

ACADEMIC INFORMATION AND POLICIES

Graduate Academic Programs Profile

Neumann University offers graduate programs at both the doctoral and master's degree levels. Several graduate certificate programs are also available to qualified students.

At the doctoral level, programs are offered in the following content areas:

- Educational Leadership (Ed.D.)
- Physical Therapy (D.P.T.)

At the master's level, Master of Science degree programs are offered in the following content areas:

- Education: Instructional Leadership
- Nursing
 - Track I: Gerontological Nurse Practitioner
 - Track II: Nurse Educator
- Pastoral Care and Counseling
 - Track I: Pastoral Counseling
 - Track II: Spiritual Direction
- Sport Management
- Strategic Leadership

At the graduate certificate/certification level, programs are offered in the following content areas:

- Principal K–12 Certification Program (doctoral level)
- Superintendent's Letter of Eligibility Program (doctoral level)
- Administrative Certification: Principal K–12 (master's level)
- Teacher Certification: Special Education (master's level)
- Post-Graduate and Post-Baccalaureate Teacher Certification: Early Childhood/Elementary/Secondary (master's level)
- Certificate as a Gerontological Nurse Practitioner (post-master's level)
- Pastoral Care Specialist (master's level)
- Spiritual Direction (master's level)
- Advanced Study in Pastoral Counseling (master's level)
- Advanced Study in Spiritual Direction Supervision (master's level)

For additional information about these graduate programs, please refer to the *Neumann University Graduate Catalog*.

Academic Credit/Schedule

Neumann University operates on a semester-based academic calendar of 14 weeks plus scheduled final examinations. In addition, other terms of varying lengths for accelerated study are available during fall, spring, and summer terms. All academic credits are represented as semester units of credit. In accordance with 22 PA. Code Chapter 31 (33.21-31.22), each assigned academic credit equates to either 14 hours of classroom instruction*, exclusive of Final Examinations and any holidays, or to one of the “Alternative Instructional Equivalencies by Hour” listed below.

Alternative Instructional Equivalencies by Hour

Method of Instruction	Description	Instructional Hour Equivalency**
Threaded Discussions on BBVista	Instructor-led and mediated threaded discussions (asynchronous learning) which are produced, assessed, and graded according to course rubrics and aligned with learning outcomes. Postings should have specified time frames and clearly delineated expectations for participation (both quality and volume).	1 posting with careful reading of all other learner postings = ½ hour of instructional time 1 posting with careful reading of all other learner postings and replies to at least 5 postings = 1 hour of instructional time
Synchronous Discussions on BBVista	Instructor-led online discussions (synchronous learning) which are produced, assessed, and graded according to course rubrics and aligned with course learning outcomes. Instructor will provide specific goals and objectives for assessing quality and volume of participation among members of online learning community.	1 hour of substantive chat = 1 instructional hour

Method of Instruction	Description	Instructional Hour Equivalency**
Journals and Weblogs (“Blogs”)**	Learner postings of written work (asynchronous learning) produced, assessed, and graded according to course rubrics and aligned with course learning outcomes. Postings will be shared with instructor and peers for thoughtful and thorough analysis and assessment.	1 private posting = ½ instructional hour 1 shared posting = 1 instructional hour
Library, Online, and Electronic Database Research**	Instructor-guided research on peer-reviewed scholarly articles and digitized primary documents and resources leading to work products aligned with course objectives and American Library Association (ALA) outcomes for assessing information literacy competencies. Projects will be shared with instructor and peers and assessed according to course-based and ALA rubrics.	1 five-page project = 1 instructional hour 1 three- to five-page literature review paper = 1 instructional hour
Online Lecture in Streaming Audio or Video	Learners view, listen, and respond to streaming lectures in online format and then answer questions designed and assessed according to course rubrics and aligned with learning outcomes. Learner answers will be shared with instructor and peers in order to generate further discussion of salient topics.	View or listen to lecture and post responses = 1 instructional hour

Method of Instruction	Description	Instructional Hour Equivalency**
Attendance at Cultural or Artistic Events	Learners attend and review cultural or artistic events (such as a play, musical performance, exhibition of visual art, lecture, etc.). Reviews will be produced, assessed, and graded according to course rubrics and aligned with learning outcomes.	Attendance at event + three-page review essay = 1 instructional hour
Conferences and Workshops on Learning Portfolio Preparation	Instructors meet with learners to compile, evaluate, and produce learning portfolios prepared according to course/program rubrics and aligned with course/program learning outcomes.	Portfolio conferencing with final presentation of completed portfolio = 1 instructional hour
Guest Lectures	Guest lecturers present on specialized topics relevant to course description, learning goals, and outcomes. Assessment instruments will be used to assess learning outcomes, aligned with unit objectives and learner responses.	Lecture of 1 hour with assessments = 1 instructional hour
Learning Community Projects	Instructor-guided group learning projects culminating in work products aligned with course or unit objectives and assessed according to course rubrics. Learners interact online (through asynchronous and synchronous discussion, e-mail, podcasts, and posted materials) or face-to-face and work with the instructor to research, analyze, and synthesize information culminating in a project with demonstrable outcomes.	1 meeting hour per week = 1 instructional hour

