

# College of Professional Studies

## College of Professional Studies Directory

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## History

In May 2014, Villanova University created the College of Professional Studies (CPS)— the first new College at the University in 50 years. CPS provides academically rigorous undergraduate degree and certificate programming, as well as professional education —on campus and online—for the adult learner and working professional.

CPS continues Villanova's century-old tradition of service to adult learners and complements Villanova's breadth of academic offerings by providing innovative programs with flexible delivery options.

## Academic Mission

The College of Professional Studies (CPS) provides an academically rigorous education to high-achieving adults who are balancing educational and professional aspirations with life's commitments.

Grounded in the Augustinian mission and core values of *Veritas*, *Unitas*, and *Caritas*, CPS celebrates the diversity and creativity of all members of our academic community, and seeks to inspire global citizenship, professional excellence, and lifelong learning.

CPS embodies Villanova's enduring commitment to provide access to academic excellence, and offers premier, relevant, and innovative programs, taught by an engaging faculty of scholars and practitioners.

## Vision

We strive to provide a purposeful, transformative, and results-driven education for students at all stages of their lives.

We are committed to a supportive and collaborative educational experience. We want our students to feel empowered and emboldened.

We will be a preeminent hub for innovative professional programming.

Our curriculum is designed to be focused, responsive, and nimble, drawing inspiration from evolving workforce and career trends.

Students served at CPS include working professionals who seek to complete an undergraduate degree or credit-bearing certificate with flexible course options; postgraduates who seek requirements for admission to graduate or professional schools or advanced certifications; students interested in undergraduate courses as a non-matriculated student for personal development; senior level high school scholars seeking individual university level courses; and senior citizens (age 65 and over) who wish to enroll in undergraduate courses for personal enrichment.

Degree-seeking students have typically earned a minimum of 15 college credits or completed a minimum of four years post-secondary work experience, military experience, professional education, or a combination of the three.

## Academic and Student Information

### Academic Advising

**Kirstin DeFusco Houtz, M.S.**, Associate Director, Advising

**Robyn Dooley**, Academic Advisor

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**Telephone:** 610-519-4300

**Website:** [https://www1.villanova.edu/content/university/professional-studies/villanova-cps-experience/advising/advising\\_support\\_for\\_credit.html](https://www1.villanova.edu/content/university/professional-studies/villanova-cps-experience/advising/advising_support_for_credit.html)

Academic Advisors serve a supporting yet vital role to the student's success at Villanova and thereafter. We seek to cultivate students who are advancing their educational pursuits to be changemakers in the communities. We understand the demands on our student population and first seek to meet them where they are in their journey. By doing so, our goal is to develop and nurture the total person to help students achieve their academic, personal, and professional aspirations.

In line with the mission of the University and College, we adhere to the following enduring commitments:

- To foster academic excellence
- To honor our values and traditions
- To serve our students, alumni, and global community.

## Leadership, Internship, and Professional Development Opportunities

The College of Professional Studies offers various opportunities for students to earn academic credit while enhancing professional growth through practical experiences and workshops. Through consultation with their advisor, students can choose from the courses below to complement their undergraduate major curriculum.

## CPS 1001 College and Professional Success Strategies

This course is designed to lay the groundwork for first-year students' success at Villanova and thereafter. Students will gain knowledge about Villanova, acclimate to the academic world, and develop a sense of self-awareness. Class meetings will introduce students to pertinent topics and valuable campus resources that will support and contribute to a successful academic career.

## CPS 1002 Tech Competency

This course is designed for first-year students within the College of Professional Studies and to provide a framework for readiness and success to adopt, adapt, and apply technology for success at Villanova and thereafter. Aligned with CPS 1001, in this course, students gain knowledge about various technology platforms that are essential to your success as a college student.

## CPS Internship Practicum

Internships provide concrete opportunities for students to make tangible connections between classroom theory and practical application. Students may earn up to six (6) credit hours for outside-of-the-classroom work while completing corresponding assignments. To be eligible, students must be matriculated, in good academic standing and have earned at least fifteen (15) credits at Villanova. All internships must be approved by the Assistant Dean of Academic Programs and faculty chair of the intern's sponsoring academic area.

## CPS Leadership Symposium

The annual Leadership Symposium is a professional education course designed to bring together managers, team leaders, and change agents for an intensive, engaging, and interactive learning experience. The symposium is offered as either a 3-credit course or a non-credit certificate course.

## CPS Professional Development Courses

CPS offers a series of one (1)-credit workshops to fulfill our commitment to providing innovative, academically rigorous, and relevant educational experiences for our students. These timely courses vary each semester as they are responsive to career trends, the evolving workforce, and global events.

