



# IMMACULATA UNIVERSITY

**UNDERGRADUATE CATALOG**

2021–2022

## Accreditation

Immaculata University is currently granted accreditation by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104; (267) 284-5000; website: [www.msche.org](http://www.msche.org).

The Immaculata University associates and baccalaureate business programs are currently granted accreditation and the accounting programs are also granted separate specialized accreditation by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, Kansas 66213; (913) 339-9356.

Immaculata University, offering the Bachelor of Arts in Music, Bachelor of Music in Music Education, Bachelor of Music in Music Therapy, and Master of Arts in Music Therapy, is accredited by the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; (703) 437-0700.

The Master of Science in Nursing and the Bachelor of Science in Nursing are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791.

The Dietetic Internship is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995; 800-877-1600, ext. 5400.

The Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995; 800-877-1600, ext. 5400.

The Master of Arts program in Clinical Mental Health Counseling is accredited by the Council for Accreditation of Counseling and Related Programs (CACREP), 1001 North Fairfax Street, Suite 510, Alexandria, VA 22314.  
[www.cacrep.org](http://www.cacrep.org).

The Doctor of Psychology Program in Clinical Psychology is accredited by the Commission on Accreditation of the American Psychological Association (APA), 750 First Street, NE, Washington, DC 20002-4242; (202) 336-5979; email: [apaaccred@apa.org](mailto:apaaccred@apa.org); web: [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation).

The Immaculata University Psychology Internship Consortium (IU-PIC) is a member of the Association of Psychological Postdoctoral and Internship Centers (APPIC), 17225 El Camino Real, Suite #170, Houston, TX 77058-2748; web: [www.apic.org](http://www.apic.org)

## Important Notice

**The provisions of this catalog should not be regarded as a contract between any student and the University. Course content, tuition and fees, admissions criteria, graduation requirements, and regulations are constantly being reviewed and revised. The University reserves the right to make any changes to this content when deemed necessary.**

## Non-Discriminatory Policy

Immaculata University is committed to the principle of equal educational opportunity without unlawful discrimination because of an applicant's or student's race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, or other classifications protected by law or University policy.

**Immaculata University**

**Undergraduate Catalog**

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**[immaculata.edu](http://immaculata.edu)**

## **Mission Statement**

*Immaculata University, a Catholic academic community, founded and sponsored by the Sisters, Servants of the Immaculate Heart of Mary, is committed to scholarship, formation of the whole person for leadership and service, and empowerment of all to seek truth, promote justice, and engage in dialogue between faith and culture.*

## **Vision**

*In the IHM tradition, Immaculata will be a growing community of faith, learning and service.*

Immaculata is the University where people believe in you, where you are pushed to be better than you thought you could ever be, and a place that is committed to helping you explore your passions, discover your calling, and build a life of meaning and purpose.

## **Core Values**

*Faith*

*Community*

*Knowledge*

*Virtue*

*Service*

## **Philosophy/Goals**

*Immaculata University has been built on the firm belief that the highest service a college can render its students is to prepare them for life, both the present life and the life to come.*

*Immaculata University, aware of the demands of a changing world, offers students the means to grow as integral persons, responsible to God, the Church, and one another, and stimulates growth within a Christ-centered academic community.*

*As a community of faith and learning, Immaculata dedicates all available resources to the search for truth. In this community, students are challenged to recognize and fulfill their roles as responsible persons and potential leaders in dedicated concern for and service to humanity and our world. The Immaculata faculty assists students in the pursuit of these goals.*

*Immaculata's program, based on the liberal arts, is designed to encourage logical and critical thought, independent study, and the integration of knowledge. The University strives to develop in students an aesthetic sense and the ability to communicate ideas effectively.*

*In this intellectual atmosphere, the University hopes that students will comprehend the issues posed by human achievements and failures, and reach an understanding of the full meaning of the individual as a Christian witness in all phases of life.*

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# Academic Calendar – 2021-22

August 25	College of Adult Professional Studies (CAPS) – Orientation
August 27	College of Undergraduate Studies (CUS) Freshmen Arrive
August 30	Fall Semester Classes Begin (all colleges)
September 6	Labor Day – No Classes
October 8	Fall Break – No Classes
October 9-10	Centennial Mass and Gala/Reunion
October 11	Classes Resume
October 29	Last day to withdraw from class
November 12	Charter Day Event
November 13	No Classes
November 15	Spring Registration – CUS and CAPS
November 24-28	Thanksgiving Recess begins after Day Classes on 11/23
November 29	Classes Resume
December 3	Last CUS Day Class
December 3	Carol Night
December 8	Feast of the Immaculate Conception (University Feast Day) – No
Classes/Holiday	
December 11	Last Day of Fall Term (end of finals)
December 13 – January 7	Winter Session
January 7	January Graduation
January 13	CAPS Orientation
January 17	Martin Luther King, Jr. Day – Holiday
January 18	Spring Semester Classes Begin (all colleges)
March 7-11	Spring Break
March 14	Classes Resume
March 21	Summer Registration (all colleges)
April 4	Fall Registration – CUS and CAPS
April 14-18	Easter Break (no face-to-face classes)
April 17	Easter Sunday
April 19	Classes Resume
May 2	Last CUS Day class
May 10	Last Day of Spring Term (end of finals)
May 13	Commencement – CGS
May 14	Baccalaureate Mass
May 15	Commencement – CUS & CAPS
May 16	Summer I Begins
May 30	Memorial Day – No Classes
July 4	Holiday – No Classes (Independence Day Observed)
July 6	Summer II Begins
August 24	August Graduation

# University Seal



## MOTTO

The University motto, which reads in Latin, *Scientia floret virtute* (Knowledge flourishes in virtue), expresses the ideal of a true liberal arts education in the Christian tradition. The dual meaning of the Latin word, *virtute*, is virtue or power. It is symbolic of the kind of strength that comes from the wisdom earned by reflective study and vigorous application. Whether one takes the word virtue in its ethical sense or in its dimension of force and energy, the intellectual and moral values that students choose to make their own enable them to go “from strength to strength.” Liberally educated, Immaculata graduates have acquired that flexibility and sense of personal worth that will make them prudent risk-takers in a world that belongs to those who dare and those who care.

# The University

Immaculata University consists of three colleges – the College of Undergraduate Studies, the College of Adult Professional Studies, and the College of Graduate Studies. This publication conveys information about the policies, procedures, and programs in the College of Undergraduate Studies and the College of Adult Professional Studies only. A separate catalog is available from the College of Graduate Studies.

## LOCATION

Immaculata's 373-acre campus overlooks Chester Valley and is located on the Main Line about 20 miles west of Philadelphia. The student body is composed of approximately 2,500 full- and part-time students in the College of Undergraduate Studies, the College of Adult Professional Studies, and the College of Graduate Studies, who seek, within the framework of a private, Catholic institution, education and preparation for positions of leadership and responsibility. Sharing in co-curricular and social activities, the student quickly becomes part of the academic community, which is characterized by a spirit of friendliness and warm, personal relations among the students and between the students and the faculty.

## FACULTY

Approximately 75 sisters and lay people make up the full-time faculty. An additional part-time faculty serves the College of Undergraduate Studies, the College of Adult Professional Studies, and the College of Graduate Studies. Members of the faculty act as academic advisors offering personal assistance and guidance to students. Thus, student advisement at the University is not simply a token gesture but a meaningful relationship between student and faculty member.

## CAMPUS AND BUILDINGS

From its main building complex around Villa Maria Hall, the campus of Immaculata has expanded over its 100 years to include 16 principal buildings and facilities for outdoor sports and recreation. Today the University's physical plant represents a multi-million dollar investment. The general style of campus architecture, a modern adaptation of Italian Renaissance, follows that of the original building, Villa Maria (1914), which houses administrative offices and various student facilities.