Method of Instruction	Description	Instructional Hour Equivalency**
Instructional CDs, PowerPoints, podcasts, DVDs, Impatica© Presentations, and Videos**	Instructor-mediated instructional CDs, PowerPoint presentations, Impatica© presentations, podcasts, DVDs, or videos are used to enhance, clarify, or expand upon topics or concepts relevant to course content and learning outcomes. Learners submit, share, or post responses produced and assessed according to course or unit rubrics.	1 hour of viewing/listening + shared or posted response = 1 instructional hour
Field Trips, Tours, and Virtual Tours	Learners take field trips or tours, including virtual tours, and report in to instructor and peers. In cases where students travel alone or in a group unaccompanied by instructor or facilitator, written reflection papers will be produced, distributed/posted, assessed, and graded according to course rubrics and aligned with course learning outcomes.	1-hour instructor- or facilitator-led field trip or tour = 1 instructional hour 1-hour unaccompanied student field trip or tour + reflection paper = 1 instructional hour
Case Studies and Problem-Solving Scenarios**	Instructor-facilitated or instructor-mediated case studies and problem-solving scenarios requiring higher-order thinking and analytical skills. Learners submit, share, or post responses produced and assessed according to course or unit rubrics.	1 case study analysis with report or posting = 1 instructional hour

Method of Instruction	Description	Instructional Hour Equivalency**
Online Examinations, Tests, and Quizzes	Subject competencies are assessed according to learning goals and objectives using online examinations, tests, and quizzes.	1 hour of testing = 1 instructional hour NB: Final examinations may not be counted toward instructional hours, per <i>Pa. Code 22</i> .
Telephonic or Web-based Conference Calls	Instructor-led meetings (synchronous) with learners with assessable course and subject-specific expectations for participation and feedback. Instructors are encouraged to use audio capture technology for later review.	1-hour web- or teleconference = 1 instructional hour
Virtual Laboratories	Learners use computer-simulation laboratories in blended lab-based courses or in order to replace missed laboratories. Learners submit, share, or post lab reports produced and assessed according to course or unit rubrics.	1 hour of virtual laboratory = 1 instructional hour

* Instructional hours are measured in clock hours rather than Carnegie units. Fourteen (14) instructional hours must be provided for each credit hour earned (42 hours = one 3-credit course).

** Please note that 22 *PA. Code Chapter 31 (31.21 - 31.22)* designates these activities as “homework” assignments. Instructional hour equivalencies relate only to time spent posting materials, sharing work products for review (with instructors, facilitators, or peers), and providing peer or instructor feedback.

Block Schedule for Curricular Offerings

Neumann University’s full compliance with 22 PA. Code Chapter 31 (33.21-31.22) has resulted in the following Block Schedule for all courses that are offered during weekdays. Weekend courses are offered at varying times on either Saturday and/or Sunday, but every course conforms to the clock hour requirements described at the beginning of this section.

Monday		Tuesday		Wednesday		Thursday		Friday	
8:00-9:00		8:00-9:30		8:00-9:00		8:00-9:30		8:00-9:00	
9:10-10:10	9:10-12:10	9:40-11:10		9:10-10:10	9:10-12:10	9:40-11:10		9:10-10:10	9:10-12:10
10:20-11:20				10:20-11:20				10:20-11:20	
11:30-12:30		11:20-12:50		11:30-12:30		11:20-12:50		11:30-12:30	
12:40-1:40		1:00-2:30		12:40-1:40		1:00-2:30		12:40-1:40	
1:50-2:50				1:50-2:50				1:50-2:50	
3:00-4:00		2:40-4:10		3:00-4:00		2:40-4:10		3:00-4:00	
4:10-5:10 (MWF) or 4:10-7:10 (M)		4:20-5:50 (TTH) or 4:15-7:15 (T)		4:10-5:10 (MWF) or 4:10-7:10 (W)		4:20-5:50 (TTH) or 4:15-7:15 (TH)		4:10-5:10 (MWF) or 4:10-7:10 (F)	
5:20-6:20		6:00-7:30 (TTH) or 6:30-9:30		5:20-6:20		6:00-7:30 (TTH) or 6:30-9:30		5:20-6:20	
6:30-9:30				6:30-9:30				6:30-9:30	
	7:15-10:15	7:20-10:20			7:15-10:15	7:20-10:20			7:15-10:15

Curriculum

From its inception, Neumann University has sought to offer graduate programs which are designed to promote sound intellectual development. Such development depends upon the initiative and level of interest sustained by the individual student in the search for intellectual competence.

Neumann University's graduate curriculum is founded upon the premise that there is a core of learning that is unique to each graduate program which is basic to the student's successful completion of advanced, discipline-specific course work. In a climate of academic freedom, and through faculty guidance and individualized academic advisement, each graduate student is assisted in his/her search for learning and advanced study.

Neumann University provides for continuing evaluation and revision of its graduate curriculum. Therefore, students may encounter some changes in specific graduate program requirements during their enrollment at the University. The University reserves the right to implement such changes.

Residency Requirement

With the exception of those credits which have been transferred into a graduate program from another regionally accredited, degree-granting institution, all remaining program requirements in any of the University's graduate programs *must be successfully completed* at Neumann University.

Graduate Degree Requirements

In addition to graduation requirements listed in specific program sections of this catalog, candidates for any graduate degree at Neumann University must have fulfilled the following requirements:

1. Formally applied to and been accepted to Neumann University.
2. Satisfactorily completed the minimum number of course and credit requirements for their specific graduate program.
3. Satisfied Neumann University's Residency Requirement.
4. Earned the minimum cumulative GPA stipulated for the student's graduate program.
5. Submitted a completed Application for Graduation form to the Registrar on or before the date specified in the Academic Calendar.