# Awards

## Dean's List

At the end of the fall and spring semesters, the College of Professional Studies officially recognizes its high-achieving students by including their names on the Dean's List. Inclusion on this list recognizes a student's commitment to an intellectually rigorous education in the liberal arts and sciences, one that fosters critical insight, mature judgment, and independent thinking. Approximately two months after the end of the semester, an appropriate letter of acknowledgement is sent to the student at the permanent address on file with the University. In addition, students' names are displayed on various media outlets and throughout the college. To be eligible for this honor, students must meet the conditions below:

- Must be a matriculated degree-seeking student within the College of Professional Studies

- Completed at least six (6) credits in a given semester • Achieved a minimum semester average GPA of 3.50
- At least six (6) credits must be graded using the standard letter grade method
- At time of calculation, had no Incomplete (N) nor unreported grades (NG)
- Grades such as S, WX, or N grades are not permitted in credits counting towards Dean's List

*Approved by Dean Palus 01.20.2021*

## College Medallion

The CPS Medallion of Academic Excellence is given each year by the College of Professional Studies in recognition of outstanding achievement in a specific major. It is the highest distinction the College can award to a graduating student and serves as a visible symbol of the significant contributions made by the recipient to the life of our College Community. Medallion recipients are selected based on criteria including cumulative grade point average, academic creativity, and perseverance.

## Registration for Current Villanova Students

Current Students register using the MyNOVA system, after obtaining their PIN from their academic advisor. Students dismissed from Villanova University may not attend Summer Sessions.

For more information on summer sessions and assistance with registration, call (610) 519-4300 or visit <https://www1.villanova.edu/content/university/summer-sessions.html>.

## Student Class Levels

Students at CPS are classified into the following levels based on their corresponding earned credit hours as follows:

<b>Class Level</b>	<b>Credit Hours Earned</b>
Freshmen	0 - 29
Sophomores	30 - 59
Juniors	60 - 89
Seniors	90 +

## Flexible Enrollment Options

The College of Professional Studies offers flexible pathways designed to help adult students achieve their academic goals while balancing life's responsibilities. Courses are delivered via in-person, online or hybrid modalities. In addition, various course lengths are offered including full semester, seven weeks (fast forward), and weekend.

## Full Semester Courses

Courses that run the full semester follow the Undergraduate Academic Calendar dates and deadlines found on the Provost's website: <https://www1.villanova.edu/villanova/provost.html>.

## Fast Forward Courses

Fast Forward courses are designed to help adult students accelerate their path toward graduation. These courses are restricted to CPS students only and are scheduled as two-seven-week sessions throughout the fall and spring semesters. The session's start and end dates coincide with the Villanova University Academic Calendar and are listed on the CPS website: [https://www1.villanova.edu/villanova/professionalstudies/Course\\_Schedules/calendar.html](https://www1.villanova.edu/villanova/professionalstudies/Course_Schedules/calendar.html).

## Schedule and Time Sequence

Fast Forward courses\* are held in person on weekday evenings, or offered online as distance learning. On campus courses are designed with 1,470 minutes of in person class time and an additional 780 minutes of required instructional equivalent online activities and assignments for a total of 2,250 minutes or 37.5 hours per course.

Fully online courses also meet for the equivalent of 2,250 minutes using a combination of live instruction time (1-2 hours per week) and instructional equivalent activities.

Weekend Courses\*:

Courses offered over a weekend meet on Friday evening for 3 hours, a full day on Saturday (8 hours) and Sunday morning (3 hours). These courses require additional pre and post meeting reading and assignments.

*\*Specific attendance and drop/add policies apply, please refer to the Attendance Policy and Drop, Add, Withdrawal and Refund Policies for more information.*

## Course Modality

Courses are offered in person (on campus or another location), online (DL) or hybrid. Modality is identifiable by attribute in the Master Course Schedule. Online courses may be either synchronous which require virtual live class sessions, or asynchronous which have no requirement for live class sessions.

## Variable Course Load

Students may vary their course load semester by semester, depending on their professional and personal demands. Full time status is defined as attempting 12 or more credits per semester; students attempting less than 12 credits per semester are considered part-time.

Students requesting to enroll in more than 17 credit hours in a single semester (but less than or equal to 21 credits) must have a GPA of at least 3.0 and must meet with their advisor prior to submission of the [Credit Increase Request Form](#).

Change of course load may affect financial aid status; students should contact the Office of Financial Assistance for more information. Please see the Bursar's website for more information about credit limits and costs.

## Summer Sessions

The summer program at Villanova is designed to assist students from across the University as well as visitors in fulfilling their academic needs through a variety of courses offered each summer.

Summer sessions run two four-week sessions, and one eight-week session, and follow the dates specific on the [University Academic Calendar](#).