Adjoining the main building are Nazareth Hall (1914) and Lourdes Hall (1927), containing the departments of Fashion Merchandising and Nutrition and Dietetics, Graduate Psychology, chapel, and dining facilities, together with student residence areas, Campus Ministry, and the Great Hall. Other residence halls are Marian Hall (1955), DeChantal Hall (1967), and the first two buildings in the university's apartment-style housing (2014) on the west side of campus. DeChantal Hall terrace also houses the offices of Student Development & Engagement. Gillet Hall (1955) is the residence of the IHM Sisters. East of Lourdes Hall is the Lettiere Admission and Financial Aid Center (2012).

The academic complex includes Good Counsel Hall (1955), which contains classrooms, seminar centers, a language laboratory, music listening rooms, the offices of the College of Adult Professional Studies, and the Immaculata University campus store. Loyola Hall (1963), a science and arts building with laboratories, amphitheaters, audio-visual center, computer center, curriculum library, and food store, also houses the Mathematics, Education, and Art departments, and the office of the College of Graduate Studies. The new Center for Nursing and Allied Health Sciences with state-of-the-art simulation lab is also located on the terrace level in Loyola Hall. The Faculty Center (1962) contains private offices, general conference rooms, lounges, and service facilities for the faculty. On the west campus, a performing arts and physical education center, Alumnae Hall (1970), completes the quadrangle of academic buildings. Also on the west campus stands the Draper Walsh Stadium, softball field, baseball field, as well as the Mighty Macs Training Facility, located on the west side of campus.

Gabriele Library (1993), a freestanding 52,500 square foot library, offers the latest advances in information technology and electronic access as well as the Writing Center, Career and Professional Development Center, a campus coffee shop, Immaculatté, technology and online learning offices, the Duffy's Cut exhibit, and the teaching and learning center (CASTLE). The IHM Student Center (2019), situated next to the West Campus apartment housing, provides a state of the art hub for IU students to congregate, dine, relax, and socialize.

In April 2021, the university broke ground for the Parsons Science Pavilion, which is scheduled to open in fall 2022.

## **MISSION AND MINISTRY**

The Office of Mission and Ministry seeks both to sustain the Catholic heritage of the University as supported by the IHM charism and to cultivate an ecumenical spirit in which the varied gifts of Immaculata's religiously diverse community can be nurtured and celebrated. The office of the Vice President of Mission and Ministry is located in Villa Maria Hall.

Campus Ministry at Immaculata University seeks to stimulate growth in faith, formation of Christian conscience, leadership and personal development, formation of human community, and an understanding of issues of peace and justice. Through participation in Campus Ministry activities, students are invited to explore their relationship to God, to each other, and to the global community. Activities include opportunities for prayer and worship, including Sunday and weekday liturgies, opportunities for reflection and discussion through retreats and other programs, and opportunities for a variety of service projects that meet human needs. Campus Ministry is located in the terrace level of Lourdes Hall.

## **HISTORY**

The tradition of friendliness, creative hope, and vitality derives from a spirit fostered at Immaculata by the Sisters, Servants of the Immaculate Heart of Mary, who established and conduct the University.

The congregation, founded in Monroe, Michigan, has been engaged in the work of Catholic education for nearly 175 years.

# Academic Highlights

- 1925 • Teacher Education approved by Pennsylvania Department of Instruction
  - First degrees conferred
- 1927 • Membership in National Catholic Educational Association
- 1928 • Accreditation by Middle States Association
- 1929 • Formal change of name from Villa Maria to Immaculata College
  - Membership in American Council of Education and Association of American Colleges
  - Recognition of Premedical Program by American Medical Association
- 1930 • Dietetic Program approved by The American Dietetic Association
- 1945 • Establishment of the Father Gillet Cancer Research Unit (terminated in 1974)
- 1953 • Approval of four-year program in Elementary Education by Pennsylvania State Council of Education
- 1957 • Approval by American Association of University Women
- 1964 • Renewal of accreditation by Middle States Association
- 1967 • Establishment of Center for the Teaching of the Americas
- 1969 • Establishment of the Evening Division
- 1973 • Initial approval of Early Childhood Teacher Education Program by Pennsylvania Department of Education (PDE)
- 1974 • Establishment of the Early Learning Center
  - Renewal of accreditation by Middle States Association
  - Initial accreditation by National Association of Schools of Music
- 1976 • Renewal of Plan IV Dietetic Program in the areas of General and Clinical Dietetics by The American Dietetic Association
- 1977 • Establishment of Bicultural/Bilingual Studies Master's Program (in cooperation with Marywood College)
- 1978 • Renewal of Teacher Certification Programs by PDE
  - Approval of Music Therapy Program by American Association for Music Therapy
  - Full approval of Early Childhood Teacher Education Program by PDE
- 1980 • Permanent approval of Music Therapy Program by American Association for Music Therapy
  - Full membership in National Association of Schools of Music
- 1981 • Approval of Associate of Arts and Associate of Science Degree Programs by PDE
  - Affiliation with Brandywine and Chester County Hospital Schools of Nursing
- 1983 • Approval of Master of Arts Programs in Counseling Psychology, Educational Leadership and/or Administration, and Nutrition Education by PDE
  - Renewal of Teacher Education Program by PDE
  - Approval of Elementary-Middle School Principal Certification Program by PDE
- 1984 • Accreditation of Coordinated Undergraduate Program (CUP) in the area of General Dietetics by Commission on Accreditation of The American Dietetic Association
  - Renewal of accreditation by Middle States Association
  - Approval of upper-division Bachelor of Science in Nursing Degree for Registered Nurses by PDE
- 1987 • Approval of School Psychology Certification Program by PDE
  - Additional focus of Graduate Educational Leadership Program: Leadership in Teaching and Learning
- 1988 • Renewal of accreditation of Coordinated Undergraduate Program (CUP) in the area of General Dietetics by the Council on Education Division of Education
  - Accreditation/Approval of The American Dietetic Association
- 1989 • Initial accreditation of Nursing Program by National League for Nursing
  - Approval of Master of Arts in Music Therapy Program by National Association of Schools of Music
  - Approval by Council on Education, Division of Education
  - Accreditation/Approval of the American Dietetic Association of the Preprofessional Practice Program (AP4)
- 1990 • Approval of Elementary School Guidance Certification and Secondary School Guidance Certification Programs by PDE
  - Approval of Letter of Eligibility for Superintendent/Assistant Superintendent and Executive Director/Assistant Executive Director by PDE
  - Approval of Master of Arts Program in Music Therapy by PDE
  - Renewal of Teacher Education Program by Pennsylvania Department of Education
- 1991 • Renewal of approval of Didactic Program in Dietetics by The American Dietetic Association
  - Approval of Master of Arts Programs in Bilingual/Multicultural Studies and Teaching of Mathematics by PDE
  - Approval of Master Teacher and Elementary Certification Program by PDE