Commencement

The University schedules a Graduation Commencement Ceremony in May of each academic year. **Only students who have completed all their degree requirements are eligible to march at the May Commencement ceremony and receive their diploma. Students who do not satisfactorily complete all of their degree requirements by the end of the Spring Semester may not, under any circumstances, participate in Commencement exercises.**

Students whose successful completion of all degree requirements has been verified by the Registrar at the conclusion of either the Summer Session or Fall Semester will be awarded their diploma in either September [for August graduates] or January [for December graduates], depending upon when their final verification of degree requirements occurs. Degree recipients can either obtain their diplomas directly from the Registrar's Office or have them mailed. Written notification is required as to which option is chosen. Students are encouraged, however, to march at the May Commencement ceremony as recognition of their academic achievement. Any August or December graduate who is interested in processing in the May Commencement ceremony is urged to contact the Registrar's Office no later than March 1st preceding that year's May Commencement ceremony.

Official transcripts that are ordered after the graduation verification process has been completed will include the date of academic program completion as well as the degree awarded.

Academic Advising

Neumann University recognizes academic advising to be an integral part of its commitment to educational excellence in the Franciscan tradition.

Academic advising assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. Academic advising is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor.

Academic advisement is, therefore, a collaborative endeavor between the individual graduate student and his/her academic advisor. This arrangement continues for as long as the student is enrolled in the specific program. It is the *student's* responsibility to notify the academic advisor of any change in course schedule or program plan. It is the *advisor's* responsibility to notify the student in case of a course schedule or program change necessitated by the Division Dean, Program Coordinator/Director, faculty, or University.

Registration Procedure

The following Registration Procedure has been established for graduate students at Neumann University.

1. Shortly after the mid-point of each semester, the process of academic advisement/pre-registration begins.
2. Students meet with their faculty advisors to review their academic history, including the courses for which they are currently registered, and to plan for the next semester's course load.
3. Once an academic course load for the next semester is developed and mutually agreed to, the student completes the *Registration Form*, provides all other required information, and is then registered by his/her academic advisor for the next semester/term.
4. Students wishing to register for more than 9 credits per semester must secure the approval of their academic advisor and the appropriate Division Dean, and must have earned a minimum cumulative GPA of 3.00. Students registered for credit overloads are assessed a per credit fee as established by the University.
5. At the time of registration, no billing statement/course schedule is issued to the student.
6. Billing statements, with specified due dates, are mailed to each student on dates established by the Business Office.
7. **Only** students who have either paid their bills or made arrangements with the Business Office are considered to be **officially** registered.
8. After students have satisfied their financial obligations to the University they can, at their request, either receive a copy of their schedule from the Registrar's Office; or they can print a copy of their schedule directly from WebAdvisor.
9. Students with unpaid accounts **are not** permitted to attend classes.

10. The University **cannot** guarantee a reserved place in one or more class(es) for students who have not paid their accounts by the specified due date or made payment arrangements with the Business Office.

Academic Regulations and Standards

Class Attendance

Students are expected to attend all scheduled classes, laboratories, and official convocations of the University. A student's presence and participation in class are critical factors towards the completion of the work for the class and achievement of success in the course. A student who is absent from class, if at all possible, and as a matter of courtesy, should inform the instructor in advance of the absence. If absences occur, it is the student's responsibility to contact the instructor with regard to making up the work missed. Permission to make up course assignments will be granted at the sole discretion of the instructor.

Each faculty member is required to take attendance for all class meetings (including laboratories, practica experiences, etc.) that occur between the first day of class and the end of the refund period for each assigned course that he/she teaches. However, as a matter of practice, recording attendance for the rest of the semester is recommended, especially if attendance and participation are considered in the grading criteria for the course. Each faculty member must also be prepared to document a student's last date of attendance in accordance with *Federal Student Academic Progress Guidelines*. The attendance policy for a particular course should be stated in the course syllabus. Faculty members should distribute their syllabi, including the attendance policy, on the first day of class to students and to the appropriate Division Dean.

If the instructor fails to be present at the beginning of a class period, students are expected to extend the courtesy of allowing 10 minutes to elapse, in the absence of a specific directive, before departing.

Classes

A graduate student is officially a member of a class when his/her name appears on the official class list which is distributed to the instructor by the Registrar on the first day of class. This list indicates that the student has officially registered for that class and has met all financial obligations to the University.

A graduate student is not officially removed as a member of a class until either a *Course Withdrawal Form* to discontinue the course has been completed and signed by the student **and** has been processed by the Registrar, or the student has been removed from class by his/her instructor (please refer to the section of this catalog which describes the University's *Institutional Withdrawal* policy).

Class Size

Neumann University strives to maintain small classroom environments. However, classes may vary in size according to course format and subject matter.

Course Examinations

During the semester, oral and written tests are given at the discretion of the instructor. At the close of each semester, written examinations or some equivalent means of final assessment, e.g., portfolio review, are conducted in all courses. A Final Examination Schedule is distributed to all faculty at the beginning of each semester by the Registrar.

Credit Load

The semester credit load for graduate students will be determined by the student's program plan and specific program requirements.

Graduate students who are registered for nine or more credits are classified as full-time. Graduate students who register for at least 4.5 credits but not more than 8 credits are classified as half-time.

Drop/Add Procedure

Students have the right to drop or add any course(s) through the first week of the semester. In the case of a shortened term, e.g., Summer Sessions, courses may be dropped or added before the class has met for a second time. The Drop/Add procedure is as follows:

1. The student obtains a *Drop/Add Form* from the Registrar's Office.
2. The student completes the *Form* and obtains the signature of the faculty advisor and returns the *Form* to the Registrar.

Once a student has registered, the Drop/Add policy becomes effective.