## Visiting Students

Visiting students from other colleges/universities are required to apply to the College of Professional Studies. Academic advisement and the transferability of a Villanova summer course to the visiting student's college/degree program is the responsibility of the student.

## Admissions

### Admissions Requirements

Students in the College of Professional Studies are typically working professionals who are seeking to complete their degree or credit-bearing certificate in a flexible manner. Our students have usually earned prior college credit and/or an associate's degree. For students without earned college credit, we require a minimum of four years post-secondary work experience, military experience, professional education, or a combination of the three before applying to our degree or credit-bearing certificate programs.

Students in the College of Professional Studies, on average, are 37 years old with 5-11 years' work experience and have generally earned at least 15 college credits.

Prospective adult students interested in applying to a degree or credit-bearing program in the College of Professional Studies will need to submit the following to be considered for admissions:

#### Degree Programs

- Application fee: \$50.
- Official college transcript(s) for each school attended. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration*
- An official high school transcript, or proof of passing the GED, is only required for students who have not earned 15 or more college credits.
- A 350-word essay, discussing your interest in the program to which you are applying, and the goals you wish to achieve as a result of attainment of a degree.
- Current resume showing 4 years of post-secondary work experience.

## Credit-Bearing Certificate Programs Certificate in Accountancy

- Application fee: \$50.
- Official transcript documenting a Baccalaureate degree from an accredited institution. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration.*

## Certificate in Information Systems and Technology & Certificate in Leadership

- Application fee: \$50.
- Official college transcript(s) for each school attended. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration.*
- An official high school transcript, or proof of passing the GED, is required for students who have not earned 15 college credits.
- Bachelor's degree is not required to enroll and all credits earned can be applied towards a degree at CPS.

## Pre-Health Professions Certificate

- Application fee: \$50.
- Official transcript documenting a Baccalaureate degree from an accredited institution. *Note: Unofficial transcripts can be submitted as part of the application, but official transcripts must be received by CPS upon admission and before registration.*
- Statement of Purpose describing the applicants' career and educational goals, reasons for pursuing the Pre-Health Certificate, and please explain if the applicant believes their transcripts and previous academic history do not present an accurate picture of their academic ability. The statement of purpose should be around 1-2 pages.

## College of Professional Studies International Student Admissions

- Application fee: \$50.
- Transcripts: High school transcripts and official transcripts from all institutions of higher education where applicant completed coursework are required. Official English translation required by [WES](#) or [NACES](#) approved agency.
- Non-native English speakers must also submit official scores from either [TOEFL](#) or [IELTS](#).
- Completed Certification of Finances form along with bank statement (dated no later than three months prior to the submission of your application) showing the ability to meet tuition and living expenses. If the bank statement is not in the applicant's name, then a letter of support must accompany the bank statement of the account holder stating he/she will financially support the application while he/she is attending Villanova.

The College of Professional Studies does not offer student housing. All international CPS students must secure their own housing.

International students are only admitted to the following CPS credit-bearing programs:

- Bachelor of Interdisciplinary Studies (BIS)
- Bachelor of Arts in Leadership Studies (BA)

Official Transcripts should be sent to:

- **Mail** – Villanova University, College of Professional Studies, 800 Lancaster Avenue, Villanova, PA 19085;
- **Electronic** – [cps.info@villanova.edu](mailto:cps.info@villanova.edu)

## Individual Courses at Villanova

The College of Professional Studies welcomes students interested in taking individual courses, but not enrolling in a degree program. These students typically enroll for professional enrichment or to complete prerequisite courses for another program. The application process to enroll in individual courses is competitive and dependent upon course availability. Students must have completed at least 15 college credits and demonstrated strong academic performance.

Students who are currently enrolled in another college or university can apply and be considered based on individual circumstances and with an official letter from their home institution. The letter must state that they are in good academic and disciplinary standing and the credits earned at Villanova can be transferred to the home institution.

Students accepted to enroll in individual courses are only eligible to enroll in a maximum of 9 credits.

During the University's Summer Sessions, anyone who has earned a high school diploma (including individuals who are enrolled in another university) may apply to enroll in a course as a visiting student. Students must submit a copy of their high school or college transcript. High school applicants must have at least a 3.0 GPA.

## Admissions Policies

### Admission Deferment Policy

Students who confirmed admission to CPS who now wish to defer their start date to a later semester may apply for an admission deferment.

Requests to defer an offer of admission will be reviewed on a case-by-case basis and may be granted for reasons including illness, military service, or other extenuating circumstances. Supporting documentation must be provided with the application for deferment.

An admission deferment may be granted for a maximum of one year. Deadline for application of deferment is the same date as the drop/add deadline for the current semester.

