be selected as specified within a student's major or minor program.

Core Curriculum Electives: courses which must be selected from the approved lists of Core Curriculum requirements as indicated in each semester's Course Registration List.

Non-Departmental Electives: courses which must be outside a student's major department/program.

Free Electives: courses with limited or no restriction.

Enrichment Option

Courses taken beyond those required for the undergraduate degree and meant for the exclusive purpose of enriching the student's educational experience. Courses taken under this option are free of charge (excluding specific course fees). Students may enroll in enrichment courses with permission of the dean of undergraduate studies. See page 41 for more information.

Full-time Student

A student enrolled for a minimum of 12 credits per semester. Providence College students are normally expected to enroll in a minimum of 14 credits and four courses that are three credits or more per semester during the freshman and sophomore years, and a minimum of 15 credits and five courses that are three credits or more per semester during the junior and senior years. For official financial aid, NCAA, or other certification purposes, students who are enrolled in a minimum of 12 credit hours during a semester are considered in "full-time attendance." Exceptions may apply.

Grade Point Average

The total number of quality points earned divided by the total number of averaged credit hours. (See pages 48 and 49.)

Intersession

Refers to the term which begins and ends between the traditional fall and spring semesters (i.e., "winter" session). The School of Continuing Education offers Intersession courses. (See "Schools & Divisions.")

Major

The baccalaureate degree program in which the student is enrolled. (See "Academic Programs.") Sometimes used interchangeably with "concentration" and/or "program."

Minor

A secondary field of study requiring fewer courses than a “major.” (See “Academic Programs.”)

Prerequisite

Courses that require the prior completion of a specific course (or courses) or have other conditions of enrollment (e.g., permission of instructor, limited to specific majors or class years).

Quality Points (or Quality Grade Points)

The numeric equivalent assigned to each course grade multiplied by the number of course credits. (See page 49.)

Schedule Adjustment Period

The period of time designated by the College in which students may adjust their course schedules (e.g., add/drop courses) without approval or penalty.

Syllabus

The official outline and/or summary of a specific course as provided by the course instructor. The syllabus (or “course syllabus”) often includes the following: course objectives, list of required texts and other materials, description of responsibilities per class period, class attendance policies, academic integrity standards, assignments, and summary of grading procedures.

Transfer Credit

Academic credits accepted for transfer to the College from another institution. Several conditions apply. (See “Transfer Admission.”)

ACADEMIC PROGRAMS*Degree Programs*

The College offers programs of study leading to the degrees of bachelor of arts; bachelor of science; master of arts in history, theology, religious education, biblical studies, and pastoral ministry; master of arts in teaching (mathematics); master of business administration; and master in education. Advanced degree programs are described in the catalog of the Graduate Studies Program.

The bachelor of arts degree is offered with major programs of study in American studies, art and art history, biology, chemistry, chemistry/secondary education, economics (including business economics and quantitative economics), elementary/special education, English, English/secondary education, French, French/secondary education, global studies, history, history/secondary education, humanities, Italian, Italian/secondary education, mathematics, mathematics/secondary education, music, music education, philosophy, physics/secondary education, political science, psychology, public and community service, social sciences, social studies/secondary education, social work, sociology, Spanish, Spanish/secondary education, theatre arts, theology, and women’s studies.

The bachelor of science degree is offered with major programs of study in accountancy, applied physics, biochemistry, biology, biology/secondary education, chemistry, computer science, pre-engineering (3/2 combined program), finance, health policy and management, management, and marketing.

Minors are offered in accountancy, applied physics, art history, Asian studies, biology/natural history, black studies, computer science, dance, economics, English, environmental studies*, film/video, finance, French, German, history, Italian, Latin American studies, mathematics, music, philosophy, political science, public and community service, sociology, Spanish, studio art, systems science, theatre arts, theology, and women’s studies.

Certificate programs are offered in business studies, labor-management relations, and public administration. Interdisciplinary and non-departmental courses are offered to enhance the educational experience and allow for a variety of interests and initiatives. Information on general degree requirements is recorded in the section on “Academic Policies.”

Suggested Course Sequences

The semester-by-semester course sequences listed in this Catalog for nearly all majors provide a suggested order for the completion of major and core curriculum requirements, as well as free and non-departmental electives, for the major. While most majors offer some flexibility in how program requirements are completed, deviations from the outlined sequence should be determined in consultation with the student’s faculty advisor.

Course Numbering

Providence College renumbered many of its undergraduate courses to adhere to newly instituted course numbering guidelines, effective 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, and in the “Sample Sequences” which highlight the program requirements for many of our programs of study.

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*
Tutorials:	460 - 461
Special Topics:	470 - 475
Seminars & Capstone courses:	480 - 489
Independent Studies:	490 - 491
Lab Research (independent):	495 - 496
Senior Theses:	498 - 499**

* 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).

** The Department of Art & Art History identifies its senior thesis courses in the 492 - 499 range.

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 offered 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.