Grading System

Neumann University's graduate programs are professional in nature and not only demand intellectual and theoretical competence of its students, but also require emotional and professional maturity. The application of theory in practice is truly an integral component of all graduate programs and, in turn, of every course. As such, academic progression of each student is assessed along two dimensions. First, each course grade reflects the level of competence which the student has achieved in understanding the theoretical, didactic material which has been presented (cognitive dimension). Secondly, each course grade is based upon the student's demonstrated ability to apply this theory in practice through the attainment of specific learning objectives (affective dimension).

Academic standing, therefore, is dependent upon both the quality and quantity of work. The number of credits which are successfully completed indicates the quantity of the student's academic work; the GPA indicates the relative quality of that work. The GPA, a numerical index of the ratio of the number of quality points earned to the number of credits received, is computed at the completion of each academic semester/term for courses taken at Neumann University. Transfer credits are not computed in the GPA.

Grades with Quality Points

The following grading system, with stipulated numeric and quality point equivalencies, has been established for any student enrolled in one of the following Neumann University graduate programs: Education, Nursing, Pastoral Care and Counseling, Sport Management, and Strategic Leadership. This grading scale is utilized by all graduate faculty who teach in one of these programs.

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|-----------------------|----------------------------|
| • A (93-100) | carries 4 quality points |
| • B+ (89-92) | carries 3.5 quality points |
| • B (85-88) | carries 3 quality points |
| • C+ (81-84) | carries 2.5 quality points |
| • C (77-80) | carries 2 quality points |
| • F (below 77) | carries 0 quality points |

Students who are enrolled in Neumann University’s Doctor of Physical Therapy Program are graded in accordance with the following scale, with stipulated numeric and quality point equivalencies. This grading system is utilized by all graduate faculty who teach in the Doctor of Physical Therapy Program.

- **A (93-100)** carries 4 quality points
- **B+ (90-92)** carries 3.5 quality points
- **B (80-89)** carries 3.0 quality points
- **C+ (77-79)** carries 2.5 quality points
- **C (70-76)** carries 2 quality points
- **F (below 70)** carries 0 quality points

In addition to the above grades, the following grades may also be assigned:

Grades without Quality Points

In specific situations, students may also receive the following grades. None of these grades have a quality point value and, therefore, are not calculated into either the student’s semester or cumulative GPA.

Audit (“AU”): The privilege of auditing a course(s) is offered to all students, provided that those courses have not exceeded their enrollment ceiling. Any student wishing to audit a course must obtain permission from the course instructor and his/her academic advisor. Costs for auditing courses are the same as the tuition cost per credit hour.

Senior citizens over 65 years of age and alumni of the University may audit courses tuition free, provided that the previous policy stipulations have been met. Senior citizens and alumni are responsible for the Course Audit Fee.

Incomplete (“I”): Incomplete grades are given only at the student’s request and *only after* that request has been approved by the student’s instructor. To initiate this process, the student must complete an *Incomplete Request Form* (available from the Registrar’s Office), attach appropriate justification for the request, and have the faculty member sign her/his approval. There is no guarantee that faculty approval will be automatic.

Grades of Incomplete must be removed, i.e., all work must be completed, within four weeks from the last day of the semester in which the grade was issued. Specific dates are published in the University’s Academic Calendar and other related documents issued through the Registrar’s Office. If the student does not complete the course requirements by the specified deadline date, and unless an extension has been granted, the faculty member must record and submit an automatic grade of “F” to the Registrar’s Office. In unusual circumstances, extensions to the deadline dates may be granted at the discretion of the faculty member, who conveys that determination in writing to both the Division Dean and Registrar. In no instance will an extension be granted for more than a 12-month period from the initial granting of the Incomplete grade.

Any student who is either receiving or requesting financial assistance should make an appointment with a Financial Aid Specialist in the Financial Aid Office to determine if and to what degree his/her eligibility for financial assistance will be impacted. It is understood that no exceptions to the above policy can be granted simply because a student is either receiving or requesting financial assistance.

Institutional Withdrawal (“IW”): A student is to be institutionally withdrawn from a class by his/her instructor under the following condition. At the beginning of any semester or term, instructors are required to take attendance to determine if a student who enrolled for a particular class is attending. Being classified as a student attending Neumann University, then, is defined as and determined by being present during the first two weeks of class meetings. For students taking courses online, being classified as a student attending Neumann University is defined as and determined by logging in for the course(s) in question within the first two weeks of the semester or term. In addition, students who have not completed any scheduled assignments during the first half of any semester or term (50% of class meetings) and who, therefore, have not received any grades or other form of assessment will be identified as having not engaged in any activity leading to the achievement of course objectives. In this instance, the instructor must initiate a withdrawal of the student from the class by completing an *Institutional Course Withdrawal Form* and submitting it to the Registrar’s Office prior to the mid-point of any semester or term.

If the student has received a grade for either an assignment, examination, or other form of assessment, an Institutional Withdrawal is not possible, and it is the student’s responsibility to withdraw from the course.

The date of the Institutional Withdrawal can occur at anytime prior to, but no later than, the mid-point of the semester or term when the *Institutional Course Withdrawal Form* is submitted to the Registrar’s Office by the faculty member. Those students who are institutionally withdrawn from class(es) receive a grade of “IW” on their academic transcripts, a grade that carries no quality point weight. In addition, the Director of Financial Aid determines if any awarded funds should be returned to the U.S. Department of Education in accordance with federal regulations or to the student in accordance with the University’s official refund policy.

If the student is identified as having never attended any classes at Neumann University, the student is then considered to have not enrolled at the University and is, therefore, deleted from the student system. In such an instance, all financial aid for that student is reversed and returned as of the date of determination.