- Approval of School Nurse Certification Program by PDE
- Approval of Doctor of Psychology in Clinical Psychology Program by PDE
- Approval of Doctor of Education in Educational Leadership and Administration Program by PDE
- 1994 • Renewal of accreditation by Middle States Association
- Approval by Council on Education Division of Education
- Accreditation/Approval of The American Dietetic Association of change of the Preprofessional Practice Program to Developmental Accreditation as a Dietetic Internship
- 1995 • Celebration of 75th Anniversary
- Final approval of Doctor of Psychology Program in Clinical Psychology by the PDE
- Final approval of Master of Arts Program in Music Therapy by the National Association of Schools of Music
- Renewal of Teacher Education Program by PDE
- Establishment of ACCEL® (Accelerated Continuing and Experiential Learning) Programs
- 1996 • Approval of change of name of Master of Arts Program in Bilingual/Multicultural Studies to Cultural and Linguistic Diversity by PDE
- 1997 • Renewal of accreditation of Nursing Program by the National League of Nursing
- Final approval of Doctor of Education Program by the PDE
- 1998 • Initiation of Phi Kappa Delta Honor Society
- Approval of certification for Mentally and/or Physically Handicapped Program and Supervisor Certification Programs by the PDE
- 1999 • Approval of Master of Arts degree in Organization Leadership by the PDE
- Accreditation of Dietetic Internship by the American Dietetic Association
- Accreditation of Doctor of Clinical Psychology by the American Psychological Association
- First International Institute for Expressive Arts (IEAAA) held at Immaculata
- Renewal of Middle States accreditation
- Approval of official site for National Counselors Exam
- 2000 • Initial Approval of program in School Psychology leading to Doctor of Psychology by the PDE
- Renewal of Teacher Education by PDE
- Establishment of three-college structure: the Women's College; the College of LifeLong Learning; and the College of Graduate Studies
- Accreditation granted for the Dietetic Internship by the Commission on Accreditation for Dietetics Education of the American Dietetic Association
- 2001 • Initial approval of program in Theology leading to an Associate Degree by the Department of Education
- Initial accreditation of the Didactic Program in Dietetics by the Commission on Accreditation of the American Dietetic Association
- 2002 • Renewal of accreditation by the National Association of Schools of Music (NASM) and the American Music Therapy Association (AMTA)
- Approval of teacher certification for Citizenship; Social Justice; General Science; and Business, Computers and Information Technology Programs by the PDE
- Renewal of accreditation of the Bachelor of Science in Nursing Program by the National League for Nursing Accrediting Commission, Inc. (NLNAC)
- Approval of Health Care specialization by PDE
- Final approval of MA in Organization Leadership by PDE
- Initial approval of English as a Second Language (ESL) program specialist training by the PDE
- Immaculata College awarded University status in June 2002 by the PDE
- Initial accreditation of the Didactic Program in Dietetics by American Dietetic Association Commission on Accreditation for Dietetic Education
- 2003 • Approval by PDE of ESL track within MA in Educational Leadership
- Initial approval by PDE for Master of Science in Nursing
- Board of Trustees approved the College of Undergraduate Studies to become co-educational starting Fall 2005
- 2004 • Final Approval for Doctor of Psychology (PsyD) in School Psychology by PDE
- Renewal of accreditation by Middle States Commission on Higher Education
- Approval of Bachelor of Science Degree in Accounting, Business Administration, Biology, Chemistry, Exercise Science, Mathematics/Computer Science, Information Technology by the PDE
- Approval of Associate of Science Degree in Biology, Mathematics/Computer Science, Information Technology by the PDE

- Accreditation of Bachelor of Science in Nursing degree by Commission on Collegiate Nursing Education (CCNE)
- 2005 • Renewal of accreditation of Doctor of Psychology Program in Clinical Psychology by the American Psychological Association
- 2006 • Approval by PDE for Bachelor of Science Degrees in Allied Health, Health Care Management, and Marketing Management
  - Approval by Middle States Association to offer first online accelerated program in Organization Dynamics
  - Approval by PDE for Master of Science Degree in Nursing
- 2007 • Approval by the National Association of Schools of Music for a Bachelor of Arts Degree in Music (Performance [Instrumental, Vocal])
  - Approval by Middle States Association to offer online accelerated programs in Financial Management, Human Performance Management and Healthcare Management
- 2008 • Approval by PDE for Master of Arts Degree in Applied Communication
  - Approval to offer RN to BSN program in state of Maryland
  - Approval by the Servicemembers Opportunity Colleges (SOC) as a member of the SOC Consortium
  - Agreement with Brandywine Hospital to provide the academic leadership for the Brandywine School of Nursing leading to the transition to close the two-year program at Brandywine School of Nursing and open the four-year pre-licensure BSN program at Immaculata
- 2009 • Approval by the State Board of Nursing to deliver the Bachelor of Science in Nursing degree as a pre-licensure Nursing program
  - Approval by PDE to deliver the Bachelor of Science in Nursing degree as a pre-licensure Nursing program
  - Approval of change of name of Master of Arts Program in Applied Communication to Public Relations by PDE
  - Celebration of College of Graduate Studies 25th anniversary
  - Approval of Periodic Review Report by Middle States Commission on Higher Education
  - Establishment of the Division of Education and the Division of Nursing
  - Awarded SunGard Higher Education Award for Institutional Performance
  - Institutional approval of revisions to liberal arts core curriculum
- 2010 • Approval by PDE for Master of Arts program in Clinical Psychology
  - Celebration of Nursing department's 25th anniversary
  - Approval by Department of Veterans Affairs to participate in the Yellow Ribbon Program
  - Incorporation of the pre-licensure program in Nursing into existing accreditation of Bachelor of Science in Nursing degree by Commission on Collegiate Nursing Education (CCNE)
- 2011 • Initial approval of Doctorate in Education in Higher Education by PDE
  - Renewal of accreditation for 10 years of MSN program by Commission on Collegiate Nursing Education (CCNE)
  - Approval of Special Education and English Language Learning provisions by PDE; Approval of Post-Baccalaureate Certification (Pre K-4 and Pre-K with Special Education) by PDE
  - Awarded the Excellence in Holistic Nursing Education Award from the American Holistic Nurses Association (AHNA)
  - Initial accreditation of its Business Programs and Separate Specialized Accreditation of its Accounting program by the Accreditation Council for Business Schools and Programs (ACBSP)
  - Approval of Bachelor of Science Degree in Athletic Training by the PDE
- 2012 • Renewal of accreditation of Doctor of Psychology program in Clinical Psychology by the American Psychological Association
  - Institutional approval of the Department of Professional Studies, B.S. in Emergency Planning and Management
  - Renewal of accreditation of the Didactic Program in Dietetics by the Commission on Accreditation for Dietetics Education Accreditation of the American Dietetic Association
- 2013 • Renewal of accreditation by the National Association of Schools of Music (NASM) and the American Music Therapy Association (AMTA)
- 2014 • Institutional approval of Human Resources Management and Health Information Management majors
  - Renewal of accreditation by Middle States Commission on Higher Education
  - Initial accreditation of Athletic Training Program by the Commission on Accreditation of Athletic Training Education (CAATE)
- 2015 • Renewal of accreditation of Doctor of Psychology Program in Clinical Psychology by the American Psychological Association (APA)
  - Institution of partnership with DeSales University to offer a 4+1 MBA program to Immaculata students
  - Institutional approval of Interactive Digital Media and Cybersecurity majors
- 2016 • Achievement of Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation for



- the Clinical Mental Health Counselor Master of Arts programs
- 2017 • Installation of Immaculata University's first lay president, Barbara Lettiere (IU class of '72)
  - 2018 • Official change of College of LifeLong Learning name to College of Adult Professional Studies
    - Accreditation of Business Leadership and Human Resource Management programs by the Accreditation Council for Business Schools and Programs (ACBSP)
  - 2018 • New partnerships with area graduate programs to benefit IU students (DeSales University, Penn State University – Great Valley, Temple University, Widener University, and Widener's Delaware Law School)
  - 2019 • Institutional approval of new Undergraduate Core curriculum, Master of Science in Health Care Management, and Master of Science in Athletic Training
    - Immaculata approved as a SARA institution, allowing for nationwide offering of online programs
  - 2020 • Renewal of accreditation of the Didactic Program in Dietetics by the Commission on Accreditation for Dietetics Education Accreditation of the American Dietetic Association
    - Institutional approval of new Bachelor of Science degrees in Supply Chain Management and Financial Planning Approval by Pennsylvania Department of Education for Reading Specialist Certification, Special Education PreK-12
    - Immaculata University's Centennial Year
  - 2021 • Institutional approval of new Associate of Arts degree in Psychology, Associate of Science degree in Cybersecurity, and Bachelor of Science in Sport and Business Management
    - Bachelor of Science in Financial Planning program receives approval by Certified Financial Planning Board of Standards (CFP® Board)

# Admission

Immaculata University seeks to admit students whose interests, goals, and abilities are compatible with its mission, and endeavors to retain them through the pursuit of the students' educational goals. Those students who are best qualified to profit from the distinctive educational opportunities offered by the University will be admitted. The University endeavors to bring together students whose intellectual ability, personal qualities, varied interests and talents, and diverse backgrounds provide a cultural and intellectual atmosphere in which each may become a well-rounded person.