Failure to meet any of these terms may result in the revocation of admission. In such a case, an applicant will be required to reapply for admission to the University by the appropriate application deadlines.

### Readmission Policy

Students are expected to make adequate, timely progress toward completion of their degree or credit-bearing certificate in the College of Professional Studies. Students who have voluntarily withdrawn from the College or have been away from the program without notifying the University for one academic calendar year may submit a petition for re-admission. In addition to submitting a petition, students will need to submit a new application to CPS. Petitions should be addressed to the Dean of the College of Professional Studies. The decision to re-admit students is made by the Dean, in consultation with the Director, Admissions and Enrollment and the Assistant Dean, Academic Programs.



Students may only re-admit one time to the College of Professional Studies.

To have re-admission considered, a former student should submit the following in their petition:

1. Full name at time of previous enrollment.
2. Name of previous degree / credit-bearing certificate program and major (if applicable).
3. Dates of attendance.
4. Reasons for withdrawal or absence.
5. Timetable for completion of degree / certificate requirements including expected date of graduation, if re-admitted.
6. Official transcripts of any universities attended since you left Villanova.
7. Complete the Declaration of Major Form (only required if applicant has completed 72 or more Villanova credits)

Students who are successfully re-admitted are subject to the rules and degree requirements as specified in the Undergraduate Catalog in effect for the academic year in which they are re-enrolled. This means that students will be required to complete any new courses or other graduation requirements that are currently required. A return to study is not always granted. Prior acceptance to any Villanova program does not guarantee future acceptance to that same or another program regardless of coursework completed or GPA.

The Dean will review the petition, the Assistant Dean's and Director's recommendations and will contact the student with a final decision. All decisions made by the Dean on matters of readmission are final and without right of further appeal.

Exceptions to the conditions of the above policy will be made for service members who have not been able to attend school due to military service.

Per the Academic Standing Policy, found on the Office of the Provost's Website: "Any student who has not completed a degree within twelve years must complete a degree through CPS. If the degree or major pursued by the full-time student is not offered by CPS, then the former full-time student must choose a degree and/or major offered to part-time students."

# Curriculum

## Degree Programs Offered

The College of Professional Studies offers four undergraduate degrees - Bachelor of Interdisciplinary Studies (BIS), Bachelor of Arts (BA), Associate of Arts (AA) and Associate of Science (AS) degree. In partnership with the College of Liberal Arts and Sciences, CPS also offers other degrees including a Bachelor of Science (BS). These degrees, varied majors, and delivery options provide applicable, relevant, flexible, and engaging courses of study for adult learners.

Degrees	Major	Delivery Option	Credits
Associate of Arts (AA)	n/a	On Campus, Hybrid, Online	60
Associate of Science (AS)	n/a	On Campus, Hybrid	60
Bachelor of Interdisciplinary Studies (BIS)	General Studies	On Campus, Hybrid, Online	120
	Entrepreneurship	Hybrid, Online	120
	Human Resource Management	Hybrid, Online	120
	Information Systems and Technology	Hybrid, Online	120
	Leadership	Hybrid, Online	120
	Organizational Development and Management	Hybrid, Online	120

Degrees	Major	Delivery Option	Credits
Bachelor of Arts (BA)	Public Service and Administration	On Campus, Hybrid, Online	120
	English*	On Campus, Hybrid	122
	History*	On Campus, Hybrid	122
	Leadership	Hybrid, Online	122
	Mathematics*	On Campus, Hybrid	122
	Public Service and Administration	On Campus, Hybrid, Online	122
	Sociology*	On Campus, Hybrid	122
	Statistics*	On Campus, Hybrid	122
Bachelor of Science (BS)	Computer Science*	On Campus, Hybrid	122

\*Majors offered in partnership with the College of Liberal Arts & Sciences may require daytime classes to complete.

## Minor Options

A minor in a specific academic discipline typically consists of 15% or more of the total hours required in an undergraduate curriculum. Courses that satisfy minor curricula may only count in one other area in a student's degree (i.e., LDR 2070 may count for both Leadership minor and ODM major). A maximum of 1 (one) transferred course may be applied to the minors listed below. In addition to the four minors below, CPS students have the option of pursuing minors housed in other colleges across Villanova. Students must adhere to all guidelines outlined by the issuing college and/or department. To declare a CPS minor, students must complete the [Change to Major/Minor Form](#).

Minors	Delivery Options	Credits
Entrepreneurship	Hybrid, Online	15
Human Resource Management	Online	15
Information Systems and Technology	Hybrid, Online	15
Leadership*	Hybrid, Online	18
Organizational Development and Management	Online	18

\*Leadership minor is also available to Army ROTC students enrolled in CLAS. Those students must follow CLAS guidelines of overload and are restricted to one (1) Fast Forward course each semester.