No Grade Submitted (“NG”): In the unlikely situation where an instructor does not submit a final grade for a given course before final grade reports are generated, a grade of “NG” will be entered until such time that a final grade is issued and entered into the student’s permanent academic record.

Pass/Fail (“P/F”): A Pass/Fail option is available in selected graduate courses as determined by the appropriate Division Dean and faculty. This option must be requested by the student during the first two weeks of any given semester/term. Final approval, however, rests with the instructor. The student and the faculty member concerned must sign the *Pass/Fail Form* which the student acquires from the Registrar’s Office and returns to the Registrar. When this option is used, the student’s GPA is affected only when a failure grade (“F”) is earned.

Repeated Courses (“R”): Graduate students earning a grade of “C” or less in either program or certificate requirements where a minimum grade of “B” is required may repeat the course once and **may only repeat that/those course(s) at Neumann University**. Repeating the course(s) more than once requires the approval of both the student’s academic advisor and the appropriate Division Dean whose Division offers the course(s).

Repeating a course that is neither a program or certificate requirement, i.e., a General Elective course, can also be repeated only once **but may be taken, with the approval of the Division Dean whose Division offers the course(s), at other institutions besides Neumann University**.

For repeated courses taken at Neumann University, the repeated grade replaces the original grade on the student’s academic transcript and in the calculation of the student’s semester and cumulative

GPA. For repeated courses taken at other institutions, however, the repeated course credit is accepted in transfer with a corresponding designation of “T” but, in accordance with the academic policy governing the acceptance of transfer credit, **not** the grade. In both instances, the original grade and credit would be replaced with a grade of “R.”

Exceptions to this policy require the written approval of the Vice President for Academic Affairs.

Withdrawal (“W”): Students have the right to withdraw from any course of their choice in accordance with the following policy. A student who withdraws from a course for any reason, including medical, from the day after the “Drop/Add” period to five weeks prior to the last scheduled day of classes shall receive a grade of “W.” Withdrawal from any course during the last five weeks of either the Fall or Spring semesters shall be recorded as an automatic “F.” In the case of summer sessions and/or mini-sessions, withdrawal from classes must occur between the day after the “Drop/Add” period and before two-thirds (2/3) of the session/term have been completed. Withdrawal at any time after this time frame has elapsed will result in an automatic grade of “F.” In all instances, specifically designated dates for the last day for any student to withdraw from one or more course(s) without penalty of failure will be published in the University’s academic calendar and other relevant documents issued by the Registrar’s Office. Under extraordinary circumstances, students may petition the Vice President for Academic Affairs for a waiver of this policy so that a course withdrawal can occur after the published date in the University’s catalog. To initiate such a petition, the student must submit appropriate and detailed documentation to support his/her request to the Vice President for Academic Affairs. In all cases, the final decision rests with the Vice President for Academic Affairs.

If the student seeks a waiver of this policy for medical reasons, the student must present documentation to the Vice President for Academic Affairs that takes the form of a detailed letter of petition, written by the student, to the Vice President for Academic Affairs specifying the reason for the request. Attached to that petition must be a signed letter, written on official letterhead, from a qualified and licensed health care provider that 1) clearly supports the student’s petition for a course withdrawal due to medical reasons; 2) identifies the nature of the student’s medical condition; 3) links that condition to the need for the student’s requested withdrawal; 4) lists the dates of the student’s treatment; and, 5) provides a recommendation as to whether or not the student will be able to return to Neumann University to resume his/her studies. If such a petition is approved by the Vice President for Academic Affairs, the withdrawal will apply for an entire semester; and all courses for which the student is registered in that semester will be assigned a grade of “W.”

Before considering withdrawing from any course(s), other than for medical reasons, the student should consult with his/her academic advisor before completing the course withdrawal process. Withdrawal from any course(s) is official **only** when the *Course Withdrawal Form* has been **completed and signed by the student at the Registrar’s Office** so that the actual course withdrawal’s date of determination can be recorded and noted in the student’s academic file.

Any dropping, adding, or withdrawing from courses that would change the student’s status from full-time (nine or more credits) to less than half-time **will affect financial aid eligibility. Students receiving financial aid who plan to drop below 9 credits (full-time) or 4.5 credits (half-time) should first consult with the Financial Aid Office to determine how their aid will be affected.**

Change of Grade

Faculty may determine to change a final grade after that original grade has been transcribed but only when sufficient documentation to change a grade can be presented to the Dean whose Division sponsors the course in question. In order to initiate the change of grade process, the

faculty member must complete a *Change of Grade Form*, available from the Registrar's Office, secure the signature of the Dean of the sponsoring Division, and return the form to the Registrar's Office after all required signatures have been obtained.

Requests to change final transcribed grades **can only occur within one semester/term** after the original final grade has been submitted to the Registrar and has been transcribed to the student's permanent academic record. Exceptions to this time limitation require the approval of the Vice President for Academic Affairs.

Grade Reports

At the conclusion of each semester/term, the Office of the Registrar posts final grades to WebAdvisor, which can be accessed through the University's web site at www.neumann.edu.

The Office of the Registrar will provide *one* printed copy of an individual Final Grade Report for *only* the current semester (**not an official transcript**) upon request by the student. If this copy is intended either for individual student use or for external verification/reimbursement purposes, the student will be required, in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, to provide appropriate identification and complete a *Grade Verification Request Form*. This form is available either at the Registrar's Office or on the Registrar's web page, which can be accessed at www.neumann.edu/academics/registrar/forms.asp. There is no charge for either of these types of requests.

Any student who has a "hold" placed on his/her account will not be able to either view, print, or otherwise receive a copy of final grades.