Immaculata processes applications for its undergraduate academic programs through two offices:

- The College of Undergraduate Studies (CUS) Admissions Office welcomes applications from men and women who desire to enroll full-time;
- The College of Adult Professional Studies (CAPS) Office welcomes applications from men and women who study on a full- or part-time basis.

Applications are processed without unlawful discrimination based on an individual's race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, or any other characteristic protected by federal, state or local law or University policy. Each applicant is considered as an individual and consideration is given to special cases. The University reserves the right to modify admission requirements at any time without prior notice.

## COLLEGE OF UNDERGRADUATE STUDIES

The College of Undergraduate Studies processes applications from:

- Full-time students
- First-time freshmen or transfer students
- Students paying full-time tuition
- Students who may desire to live on campus

### REQUIREMENTS FOR ADMISSION

Basic requirements for admission to the College of Undergraduate Studies include, but are not limited to:

- Graduation from an accredited secondary school or the equivalent
- Completion with satisfactory grades of 16 units of secondary school work including the following minimum number of college preparatory courses:

English	4 units
Social Studies	2 units
Foreign Language	2 units
Mathematics	2 units
Science (1 laboratory)	2 units
Electives	4 units

The electives may be chosen from any major subjects accepted for graduation in an accredited secondary school.
- Submission of an essay with the application
- For those academic programs requiring them, acceptable scores on the SAT test of The College Board or on the ACT from the American College Testing Service
- Test optional for most majors. The only majors that require SAT/ACT scores to be submitted are nursing and allied health.
- A candidate for admission to the Department of Music must, in addition, arrange for an audition with department faculty.

### APPLICATION

Decisions are made on a rolling admission basis until the class is filled. This means that decisions are made as quickly as possible upon completion of all credentials required.

## Application Procedure

Application can be made as early as August 1st prior to the student's senior year. A completed application packet will include:

1. A completed application form. There is no application fee if a student applies online through [www.immaculata.edu/apply/](http://www.immaculata.edu/apply/):  
Immaculata University is also a member of The Common Application and students may apply for free online at [www.commonapp.org](http://www.commonapp.org). No preference is given between the IU and Common Application. The only time a student would incur the \$35 application fee is if the student sends in a paper application. The fee is waived if a student completes the application while visiting campus.
2. An official copy of the secondary school transcript indicating rank in class (if applicable), secondary school cumulative grade point average (GPA), and a list of senior year courses. If applicable, a transcript of any college-level courses completed should also be included.
3. SAT or ACT test scores:  
Students that have been able to take the SAT or ACT are able but not required to submit their scores with their application. When students submit the Common Application or the online Immaculata Application, they will be asked whether or not they wish to submit scores and we will review applications based on that question. Please note that our test optional status for nursing and allied health majors is a one-year change for Fall 2022 admission in direct response to the cancellations of standardized testing dates due to COVID-19.
4. Essay of at least 250 words. The essay topics are listed on the University's online application or on The Common Application [website](http://www.commonapp.org) at [www.commonapp.org](http://www.commonapp.org).
5. At least one (1) letter of recommendation, one of which must be from a teacher or counselor. Two (2) letters of recommendation, if the student is applying to the Nursing program.

Immaculata University operates on a rolling admission policy.

Once a student submits all required documents, the file will be reviewed by an admission counselor and a decision rendered. Usual response time from application to decision is 3-4 weeks depending upon the time of year.

The Admission Office strongly recommends that all applicants arrange for a campus visit. For appointments, email the Office of Admission at [admiss@immaculata.edu](mailto:admiss@immaculata.edu) or call 484-323-3060 between 8:30 am and 5:00 pm, Monday through Friday.

## HOME-SCHOOLED

Immaculata University welcomes home-schooled students to apply for admission to the College of Undergraduate Studies. As stated in the preceding section, an admission decision will be issued once the following credentials have been received and requirements met:

1. A completed application form. There is no application fee if a student applies online through [www.immaculata.edu/apply/](http://www.immaculata.edu/apply/). Immaculata University is also a member of The Common Application and students may apply for free online at [www.commonapp.org](http://www.commonapp.org). There is no preference between the IU and Common Application. The only time a student has to pay the \$35 application fee is if he/she sends in a paper application. The fee is also waived if a student completes the application while visiting campus.
2. An official copy of the secondary school transcript with the documentation listed above. If an official transcript is unavailable from the secondary school or an accredited agency, a record of work completed either by course title, descriptive essay, or portfolio is required.
3. Official transcript of any college level work completed.
4. SAT or ACT test scores. Optional for all majors except nursing and allied health.
5. Proof of secondary school graduation or GED completion.
6. A campus visit is strongly recommended.

## **ADVANCED PLACEMENT**

Immaculata University participates in the Advanced Placement program of The College Board. A student may be exempted from courses in certain departments/divisions provided the student can demonstrate to the department/division concerned that the student has reasonable competence in the material of the course. Students who have taken Advanced Placement tests of The College Board (including the APTEL) and have achieved an acceptable score (as established by individual departments) are eligible for the appropriate number of college credits per test taken. The Dean of the College of Undergraduate Studies will determine how the credits are applied in the student's academic program. Credit will be given provided the student does not register in a course that covers substantially the same material.

Advanced placement without credit may be arranged in language and certain other sequential courses at the discretion of the department/division involved. Students receiving advanced placement or credit are required to take the normal load for the semester. Students are urged to enter more advanced courses if their previous work has prepared them to do so.

## **STUDENT SUCCESS PROGRAM**

Immaculata is committed to helping students attack college work successfully. Therefore, any incoming freshman whose predicted grade point average falls below the qualifying average, but whose high school record, letters of recommendation, and admission interview (if required) indicate potential for achievement in college-level work, may be offered placement in the Student Success Program. The program, which offers academic support for the first semester, provides the student with a professional academic coach and encourages the student to utilize the student resources. Furthermore, the student must participate in a one-credit College Success Seminar supported by bi-weekly academic coaching in the Academic Success & Advising Office. Some students are required to enroll in a limited course load of four (4) classes and the required First Year Seminar (FYS) course.

## **INTERNATIONAL STUDENTS**

From its beginning, Immaculata University has provided opportunities for international students to share in the rich total experience—spiritual, intellectual, and social—of the University. Admission of qualified students from other countries is beneficial for them individually, for the University community, and for the world community.