## Combined Bachelor/Master Programs

The combined bachelors to masters programs offer exceptional CPS students the opportunity to start taking master's level courses that will count towards both a bachelor's and a master's degree. To be eligible for a combined degree program, students must have:

- completed all core requirements,
- earned a minimum of 90 credit hours, and
- submit the Combined Bachelor/Masters Program Interest [Form](#).

Students are expected to consult with their academic advisors on the applicability of graduate level coursework towards their undergraduate degree. Applications are officially reviewed by the respective graduate program.

Students must adhere to all policies outlined the graduate program if admitted into a combined program.

Degrees	Eligible Majors	Credits
BIS/MS in Human Resource Development	General Studies	147

<b>Degrees</b>	<b>Eligible Majors</b>	<b>Credits</b>
BIS/MS in Software Engineering BIS/MPA or BA/MPA in Public Administration	Human Resource Management	147
	Leadership	147
	Organizational Development and Management	147
	Information Systems and Technology	141
	General Studies	150
	Leadership	150/152
	Organizational Development and Management	150
	Public Service and Administration	150/152

## Credit-Bearing Certificates

CPS offers a variety of certificate programs designed for post-graduate work or for students who have not yet earned a bachelor's degree and want to specialize in a particular area.

<b>Certificates</b>	<b>Delivery Options</b>	<b>Credits</b>
Accountancy	On Campus	36
Information Systems and Technology* (two tracks: A, B)	On Campus (track A), Hybrid or Online (track B)	12 or 14
Leadership*	Hybrid, Online	12
Pre-Health Professions	On Campus	30
Entrepreneurship*	Online	12
Human Resource Management*	Online	12
Organizational Development and Management*	Online	12
Public Service and Administration*	Online	12

\*Credit-bearing certificate programs that do not require a bachelor's degree prior to admission transfer seamlessly into an AA or baccalaureate degree program.

## Degree Requirements

Each baccalaureate degree is made up of three distinct categories: Core Curriculum, Major Requirements, and Free Electives.

The Associate degrees are comprised of the Core Curriculum and Free Electives only. The core area follows specific course curricula; however, students have freedom to choose courses for their free electives (see [Free Electives policy](#)). Students must meet the following requirements to earn an associate or baccalaureate degree from Villanova University:

- Earned the minimum number of credit hours of the designated program
- Successful completion of the Core Curriculum, Major Requirements (if applicable), and Free Electives
- Achieve a 2.0 cumulative grade point average (GPA) for all course work taken at Villanova
- A minimum of half of the Core Curriculum requirements must be fulfilled at Villanova (AA, AS, BA, and BS only)
- A minimum of half of the requirements for the major must be fulfilled at Villanova
- Residence requirement is met (see University [policy](#)), at least 30 credits of a BIS degree and 30 credits of an associate degree must be earned at Villanova (See [CPS Transfer Credit Policy](#)).
- Discharge of all financial obligations to Villanova University.

A student's eligibility for graduation is determined by the Assistant Dean, Academic Programs. It is the student's responsibility to ensure all requirements for graduation are met.

# Bachelor of Interdisciplinary Studies Core Curriculum

The Bachelor of Interdisciplinary Studies (BIS) follows a specific core curriculum which provides flexibility permitting students to select classes in line with their personal interests and experiences as well as their professional goals from a variety of different disciplines. The BIS core curriculum is designed to supplement a student's major coursework where students will refine their critical thinking and writing skills through different modes of inquiry. These courses, rooted in the liberal arts, encourage students to discover interrelated patterns throughout the various disciplines to promote active participation within the global community.

## Bachelor of Interdisciplinary Studies Core Curriculum (45 Credits)

Humanities in Augustinian Tradition (3 Courses, 9 Credits)

Course	Title	Credits
ACS 1000	Ancients	3
PHI 1000	Knowledge, Reality, Self	3
THL 1000	Faith, Reason, and Culture	3

Civic and Ethical Leadership (3 Courses, 9 Credits)

Course	Title	Credits
ETH 2050	The Good Life:Eth & Cont Prob	3
	American Perspectives	3
	Global Perspectives	3

Communication and Writing Skills (2 Courses, 6 Credits)

Course	Title	Credits
	COM 1100 or COM 1101	3
ENG 1050	The Literary Experience	3

Quantitative and Scientific Literacy (6 Credits)

Course	Title	Credits
	Natural Science	3
STAT 1260	Elementary Statistics	3

Cultural Appreciation (6 Credits)

Course	Title	Credits
	Varies	6

Core Electives (9 Credits)

Course	Title	Credits
	Varies	9

## Category Descriptions

### American Perspectives

Credits: 3

Courses at 1000+ level with an American perspective

### Global Perspectives

Credits: 3

Courses at 1000+ level with a global perspective

### COM 1100 or COM 1101

Credits: 3

Choose one.