Leave of Absence

Students who are in good academic standing at Neumann University may request a **Leave of Absence** from the University for up to one semester. To initiate this process, students must obtain a *Leave of Absence Form* from the Registrar's Office. Before any leave of absence request can be considered, the student must provide all required information on the *Form*, including the reason(s) for requesting the leave, as well as the anticipated date of return to Neumann University. The completed *Form* is reviewed by the Registrar who verifies the student's academic standing; the student's Division Dean; the Bursar, who identifies any outstanding monies owed by the student to the University; and the Director of Financial Aid. Following this verification procedure, the completed *Form* is sent to the Vice President for Academic Affairs, who either approves or denies the student's request. In extraordinary circumstances, and upon written request from the student, the Vice President may approve a one-semester extension to a granted leave. A student who has been granted a Leave of Absence must notify the Division Dean, Program Director, or Program Coordinator in writing of his/her intent of returning to the program.

With the permission of their Division Dean or Program Coordinator/Director, graduate students on leave may register for courses for the semester in which they are to return to Neumann, and may resume their studies on schedule without having to reapply for admission. It is understood, however, that certain professional sequences may not permit this type of pre-registration, in which case, the student must develop an alternate schedule with his/her advisor.

Students on leave who do not return on schedule are automatically withdrawn from the University and must formally reapply for admission to Neumann University.

A student who drops out of a given graduate program for more than a calendar year is **not** considered to be on leave and must reapply to the University according to established procedures.

Assessment of Institutional Outcomes

Neumann University students participate in a variety of assessments throughout their academic programs of study. In addition to examinations and other methods of evaluation employed in individual courses, students are required to participate in assessments undertaken by programs, divisions, or other units of the University. Participation is mandatory, and the University reserves the right to impose appropriate sanctions on students who fail to participate in *Neumann's Assessment Program*. Assessments are an inherent component of a Neumann University education and are designed to obtain data relevant to the following objectives:

1. To increase a student's knowledge of self, thereby enhancing opportunities for success.
2. To determine levels of student satisfaction with University programs and services.
3. To identify areas in academic programs or student services that are in need of improvement.
4. To evaluate student achievements and program achievements in order to measure the effectiveness of Neumann University in meeting its stated mission.

Time Limit for Completion of Graduate Programs

All graduate degree programs must be completed within five years from the beginning of the first required graduate-level course. See specific program sections of this catalog for more detail.

Supplemental Ways of Earning Credit

Challenge Examinations

Course credits may be earned for selected courses through successful completion of examinations developed by Neumann University faculty, i.e., **Challenge Examinations**. Selected laboratory courses for which the Challenge option is available require testing in both theory and practice.

Students initiate a request for a Challenge Examination by completing a *Challenge Examination Request Form*, which may be obtained from the Registrar's Office. The availability of Challenge Examinations for specific courses and the scheduling of these examinations are at the discretion of the sponsoring Division. Details can be obtained through the appropriate Division office. Successful challenges receive a Pass ("P") grade which is *not* calculated into either the student's semester or cumulative GPA.

In general, a student may **not** use the Challenge Examination option to earn credits for a course when any of the following circumstances are involved:

1. The student has already taken the course at Neumann and failed.
2. The student's Neumann transcript already shows credits awarded for the course taken either at Neumann University or accepted through transfer.
3. The student is currently enrolled in the course and has attended class. (Exceptions to this policy may be made by the Dean of the Division in which the course is taught.)

A student may take a Challenge Examination for any given course only once.

For information pertaining to tuition costs and fees for Challenge Examinations, please refer to the *Tuition and Fees* section of this catalog.

Directed Study (DS)

The University reserves the right to offer a **Directed Study** to individuals in order to fulfill their degree requirements. This option can **only** be offered for a course which is part of the Neumann University curriculum but is not being offered in the semester when the student needs it to graduate on schedule. Students may petition and apply for a Directed Study only in exceptional circumstances. Those who apply must have a minimum cumulative GPA of 3.00. One to three students may register for the same Directed Study in any given semester and earn 1 to 6 credits, depending upon the approved credits for the course involved.

Students interested in pursuing this option should follow the procedures listed below:

1. Discuss the possibility of applying for a Directed Study with their academic advisor.
2. Talk to the Dean, or Director/Program Coordinator of the sponsoring Division for the course under consideration.
3. If the course is approved, the Dean will approach the appropriate faculty member to determine his/her availability. Final approval of any Directed Study arrangement rests with the Vice President for Academic Affairs.
4. Complete the *Directed Study Contract* form, which can be obtained from the Office of the Registrar, and secure the appropriate signatures. This *Directed Study Contract*, drafted between the instructor and the student, clarifies the course objectives, methodology, number of meetings between the students and instructor, and means of evaluation. The learning outcome of this course, taken as a Directed Study, **must** duplicate the course description contained in the current University catalog. Copies of this contract, with all required signatures, are to be forwarded to the Division Dean, the Registrar, the instructor, and the student.
5. When approved, formally register for the Directed Study as for any other course.

Independent Study Program (ISP)

The University reserves the right to offer an Independent Study to individual graduate students, which can be applied to the fulfillment of their degree requirements. Independent Study is a special investigation of a selected topic which may be undertaken by a graduate student whose academic interests cannot be met by regular curricular offerings. The purpose of the Independent Study option is to allow a student to pursue a subject beyond any existing Neumann University course. Independent studies cannot be used to substitute for required courses currently in the curriculum which are a part of a student's program of graduate study. Depending upon the depth and scope of an Independent Study, one to three academic credits may be earned for each Independent Study contract, with a maximum of two contracts per semester. (The determination of assigned academic credits is made by either the Division Dean, Program Coordinator, or Program Director of the sponsoring Division and the faculty member who is directing the Independent Study.)