International students seeking admission to Immaculata University must present all credentials required of U.S. students for admission, including SAT or ACT scores (when applicable). In addition, international students must provide the following:

1. International students hoping to transfer credits must provide original transcripts of academic credentials accompanied by the English translation and course by course evaluations, conducted by an NACES-accredited company (e.g. WES, World Education Services) of all transcripts, diplomas, and certificates. International students hoping to transfer credits must provide original transcripts of academic credentials accompanied by the English translation and course-by-course evaluation from any NACES-accredited provider. Consideration and review will be given to transcripts reviewed by Commission on Graduates of Foreign Nursing Schools (CGFNS International) and International Consultants of Delaware (ICD), a division of CGFNS, as long as they are course-by-course.
2. Students whose primary language is not English must submit either the TOEFL, IELTS, or DuoLingo scores\* unless you meet the following exemption:
  - You have successfully completed, at the time of application, a minimum of two years in a curriculum where English was the primary language of instruction.

\*Passing test scores are as follows:

  - TOEFL (Test of English as a Foreign Language): 79 on Internet-based test, 550 on Paper-based test, 213 on Computer-based test.
  - IELTS (International English Language Testing System): 6 or higher.
  - DuoLingo: 75 or higher.
3. Proof that sufficient funds are available for all expenses for the school year and vacation periods must be submitted, in the form of a certified bank statement. The signature of the person responsible for the payment is required. If a bank statement is in the name of more than one person, each individual must

submit a notarized affidavit of support. Immaculata does provide limited merit-based financial aid for international students.

4. Certification of health and insurance, including completion of the medical examination form and application for a health insurance policy that includes repatriation and medical evacuation.
5. Copy of identification page of passport
6. International students transferring from another U.S. institution of education must submit a transfer verification form.
7. International students should apply as early as possible (no later than 3 months in advance of program start date) for admission to alleviate problems of visa clearance and mail service delays.

Some majors have additional requirements; please review intended major's specific requirements.

## **TRANSFER STUDENTS**

To meet the needs of the increasing number of students who are attending junior colleges, community colleges or those who choose to transfer from another four-year institution, Immaculata University has developed an individualized transfer policy for entrance into baccalaureate degree programs. Students whose cumulative grade point average is equal to or greater than 2.0 on a 4.0 scale are encouraged to apply. Students' credentials will be evaluated on an individual basis.

Normally, a maximum of 64 credits is transferable for CUS students and 72 credits for CAPS students, thus enabling the student who holds an associate degree in a compatible liberal arts program to enter the college with junior status.

Application procedure:

1. A completed application form. There is no application fee if a student applies online through [www.immaculata.edu/apply/](http://www.immaculata.edu/apply/).  
Immaculata University is also a member of The Common Application and students may apply for free online at [www.commonapp.org](http://www.commonapp.org). There is no preference between the IU and Common Application;
2. Send official transcript(s) from any and all college(s) attended. A secondary school transcript and SAT scores must also be submitted if a student has fewer than 24 credits;
3. Individuals applying to teacher certification programs who have earned 24 or more credits must pass a basic skills test prior to admission. Transfer students with less than 23 credits may be admitted but must formally apply to the teacher certification program after earning 48 credits. Please refer to <https://www.immaculata.edu/academics/departments/education/certification-office/> for specific guidelines;
4. All materials listed above should be sent directly to the Office of Undergraduate Admission;
5. Completion of Conduct Certification form is required for all students transferring into the College of Undergraduate Studies who in the past have attended a four-year university.

## **PARTNERSHIP PROGRAMS**

Immaculata University has developed several partnership relationships with highly regarded local institutions. These partnerships provide smooth pathways for students completing bachelor's degrees through Immaculata to pursue graduate studies in a variety of fields.

### **DeSales University**

Since 2010, Immaculata University has collaborated with DeSales University, making its MBA program available to IU students on the Immaculata campus and/or online. Additionally, 3+2 program options are now available to IU students, allowing juniors at IU to apply for conditional acceptance to the DSU MBA, MFA (in Creative Writing and Publishing) and MA (Criminal Justice) programs. Qualified candidates must have a GPA of at least 3.3 and three written recommendations (two IU faculty recommendations and one other from internship/work supervisor/club advisor, etc.). Such students may take two or three, three-credit courses from the chosen DSU program during their IU Senior year, with those credits both applying to their Immaculata degree and to the requirements for the DSU degree program.

### **Gwynedd-Mercy University**

Immaculata University has an agreement with Gwynedd-Mercy University (GMU) for IU undergraduate students that provides a smooth path into GMU's Doctorate of Nursing Practice (DNP) and Master of Science in Occupational Therapy (MSOT) programs. GMU will waive the application fees and guarantee interviews for qualified Immaculata University students applying to either of these programs.

### **Jefferson University**

Immaculata University offers a Pre-Pharmacology degree that, in partnership with the College of Pharmacy at Thomas Jefferson University, leads to a Doctor of Pharmacy (Pharm.D.) degree.

This program requires a specific track of coursework to prepare students to matriculate seamlessly into Jefferson's College of Pharmacy following three years of study at Immaculata University. The program is open to any IU students who meet the admissions criteria of Thomas Jefferson's College of Pharmacy. Interested and qualified applicants would begin the application process at the end of their fifth semester of enrollment at IU (halfway through junior year) and must apply through PharmCAS.

Immaculata also has an agreement with Jefferson's School of Population Health, allowing priority admission for qualified IU students into the school's Master of Public Health (MPH) and Master of Science in Health Policy (MC-HP) programs.

### **Neumann University**

Through a partnership with Neumann University, Immaculata undergraduate students who meet specified entrance criteria below will receive guaranteed admission into Neumann's Master of Science program in Sports Business.

Qualified candidates will have earned a baccalaureate degree from Immaculata, maintaining a minimum cumulative GPA of 3.0. Admissions process also requires submission of all official undergraduate transcripts, two letters of recommendation, and a letter of application to the program director outlining the student's reasons for pursuing an M.S. in Sports Business.

### **Penn State University – Great Valley**

A partnership with Penn State Great Valley provides qualified Immaculata students the opportunity to pursue a variety of master's degree programs – in Finance, Professional Accounting, Data Analytics, Information Science, or Software Engineering – as well as an option for a Graduate Certificate in Cyber Threat Analytics and Prevention.

Applicants for the Finance, Professional Accounting, Information Science, or Software Engineering programs must have earned a minimum 3.3 GPA in their undergraduate course work, submit GMAT/GRE scores, demonstrate quantitative skills (as evidenced on transcripts) and complete the Graduate School online application.

Students pursuing either the Data Analytics degree or Graduate Certificate also need to have earned a minimum 3.3 GPA in their undergraduate course work and complete the Graduate School online application but are not required to submit GRE scores.

IU students are waived the application fee to these programs, and those students taking 12 credits per semester at Penn State Great Valley will qualify for the Chancellor Scholarship (in the amount of \$10,000 to \$15,000 for the year).

### **Philadelphia College of Osteopathic Medicine (PCOM)**

Through this partnership, qualified Immaculata University students may participate in two program options:

1. A 4+2 program leading to completion of a bachelor's degree from Immaculata and a Master of Science (MS) degree in forensic medicine from PCOM.
2. A 4+4 program leading to the completion of a bachelor's degree from Immaculata and a doctor of Osteopathic Medicine (DO) degree from PCOM.

All Candidates for these selective programs must meet the following criteria:

- Indicate an intent to apply during fall term of the sophomore year of study;

- Meet PCOM's published admissions criteria;
- Complete all required pre-requisite coursework as listed in PCOM's catalog for entry into the PCOM program;
- Satisfactorily complete an interview with the Faculty Committee on Admissions at PCOM.

Additionally, MS Candidates must:

- Submit all required application materials to PCOM by January 31 of their senior year of study;
- Maintain a minimum, cumulative GPA (overall and in science courses) of 3.0 or higher (MS).