Course	Title	Credits
COM 1100	Public Speaking	3
COM 1101	Business & Prof Communication	3

### Natural Science

Credits: 3

Mendel Science Experience

### Varies

Credits: 6

Cultural studies, diversity requirements, film, fine arts, language, literature, theatre, etc.

### Varies

Credits: 9

Courses at 2000+ level in the humanities, sciences, and social sciences

## Free Electives

The final component of a student's degree is the Free Electives which are courses that neither satisfy the requirements of the Core Curriculum nor the student's individual Major. The number of Free Electives is dictated by the student's program as they make up the remaining credits needed to fulfill graduation requirements. These courses typically include any undergraduate course offered at Villanova. Free Electives allow students the flexibility to pursue interests outside their chosen major by taking individual courses or declaring a minor. Students are encouraged to discuss how their Free Electives should be utilized with their advisor. CPS has the following guidelines regarding Free Electives:

- Students may request S/U grading policy for a maximum of three (3) courses of their Free Electives
- Students may transfer in a maximum of eight (8) LFRE 1000 courses (up to 24 credits) that count as Free Electives

# Academic and Student Policies

Unless otherwise noted, The College of Professional Studies follows the general University academic policies and regulations listed on the Office of the Provost's [website](#). It is the responsibility of the student to know and observe all academic policies and regulations of the University and the College of Professional Studies. Note: such policies may change without prior notice.

## Academic Bankruptcy

A CPS student who formerly attended Villanova University and has returned after a period of 12 years or more with a cumulative GPA below a 2.00 may be permitted to request academic bankruptcy for work completed prior to their return. Students must have completed two consecutive semesters at CPS and have met all required conditions of their CPS admission. Normally grades which earned a D or below will be considered for bankruptcy. A maximum of 30 credits can be bankrupted. All bankrupted grades will be excluded from the cumulative grade point average (though a record of the student's work will remain on the transcript). Application must be made in consultation with academic advisor and must be accompanied by written explanation of request. All repeated courses must be taken at Villanova. Once academic bankruptcy has been approved, the student may not revoke the decision and the original grades cannot be reinstated. Academic bankruptcy may be granted only one time during a student's entire academic career at the University.

Advisors will educate students on this policy during their first meeting. Advisors will work up the Academic Bankruptcy Spreadsheet with the student's information. After the conclusion of their second consecutive semester, the form is submitted to the Assistant Dean, Academic Programs who sends it to the Assistant Director of Student Support Services for processing.

## Advanced Academic Credit

In addition to the advanced academic credit accepted by the University, CPS students may gain credit by examination by means of the College Level Examination Program (CLEP) administered by the College Board. Credit is awarded for the CLEP Subject Examinations and NOT for the General Examinations. CLEP credits are considered transfer credits. See the [list of transferable CLEP courses](#). A score of 60 or higher on an approved Subject Examination will be considered for credit.

Incoming students who have taken Advanced Placement (AP) or International Baccalaureate Higher Level (IB) or CLEP exams should contact their Academic Advisor to verify Villanova's receipt of the official scores and ensure that proper adjustments have been made to their academic record. Students should request that the College Board send AP scores directly to Villanova University (school code 2959). [See Advanced Placement and IB Credit Policy](#).

A maximum of 90 transfer credits, which includes, CLEP, AP and IB credits, and credits from other colleges or universities, may be accepted toward a baccalaureate degree.

Students seeking to transfer credits should discuss transferability with their Academic Advisor.

## Class Attendance

Attendance and engagement during classes are vital to student success. As such, CPS retains the following policies surrounding class attendance\*:

- Full Semester Courses: CPS follows the University [Class Attendance Policy](#) for all full semester courses.
- Fast Forward Courses: Absences by students in Fast Forward classes are problematic due to the limited number of class sessions. If a student expects to miss more than one session, they should reconsider enrolling in the class.
- Weekend Courses: Students are required to attend all sessions of a course offered over a weekend.

#### Drop, Add, Withdrawal, and Refund Policies

- Full Semester Courses: CPS follows the University Policies and Deadlines found on the [academic calendar](#) for dropping/adding, withdrawal and refunds from full semester courses.
- Fast Forward Courses: Students may add or drop a Fast Forward course within the first week of the class meeting. Dropping a Fast Forward course before this deadline creates no financial penalty, per the [Tuition Refund Schedule](#) via the Bursar's Office.