Students who wish to pursue an Independent Study must have earned a minimum cumulative GPA of 3.00.

To apply for an Independent Study, students must do the following:

1. Define the topic or issue to be pursued.
2. Discuss this option with, and secure the approval of, their academic advisor.
3. Contact either the Division Dean, Program Coordinator, or Program Director of the sponsoring Division for approval of the proposal.

If the Independent Study proposal is approved, the Dean approaches a faculty member in the Division to serve as a mentor. After a student has specified the content area to be studied and has identified his/her learning needs, the faculty/mentor and student jointly complete an *Independent Study Form* which describes the course objective(s), learning resources and methodologies, and procedures for evaluation. The minimum number of meeting times between the student and faculty member is also specified. Final approval of this arrangement is granted by the Vice President for Academic Affairs.

The *Independent Study Form* is available in the Registrar's Office. The completed form, which includes the signature of the Vice President for Academic Affairs, is then returned to the Registrar's Office. Students must formally register for an Independent Study as they would for other course work.

Exceptions to this policy can *only* be made with the written approval of the Vice President for Academic Affairs.

Portfolio Assessment

Credits may be earned through **Portfolio Assessment** after college-level learning has been formally demonstrated and documented. Portfolio credits must be related to the student's graduate program plan. The availability of the Portfolio Assessment as an option for earning credits is determined by each Division Dean.

Other Instructional Sites/Locations

Neumann University offers various programs at other instructional sites and locations. For information, please contact the appropriate division or department.

Academic Honesty

Neumann University highly values honesty. Honesty with self and others is an essential condition of Christian Humanism. An environment which is characterized by honesty is necessary if the following broad objectives of the University are to flourish.

- To place the quest for truth as the highest value.
- To encourage a cultured response to the aesthetic treasures of the past, present, and the promise of the future.
- To sharpen social awareness and responsibilities to the needs of others.
- To provide a solid foundation for graduate study.
- To prepare for intelligent, competent, dedicated service to the professions.

Honesty is expected in all aspects of living. It is, however, neither possible nor desirable for others to monitor honesty in all of its dimensions. This activity is the primary task of the individual for personal benefit to fellow human beings — all made in the image of their Creator.

There are, however, specific acts of academic dishonesty defined on the following pages, which Neumann University has identified as academic infractions of its graduate programs which are subject to University sanctions.

Acts of Academic Dishonesty

Plagiarism

Plagiarism is defined as using, in a written or oral assignment or project, the ideas or words of another without acknowledging the source.

Most commonly, plagiarism occurs when a student:

1. Repeats without quotation marks an idea using the words of the author.
2. Paraphrases an author's idea without indicating the source.
3. Presents the line of thought of an author as if it were his/her own.

Safeguards against intentional or unintentional plagiarism are accurate note-taking in research and honesty in acknowledging the source of materials which are incorporated into an assignment or project.

Cheating

Cheating is defined as:

1. The copying of tests, lab reports, assignments, term papers, projects, and the like.
2. Presenting another person's work or purchased work as one's own.
3. Stealing, using, or transmitting, verbally or otherwise, actual tests or test questions.
4. Collaborating during testing (unless permitted by the instructor).
5. Using notes during testing (unless permitted by the instructor).
6. Submitting the same work or essentially the same work for assignments in different classes without approval from the instructor.
7. Dry-labbing which includes:
 - a. obtaining and using experimental data from other students or sources without the instructor's permission;
 - b. fabricating data to fit the expected results; and/or,
 - c. utilizing data from other sections or previous terms of the course.

Misrepresentation of Fact

Misrepresentation of fact is defined as:

1. Fabricating records.
2. Changing grades.
3. Misrepresenting course descriptions for credit.
4. Furnishing false information for records.
5. Misrepresenting one's fulfillment of a course assignment.

Facilitating Academic Dishonesty

Facilitating academic dishonesty is defined as willfully assisting another in any act of plagiarism or any other act of academic dishonesty.

Sanctions for Academic Dishonesty

The Office of Academic Affairs monitors all instances of academic dishonesty throughout the University. Faculty members' responsibilities are described below.

Dishonest actions in any student learning practicum, rotation, or cooperative education experience may result in immediate dismissal from the program of study of which he/she is a part and/or from the University.

- I. Faculty members are required to respond to acts of academic dishonesty within a specific course in the following manner:
 - A. For the *First Infraction*, the faculty member should:
 1. Meet with the student to discuss the degree of his/her culpability.
 2. Make a determination for the resolution of the specific situation, e.g., rewrites of the paper, lower grade of the paper, failure for the paper, etc.
 3. Document the situation and its resolution.
 4. Have the student sign and date the document and its resolution.
 5. Send original documentation to the Vice President for Academic Affairs, and retain a copy.
 - B. For the *Second Infraction*, the faculty member should:
 1. Fail the student for the course.
 2. Document the situation and its resolution.
 3. Have the student sign and date the document.
 4. Send original documentation to the Vice President for Academic Affairs, and retain a copy.

If the student does not cooperate with any step of this policy, i.e., refuses to meet with the faculty member or to sign the document, the student will be required to meet with the Vice President for Academic Affairs and the faculty member. Failure to do so may result in dismissal from the University.

- II. If a student has been reported for academic dishonesty in more than one course, the Vice President for Academic Affairs will:
 1. Meet with the student to discuss the situation.
 2. Issue a written warning to the student, outlining the consequences of any future occurrence of academic dishonesty which normally would include the dismissal of the student from the University.
 3. Document the proceedings.