Additionally, DO Candidates must:

- Submit all required application materials to PCOM by October 31 of the senior year and the PCOM supplemental application and fee no later than November 30 of senior year;
- Maintain a minimum, cumulative GPA (overall and in science courses) of 3.25 or higher (DO) by the end of junior year (DO);
- Take the Medical College Admissions Test (MCAT) as early as possible but no later than fall of senior year and earn a minimum composite score of 504 with at least a 126 in each section;

### **Salus University**

A university renowned for its health science programs, Salus University has entered into agreements connecting IU undergraduate students with their graduate programs, including 4+2 programs with the Master's in Occupational Therapy (MSOT) and Master of Medical Science in Physician Assistant Studies (PA) and 4+4 programs leading to their Doctor of Audiology (AuD) and Doctor of Optometry (OD) degrees. Applicants must complete required pre-requisite coursework for each program with a required minimum GPA, maintain specified cumulative GPAs, apply through a program-specific application service, submit Graduate Record Exam (GRE) scores, and interview with the program's admissions board. Both master's program also require volunteer/shadowing hours. See Salus's webpage for each program's admission criteria:

<https://www.salus.edu/Academics.aspx>

### **Temple University**

In partnership with Temple, Immaculata offers the option of an accelerated 4+1 program, leading to a B.S. in Chemistry from Immaculata and a Professional Science Master's Degree (PSM) in Forensic Chemistry from Temple.

Candidates for the program must have:

- A minimum cumulative GPA of 3.2 in at least 45 credits of undergraduate work taken at Immaculata;
- Two letters of recommendation from full-time Immaculata faculty to support the student's admission into the 4+1 program;
- Completed at least 18 credits of required courses for degree program;
- Apply to and satisfy all Temple admissions requirements and deadlines for the PSM program as early as spring of the sophomore year and no later than fall of their junior year;
- Be able to complete undergraduate degree while completing the 13 credits of grad work in four or fewer full time semesters, and
- Be able to complete the graduate degree in one additional year, which follows directly after graduating with undergraduate degree.

### **Widener University**

Highly qualified Immaculata students may pursue accelerated paths to the following Widener degree programs: Master of Social Work (MSW), Master of Science in Criminal Justice, and Master of Science in Engineering (Chemical and Biomedical Engineering).

- MSW – IU juniors with 3.5 GPA may apply – if admitted, may take 1-3 Widener course as seniors and with earning a 3.5 GPA will receive guaranteed admission and a \$10K annual fulltime MSW scholarship.
- MSCJ – junior Criminology majors with 3.2 GPA may apply – if admitted, may take 1-3 Widener course as seniors and with earning a 3.5 GPA will receive guaranteed admission and a \$3,5K annual part-time MSW scholarship.



- MSE – junior chemistry and biology majors w 3.25 GPA apply – if admitted, students take MATH 241(Multivariable Calculus) and MATH 242 (Elementary Differential Equations) during senior year and earn a B or higher. During summer after baccalaureate graduation, must take CHE 22 (Chemical Engineering Principles) or ENGR 213 (statistics) at Widener. If earning B or higher in course, student will receive tuition waiver for the course, automatically receive a 50% tuition waiver towards their fulltime MSE study at Widener.

### **Widener University Delaware Law School**

Immaculata and Widener University's Delaware Law School also offer two pathways for qualified Immaculata students:

*3+3 Early Admission Program:* This option is for full-time Immaculata students who meet the specified criteria below:

- Complete 75% of bachelor's degree requirements before enrolling at Delaware Law;
- Earn a cumulative GPA at Immaculata of 3.0 or higher for every semester at Immaculata;
- Achieve an LSAT score that meets or exceeds the median LSAT score of the current Delaware Law first year entering class;
- Satisfy all law school admissions requirements relating to character and fitness;
- Submit a completed application to Delaware law no later than April 1 of the calendar year in which student plans to begin legal study.

*Guaranteed admission:* this option is extended to Immaculata students who meet the following criteria:

- Complete all Immaculata degree requirements before enrolling in courses at Delaware Law;
- Earn cumulative undergraduate GPA of 3.0 or higher through time of law school application review;
- Achieve an LSAT score that meets or exceeds the median LSAT score of the current Delaware Law first year entering class;
- Satisfy all law school admissions requirements relating to character and fitness;
- Submit a completed application to Delaware law no later than April 1 of the calendar year in which student plans to begin legal study.

Both 3+3 Early Admission and Guaranteed Admission program participants will be awarded a minimum \$30,000 merit scholarship for enrollment as a fulltime student in Delaware Law School's Regular Division. This merit award is renewable provided student maintains good standing at Delaware Law.

## **READMISSION OF STUDENTS**

A student who has voluntarily withdrawn from the college is not automatically readmitted. The student must fill out the Readmission Application Form on Immaculata's website and submit a letter stating the student's reasons for wanting to return. In addition, students must provide an official transcript(s) from any other institutions attended. Readmission will be considered after consultation with the Dean of the particular college.

## **READMISSION OF SERVICE MEMBERS & RESERVISTS**

Immaculata University academic community includes a number of veteran and military students. At times, these students may be called to fulfill their duties for training or deployment. Immaculata has a number of procedures in place to support such students during service related absences.

- **Short Absences (less than 30 days):** Military students (including those in the Reserve or National Guard) may have required military activities which cause the student to be absent from class for a short period of time (typically 2-3 weeks once a year). These absences qualify as "excused absences", which means that the absence, with proper arrangement, is not subject to penalty, and coursework may be satisfied through agreement between the instructor and the student. A copy of military orders should be presented to the instructor as soon as they are available.
- **Long absences (30 days or greater):** In the case of a longer activation or deployment, the student should consult with his/her advisor and appropriate Dean for coordination with instructors to determine the best course of action based on the length of absence and percentage of the term completed. The resolutions may include: course drops without academic or financial penalty, alternate methods to complete coursework, or an incomplete.



## APPLICANTS WITH CRIMINAL HISTORIES

Applicants with criminal findings may not be eligible for admission to Immaculata University, except in outstanding circumstances as determined by the president. Applicants having convictions (other than minor traffic violations) will be asked to submit full disclosure of the facts and circumstances of the incident for review by the Office of Admission or college offices on a case-by-case basis.

### CRIMINAL BACKGROUND WAIVER

Immaculata University is committed to ensuring that students have the ability to benefit from the education received at the University.

Although it may not be required for initial admission to the University, certain affiliates associated with Immaculata University may require that students placed in their facility for internships or clinical experiences clear a criminal background check prior to placement.

Students whose background check reveals a criminal history may be prevented access to the internship or clinical site, and as a result, the student may not have sufficient experience to successfully complete their program. Immaculata University and its staff and faculty are not responsible for finding internship or clinical placements for students who are rejected from potential opportunities due to criminal histories or drug use, and students are prohibited from engaging in internships or clinical experiences that have not been pre-approved by the University. Additionally, state licensing boards may deny the individual the opportunity to sit for an examination if an applicant has a criminal history. The student is responsible for the cost of the criminal background screen(s) at the time of the screening.

### Additional Provisions

- Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program or University.
- Criminal activity that occurs while a student is in attendance at the University may result in disciplinary action, including dismissal, and will be addressed through the Code of Student Conduct and Student Disciplinary Procedures.
- Students should be aware that drug testing may also be required for clearance to internship and clinical placement sites.

## COLLEGE OF ADULT PROFESSIONAL STUDIES

The College of Adult Professional Studies (CAPS) serves adult students who pursue associate or baccalaureate degrees or various certificates, or who enroll in workshops for professional proficiency and personal enrichment.

The College of Adult Professional Studies is committed to providing meaningful educational experiences to men and women, full- and part-time adult students who are entering college for the first time or who are returning after a lapse of time. The College of Adult Professional Studies fulfills the educational needs of the adult learner who wishes:

- To earn an associate or baccalaureate degree;
- To obtain teacher certification;
- To fulfill a certificate program in a special area;
- To update skills and knowledge;
- To enrich his or her personal life.