Students may receive an authorized withdrawal from a Fast Forward course without academic penalty and receive a grade of "WX" up to Week 4 (four) of the course. After that date, a student seeking authorized withdrawal without penalty must petition the Dean, who has sole authority to grant withdrawals without penalty. Students dropping or withdrawing from any course should review the Bursar's [Website](#) for information on tuition refunds.

## Declaration of Major

Students enter the College of Professional Studies as undeclared regardless of their academic standing. The intention is for students to explore different major options by taking diverse classes during their early tenure.

To ensure students are progressing towards an undergraduate degree in a timely manner, all undeclared students must officially declare a primary major no later than the registration period during the term in which they will reach 72 completed academic credits. This includes all credits i.e., Villanova, transferred from other institutions, and test credits. Once a student declares a major, they remain eligible to change their major and/or add a second.

Students are encouraged to consult with their advisor regularly to develop an individualized academic plan.

A registration hold will be placed on a student's account who does not declare a major by the required term. This hold will prevent students from all future registration activities (i.e., adding, dropping, or withdrawing) until it is cleared. To clear this registration hold, undeclared students must declare a major.

Students officially declare a major by submitting the online Change to Major/Minor Form on the [CPS Policies and Forms webpage](#). To access this form, students will need to log in with their Villanova single sign on

## Declaration of Major for Returning Students

Those students who are coming back to Villanova with less than 48 credits remaining must declare their major prior to being admitted. Admissions will send them the [Declaration of Major Form for Former](#)

[Villanova Students](#). Once the student fills it out, it is approved by CPS advisor, then sent to Assistant Director, Student Support Services for submission to the Registrar. Once the new major is applied, notification is sent to CPS advisor, the student, and CPS Admissions.

## Double Major

Students may choose to double major by declaring a secondary major in another discipline within the College of Professional Studies. A student may not declare a secondary major without first declaring their primary major.

Typically, the first major that a student declares will be treated as their primary major unless they choose to double major in a BIS and BA or BS program. In this situation, the BA or BS major will become the student's primary major, and BIS will be secondary. If a student wishes to keep the BIS major as their primary major, their secondary major must be a BIS as well. Students adhere to the core curriculum for their primary major.

To complete a second major, a student must complete all credits required for that major. With the permission of the Assistant Dean, Academic Programs, students may share a limited number of credits between the primary and secondary major. Credits cannot be shared between the degree core curriculum and the primary major. Declaring a second major may mean that the student will need to complete more credits than the original degree or major requires.

Students who major in General Studies, BIS are not permitted to select a secondary major due to the interdisciplinary nature of this program. Students are welcome to select one or multiple minors.

Multiple majors, regardless of college, will appear on a student's transcript; however, a student will receive one diploma. Students who have completed all the requirements for two or more degrees – i.e., BA and BIS, BA and BS, or BIS and BS – must choose which degree to take – unless they have completed 43 or more additional credits beyond the greater of the two program credit requirements, in which case they may receive two degrees and two diplomas.

There are some circumstances where students may pursue a secondary major in another college at Villanova. They must adhere to all guidelines of the issuing college to complete the program requirements.

Secondary majors open to all Villanova students:

- [Theology](#)

*Edits approved by Dean Palus 3/23*

## Graduate Courses (Undergraduates Taking Graduate Courses)

Matriculated undergraduate students are permitted to take graduate courses according to the Provost's [Policy on Undergraduates Enrolling in Graduate Courses](#). The following additional criteria determines a students' eligibility:

- Senior standing (see [student class levels](#))
- Cumulative GPA of 3.2
- Submit the [Permission to Enter Graduate Courses](#) form



Students who are considering a master's degree are encouraged to take graduate level courses. Up to nine credits may be shared between a student's undergraduate and graduate degrees. Students do not have to be admitted to a combined bachelor/master's program to take graduate level courses. If a non-matriculated post-graduate student wants to take graduate level courses, they will be referred to the College offering the course they wish to take.

## Request to Take Course(s) at Another Institution

Once a student has matriculated in a degree program at Villanova University, credit for courses from other universities may only be transferred to Villanova under certain circumstances. Students may request to enroll in courses at another institution by submitting this [linked form](#). Students permitted to take courses at another institution are required to adhere to Villanova's policy on [transfer credits from another institution](#) and College of Professional Studies' [transfer credit policy](#).