Academic Dismissal

Neumann University reserves the right to dismiss any student who is unable to maintain satisfactory academic progress, i.e., does not meet academic progression criteria as defined by a particular graduate program, or does not reflect the ideals of the University.

Graduate Student Academic Grievance Procedure

Each student at Neumann University is accorded all the rights and privileges as set forth in the University's *Graduate Catalog* and the *Student Handbook*. It is the responsibility of each student to familiarize himself/herself with all the academic policies, procedures, and protocols which pertain to the student's academic life at the University. Academic grievances can only be initiated either during the semester in which the alleged grievance occurred or the semester immediately afterwards. Beyond this time frame, **no** academic grievance will be permitted. An exception to this time limitation requires the approval of the Vice President for Academic Affairs.

Should a difficulty occur with regard to the application/implementation of academic policy, a question of instructional delivery (but *not* the determination of a final grade), or an issue with a specific faculty member, **the student should seek to resolve the problem with the specific person involved. If no satisfactory resolution occurs at that level, the student should then contact the appropriate Division Dean and petition his/her intervention in an attempt to resolve the issue.**

If, after appropriate dialogue and pursuit of a resolution through these designated channels of communication, the particular problem is still not resolved, the student may initiate an Academic Grievance by utilizing the following procedures.

1. The student submits a statement of the difficulty to the Vice President for Academic Affairs and requests that the issue be resolved through the Student Academic Grievance Procedure. This statement should be no longer than two pages and should concentrate on the facts of the issue in question.
2. The Vice President for Academic Affairs reviews the facts, communicates with the person(s) involved, and attempts to resolve the difficulty in question without convening an Academic Grievance Review Board.
3. If the Vice President for Academic Affairs is convinced that the issue cannot be resolved through the designated channels of communication, the Vice President convenes a non-partial Academic Grievance Review Board, which consists of the Registrar (Chair), one administrator, two faculty members, and two students (one of whom is chosen by the faculty/or member being grieved and the other to be selected by the student who is grieving). The Board's sole task is to review the facts of the grievance, arrive at appropriate recommendation(s) for resolving the grievance, and communicate recommendation(s) to the Vice President for Academic Affairs for final disposition of the issue. The decision of the Vice President for Academic Affairs is final and binding on all parties.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In accordance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Neumann University requires that every student who chooses to have the University release copies of grades, transcripts, or any other information relative to academic performance to either parents, guardians, bill-payers, prospective employers, or governmental agencies, must authorize the University to do so. Therefore, all requests either to secure or release these types of information must be accompanied by a written authorization which has been signed by the student. Without such authorization, the University will not release such information. This policy extends and applies to

parents who request access and disclosure of their child’s educational records. A student’s record will never be released without written consent, except to Neumann University faculty and staff who have demonstrated a clear need to know. Other exceptions to the above policy include compliance with a judicial order or an emergency involving the health or safety of a student or other person.

In addition, Neumann University hereby designates the following categories of student information as public or “**Directory Information.**” Unless specifically requested by the student within 10 days of the beginning of each semester to withhold disclosure of this information, such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, dates of attendance, classification, major/degree program.

Category II: Previous institution(s) attended, awards, honors, degree(s) conferred, including dates.

Category III: Past and present participation in officially recognized activities.

Currently enrolled students, or any who have previously attended Neumann University, may inspect their academic records by making an *official request in writing* to the Registrar and obtaining an appointment to do so. A student may challenge possible inaccuracies or misleading items in his/her record during the course of such an inspection. However, the fairness of a grade may not be challenged under this provision. Students also have the right to file a complaint with the United States Department of Education over alleged failures by the University to comply with the requirements of FERPA.

Students are notified each year of their rights under FERPA through the annual editions of the University’s *Undergraduate Catalog* and *Graduate Catalog*, as well as through the Office of the Registrar’s web page at www.neumann.edu/academics/registrar.asp. Further information regarding the *Family Educational Rights and Privacy Act* may be obtained from the Registrar’s Office.

Transcripts

Transcripts must be requested from the Registrar’s Office in writing. Official transcripts are sent directly to the institution which the student designates. A notice of five working days is required, and a fee of \$5.00 is charged for each requested transcript. Additional time may be required for transcript requests that are made at the end of a semester/term.

Public Relations Photograph Policy

Neumann University reserves the right to use any photograph taken on University property or at a University-sponsored event without the expressed written permission of those contained within the photograph. This photo may be used in publications, on the University’s web site, or in video material produced, used, or contracted by Neumann University, including, but not limited to: viewbooks, catalogs, handbooks, flyers, newspapers, magazines, television promotions, videos.

Any student desiring not to have his/her photo taken or distributed must contact the Public Relations Office *in writing* of his/her intention and provide the office with a recent photograph. This photograph is held in confidentiality by the Public Relations Office and used only to eliminate said person from photographs when selecting pictures for inclusion in publications.

University Closings or Delayed Openings

Announcements pertaining to unscheduled University closings or delayed openings are broadcast over local radio stations: KYW (Philadelphia) 1060 AM or KYW's web site at www.kyw1060.com; WDEL (Delaware) 1150 AM; WSTW (Delaware) 93.7; WCAU-TV (WNBC-TV); and WTXF-TV (FOX Philadelphia). The University Code number for KYW Newsradio is 539 for Day classes (including weekends) and 2539 for Evening classes (including weekends). Announcements of University closings and/or delayed openings are also posted on the Neumann University web site at www.neumann.edu. Procedures for communications related to schedule changes for specific programs or courses are to be arranged by faculty and students.