### REQUIREMENTS FOR ADMISSION

The College of Adult Professional Studies is open to any student who:

- is a graduate of an accredited secondary school or has achieved the equivalent status through GED certification;
- has the potential to meet the educational standards of the University.

### ADMISSION PROCESS FOR DEGREE, CERTIFICATE, AND CERTIFICATION PROGRAMS

Applications to the College of Adult Professional Studies include:

1. A completed application form. There is no application fee if a student applies online through [www.immaculata.edu/apply/](http://www.immaculata.edu/apply/).

2. Official transcript from an accredited secondary school or the GED. A secondary school transcript must be submitted only if a student has earned fewer than 24 transferable college credits at previous accredited institutions;
3. Official transcripts of previously attended colleges.

In addition, students whose primary language is not English must submit results of the TOEFL or IELTS. This requirement is waived if applicants have documentation that they graduated from an English language academic institution or spent two recent years in an English-speaking school.

Students who attended foreign schools must have their transcripts evaluated by World Education Services (WES), Educational Credential Evaluators (ECE), or the Commission on Graduates of Foreign Nursing Schools (CGFNS). More information is available in the Office of the College of Adult Professional Studies.

Normally, a maximum of 72 credits may be accepted in transfer for CAPS students, thus enabling the student who holds an associate degree in a compatible liberal arts program to enter the college with junior status.

If the applicant was enrolled in a post-secondary institution within the past five years and had a grade point average below 2.0, they will be reviewed by the Dean of the College of Adult Professional Studies on a case-by-case basis for admission.

#### **Additional Requirements –RN to BSN Program**

1. A copy of current RN license
2. Official transcripts from an accredited Nursing Program
3. Graduation from an accredited diploma or associate degree in nursing program

#### **Additional Requirements - Accelerated Second Degree Nursing B.S.N.**

Immaculata's Accelerated Second Degree B.S.N. program is designed for individuals who have earned a bachelor's degree and wish to enter the field of nursing.

Applicants for an Accelerated Second Degree B.S.N. program should:

1. Have an earned Bachelor's degree in non-nursing field.
2. Demonstrate academic ability (GPA of 3.0 or higher is preferred).
3. Complete specific prerequisites science courses ( Genetics, Microbiology for Health Science, Anatomy & Physiology I & II and Survey of Chemistry) within the past five (5) years with a grade of C+ or higher
4. Submit two (2) letters of recommendations from faculty, employers, or supervisors are required.

#### **Additional Requirements Teacher Certification Programs**

Individuals applying to teacher certification programs who have earned 24 or more credits must pass a basic skills test prior to admission. Transfer students with less than 23 credits may be admitted but must formally apply to the teacher certification program after earning 48 credits. Please refer to

<https://www.immaculata.edu/academics/departments/education/certification-office/> for specific guidelines.

#### **Additional Requirements – Education Certification (Post-Baccalaureate)**

Immaculata's post-baccalaureate teacher certification programs are designed for individuals who have earned a bachelor's degree and wish to enter the field of education. Students pursuing certification in secondary education should hold a bachelor's degree related to the content area of choice.

Applicants for an Education Certification program should:

1. Submit official transcripts indicating graduation from a regionally accredited institution with a baccalaureate degree;
2. Possess a cumulative grade point average of 3.0;
3. Meet with an advisor from the Education Division.

## **ADMISSION/REGISTRATION POLICY FOR NON-DEGREE SEEKING/ENRICHMENT STUDENTS**

Most courses offered by Immaculata University can be taken for personal enrichment.

Individuals who are not pursuing a certificate, certification or a degree may enroll in courses for which they have the prerequisites by:

1. Completing a registration form;
2. Submitting tuition payment.

## **ADMISSION/REGISTRATION POLICY FOR CREDIT OR NON-CREDIT WORKSHOPS**

Immaculata University offers a variety of credit or non-credit workshops that may be taken to enhance skills or for personal enjoyment. Interested individuals must:

1. Complete a registration form;
2. Submit workshop tuition payment.

## **INTERNATIONAL STUDENTS**

International students seeking admission to the College of Adult Professional Studies should follow the admission requirements as outlined in the "[International Students](#)" section of this catalog. CAPS admission counselors are available to assist international students with admission requirements.

## **CLASSIFICATION**

Students in the College of Adult Professional Studies are classified as:

1. Matriculated students enrolled in a degree or certificate program;
2. Non-matriculated students enrolled in credit courses for:
  - a. enrichment, or
  - b. transfer to another institutionCredits earned by non-matriculated students can be applied to a degree once a student matriculates;
3. Non-matriculated students enrolled for audit in non-credit workshops, or for precollege work;
4. Post-baccalaureate students enrolled in:
  - a. education or music therapy certification;
  - b. post-baccalaureate program in science and allied health;
  - c. verification in dietetics.

Applicants with criminal histories see "[Applicants with Criminal Histories](#)" section of this catalog.

# Expenses, Payment Policy and Financial Aid

## TUITION AND FEES

### COLLEGE OF UNDERGRADUATE STUDIES (CUS) STUDENTS – 2021-22

Fulltime Tuition	\$26,900 per year
Per credit tuition rate	\$ 540

Tuition for full time CUS students is up to 18 credits per term. Full-time students taking more than 18 credits in a term will be charged the current per credit rate for each additional credit in excess of 18 credits.

### Room and Board Charges 2021-22

Triple occupancy	\$5,730 per year
Double occupancy	\$6,390 per year
Single Dorm occupancy	\$8,840 per year
West Campus Apartments	\$9,300 per year
19 meal plan-per week	\$6,230 per year
15 meal plan-per week	\$5,490 per year
150 block meal plan-per term(sophomores/juniors/seniors)	\$4,180 per year
100 block meal plan-per term(juniors/seniors)	\$3,090 per year
50 block meal plan-per term(apartment residents)	\$1,530 per year

\* Non-resident students are eligible for all meal plan options.

### Fees: CUS Students

Application fee (paper application only)	\$ 35
University Student Services fee	\$425 term/ \$850 annual
New Student fee	\$350
<i>First-time and Transfer students</i>	

Immaculata reserves the right to revise tuition charges and fees.

### Enrollment and Housing Deposits

Freshman and Transfer students entering the College of Undergraduate Studies must submit the following deposits:

- **Enrollment Deposit** of \$100, applicable to all students. Once submitted, the enrollment deposit will be applied as payment towards the student account balance. The enrollment deposit is non-refundable.
- **Housing Deposit** of \$200, applicable to resident students. Once submitted, the housing deposit will allow room assignment. The deposit is not applied as a payment toward your student account balance but is held until you graduate or withdraw. The housing deposit, less any outstanding financial obligations, will be applied to your student account within the month following commencement. In case of withdrawal, this deposit, less any outstanding financial obligations, will be applied to your student account if official notice of withdrawal is filed by June 1st for fall and December 1st for spring. Withdrawal notices must be submitted to the Residence Life and Housing Director according to the timeline above; otherwise deposit is forfeited.

New students who cancel residency prior to June 1st for the fall and December 1st for spring, this deposit, less any outstanding financial obligations, will be applied to your student account. Cancel notices must be submitted to the Admissions Office according to the timeline above; otherwise deposit is forfeited.