Please note the following additional policies concerning transfer courses:

- Approval must be granted prior to enrolling in the course(s); Villanova credit will not be awarded for students who take a course(s) and retroactively seek approval.
- The deadline for submitting this [form](#) is 15 days prior to the start of the course.
- To be eligible for transfer credit from another institution a student must have a cumulative grade point average (GPA) of 2.0 or better and be in good academic standing. If GPA falls below 2.0 once grades are posted, the pre-approval will be voided.
- Grades earned in courses taken at other institutions are not factored into a student's Villanova GPA. A "T" grade will appear on the Villanova transcript and not the actual grade received.
- Courses offered at regionally accredited four-year and two-year institutions can be considered for transfer credit.
- All courses must be taken in the standard letter grade scale; Satisfactory/Unsatisfactory option is not applicable for transfer for Villanova credit.
- There may be additional restrictions on course applicability to core and major requirements depending on a student's degree and major.
- In all cases, the final 30 credits of a student's academic program must be completed at Villanova.
- Final official transcripts must be sent to Villanova College of Professional Studies at the completion of the course to officially award credits towards a student's Villanova degree.

After speaking with an Academic Advisor, students can fill out this [form](#) to request permission to take courses at an external institution on the [Policies & Forms](#) page. When the student fills out the form, it is sent to the associate director of advising who vets the courses, then sent to the director of academic programs for final approval. All parties are notified once it is approved.

## Repeating Courses

Unless otherwise stated in the catalog, students are not permitted to repeat courses previously taken at Villanova if they have received a passing grade without approval from the Assistant Dean, Academic Programs. If approved, the following conditions apply:

- All course attempts will be recorded on the Villanova transcript. Repeating a course does not replace the first attempt.
- All grades will appear on the Villanova transcript and factor into the GPA.
- The repeated course will only count for credit towards program requirements and graduation once.

- No course can be taken a third time; a student may only repeat a course once.

Request to Repeat a Course form on our [Policies & Forms](#) page.

## Satisfactory/Unsatisfactory Grading Policy

In courses with standard grading, students may request the Satisfactory (S)/Unsatisfactory (U) grading option, subject to the guidelines indicated by the University which can be found in this Catalog. The University defers to individual colleges for further guidelines on the use of a Satisfactory (S)/Unsatisfactory (U) option. CPS students are subject to the following guidelines:

- The S/U option is available only to those students whose cumulative GPA is 3.0 or better
- Students who have reached sophomore status are eligible to request S/U grading
- A total of five (5) Villanova courses can be graded on an S/U basis during a student's academic career.
- A limit of one (1) course per semester (Fall, Spring or Summer) may be taken on a S/U basis.
- Courses that fulfill major or minor requirements are not approved for S/U grading
- A maximum of two (2) courses in the Core Curriculum (BIS students only) may be graded on S/U basis
- A maximum of three (3) courses in the Free Electives area may be graded on S/U basis
- The Withdrawal (WX) policy and procedures are the same as a standard graded course
- The "S" grade is equivalent to a grade of "C" or better.
- Satisfactory/unsatisfactory grades will be shown on the transcript but will not be reflected in the quality point average.
- Requests for S/U grading are made by completing and submitting the required [form](#) (located on the Registrar's website: <https://www1.villanova.edu/villanova/enroll/registrar/forms.html>) prior to the drop/add deadline.

## Transfer Credit Policy

The College of Professional Studies accepts a maximum of 90 total transfer credits toward a bachelor's degree. Eligible transfer credits are considered from one or a combination of the following sources: other regionally accredited institutions, CLEP, Credit by Examination, AP or ACE. Transfer credits are accepted on the basis of course equivalency and must have a course grade of C or higher. Normally, once a student is matriculated at CPS, all credits must be earned at Villanova. Transfer credits have no impact on cumulative grade point average. Transferability is evaluated and determined by the College of Professional Studies in conjunction with the Office of the Registrar as needed.

Procedure:

At application, prospective students must submit all official transcripts. Once student is accepted to CPS, all transcripts are evaluated by the academic advisor and approved by the Associate Director, Advising.

Guidelines:

Credits transferred from another institution of higher learning must be from a regionally accredited institution of higher learning and must have a grade of C or higher.

A maximum of 15 ACE credits are transferrable and must be from either Joint Military Transcript or Professional Education Courses offered by Villanova University.

Transferred ACE credits are accepted only for courses that are non-major requirements .

All transfer credits older than 5 years must be approved by Associate Director, Advising and/or Department Chair.

A maximum of 24 credits can be transferred as LFRE courses

CLEP examinations with a score of 60 or higher are accepted for the following subjects only:

- American Government
- History of US I
- History of US II
- American Literature
- English Literature
- General Biology
- General Chemistry
- Introductory Psychology
- Human Growth & Development
- Calculus with Elementary Functions
- Introductory Sociology
- Western Civilization II

Under specific conditions, students may consider Credit by Examination. AP credits are accepted with an examination score of 4 or higher.

## College Transfer Policy

Students enrolled in the College of Professional Studies (CPS) are not permitted to transfer into other colleges at Villanova.

### **Academic Programs**

## **College of Professional Studies**