## COLLEGE OF ADULT PROFESSIONAL STUDIES (CAPS) STUDENTS – 2021-22

Per credit tuition rate	\$540
Per credit tuition rate (Associate's degree)	\$250

## COURSE RELATED FEES - ALL STUDENTS 2021-22

Art fees	\$ 10-70
Athletic training materials/clinical	\$ 35-200
Business/Accounting assessment	\$ 50
CSI exercise workshop	\$ 40
Dietetic practicum	\$ 55
Fashion course fee	\$ 50-75
Field placement	\$ 75
Lab fees	\$ 20-100
Music Lesson: 30 - 60 minute	\$320-620
Music Therapy	\$ 75
Nursing Clinical fees	\$435-775
Nursing Instructional materials	\$ 65
Nursing exam fee (HESI)	\$200
Student teaching and observation	\$350

## OTHER FEES – ALL STUDENTS 2021-22

Challenge Exam	\$ 75
Credit for Prior Learning – per credit	\$ 10
Doctor's visit	\$ 10
Graduation fee	\$150
Guest Room rent (per day)	\$ 40
Late Payment fee (per month)	\$ 30
Parking Permits (part time – full time)	\$25-50
Replacement ID cards	\$ 15
Returned Check Charge	\$ 30
Sports Physical fee	\$ 25
Transcript fee	\$ 10

Immaculata reserves the right to revise tuition charges and fees.

## STUDENT FINANCIAL RESPONSIBILITY AGREEMENT

All students at Immaculata University are required to agree to the Student Financial Responsibility Agreement once each term before registering for courses. The Agreement is available in the registration area of S.S.IU (Self-Service IU), accessible through the University portal, [MyIU](#), and defines the financial terms and conditions associated with course registration. This includes the student's responsibility regarding payment of tuition and fees, IU email, electronic billing, late fees, financial holds, financial aid, course add/drop/withdrawal, change of name/address/phone number and debt collection.

## PAYMENT POLICY

Tuition, charges and fees are assessed on a term basis and are due in full by the term payment due date unless a student enrolls into the IU Installment Payment Plan. Students registering on or after the term payment due date are required to pay at the time of registration. Once registered, a student assumes financial responsibility for charges. Term bills and monthly statements are generated electronically and are available online at S.S.IU, accessible through [MyIU](#). Students are not permitted to attend class or occupy University housing until registration confirmation and full payment has been remitted or payment arrangements have been authorized by the Business Office prior to the term payment due date. Late fees in the amount of \$30 are assessed monthly.

It is the responsibility of all financial aid recipients to ensure their financial aid is available by the term payment due date.

Students with outstanding financial obligations will not be permitted to register for future terms, receive grades, teacher certifications, transcripts, or diplomas.

### **PAYMENT METHODS**

Payments are accepted online by logging in to [MyIU](#) and clicking on S.S.IU or by mail. Checks should be made payable to Immaculata University and mailed to: Business Office Villa Maria 14, 1145 King Road, Immaculata, PA 19345. In person check payments may be dropped into our secure drop box located outside the Business Office doors in Villa Maria #14. Make sure the student's name and ID# are on the check and placed in an envelope.

### **Installment Plan Option for CUS Students**

Immaculata offers a payment plan that allows CUS students to distribute their term costs over installment payment dates during a traditional term; 4 installments for fall and 4 installments for spring. There is a \$25 non-refundable installment plan enrollment fee payable at time of enrollment; this fee is not included as part of the installment payment plan. Students must complete an enrollment form and pay the \$25 fee each term. Forms are available on the [MyIU](#) portal, Student Finances, under Business Office Documents & Forms. Installment plan due dates and additional information may be found on the enrollment form. Late payment fees apply.

### **Installment Plan Option for CAPS Students**

You may choose to enroll in the IU Installment Payment Plan, which distributes payments across due dates within the term. There is a \$25 non-refundable installment plan enrollment fee payable at time of enrollment; this fee is not eligible to be included in the installment payment plan. The \$25 fee is due each term. Students must submit an Installment Plan Enrollment Form each term, which is located in [MyIU](#) portal, Student Finances, under Business Office Documents & Forms. Installment plan due dates and additional information may be found on the enrollment form. Late payment fees apply.

### **Employer Reimbursement**

Students are responsible for providing to their employer the necessary documents to receive timely reimbursement. Immaculata offers a **Course Reimbursement by Term** document that may assist with reimbursement. The Course Reimbursement by Term document lists course, tuition, and grade information. The form is located in S.S.IU; select Student then CAPS & Graduate Student Course Reimbursement.

### **Employer Tuition Assistance Program - ETAP**

Immaculata offers direct employer billing to those who qualify, according to the following requirements:

- Students must be enrolled in the College of Adult Professional Studies
- Students must submit an ETAP Form or employer's Letter of Credit each term
- Employer must remit payment directly to IU within 30 days of billing
- Employer payment must not be dependent upon grade
- The student is responsible for all tuition and fees not paid by the employer

For further information or to receive an ETAP Form visit the [MyIU](#) portal, Student Finances, under Business Office Documents & Forms.

### **STUDENT REFUND POLICY - ALL STUDENTS**

In compliance with Federal regulations, it is Immaculata University's policy that credit balances on a student account resulting from the receipt of Federal funds be refunded to the student, third party (such as a borrower) or lending institution. Immaculata will process refunds within 14 days of the start of the term and weekly during the term in accordance with Federal guidelines.

The Business Office processes and mails refund checks to the home address provided by the student. By logging on to [MyIU](#) and going to S.S.IU (Self-Service IU), students may elect to have their refunds deposited directly into their bank account. Refunds are based on the disbursement of funds and the order in which they are received on the student account. Refunds are issued to the student unless the Parent PLUS Loan creates the credit to be refunded. In this case, the refund will be issued to the borrower.

Credit balances resulting from non-Federal funds will be processed within three weeks after the credit occurs and issued to the appropriate party. Refunds are processed for the full amount; partial refunds will not be processed.

Credit balances (up to \$800) may be transferred to the student's University ID card to purchase books at the Campus Store.

Students may request to have their Title IV funds credit balance held to pay future charges through the end of the aid year. The aid year runs fall through summer. All credits are refunded at the end of each aid year. Contact the Business Office or the Office of Financial Aid to obtain the Title IV Authorization Hold form.

Once a student has graduated or is no longer enrolled at Immaculata and all financial obligations have been met, eligible refunds will be issued.

Contact [studentaccounts@immaculata.edu](mailto:studentaccounts@immaculata.edu) for further information.

## COLLECTION PRACTICE

Immaculata University reserves the right to assign overdue account balances to collection agencies.

Once an account is assigned to a collection agency, all communication by the student must be made through the collection agency. Accounts are reported to credit bureaus. Students are responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40% of the debt, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of a delinquent account. All payments must be made directly to the collection agency; Immaculata cannot accept direct payments once an account is placed with a collection agency. The account is considered paid in full when the total debt is paid.

## TUITION REFUND AND ACADEMIC CREDIT POLICY

For students paying fulltime or per-credit tuition, requests to drop or withdraw from a course must be stated in writing to the appropriate college. See the [Change of Courses](#) section of this catalog for the specific procedures.

**The cessation of attendance and/or failure to log into a course does not constitute an official withdrawal.** A fee associated with any course is not refundable once the term has begun.

### FULLTIME TUITION RATE REFUNDS

Immaculata University will refund CUS full time tuition when the student withdraws prior to the end of the fourth calendar week of class according to the following chart.

Drop Date	Refund Amount	Transcribed as
Before classes start	100%	Not Recorded
During the 1st calendar week of classes	80%	Not Recorded
During the 2nd calendar week of classes	60%	Not Recorded
During the 3rd calendar week of classes	40%	Not Recorded
During the 4th calendar week of classes	20%	W
After the 4 <sup>th</sup> calendar week of classes	0%	W

### PER CREDIT TUITION RATE REFUNDS

#### Full Semester Classes (14-15 WEEKS)

When a student withdraws from a course that meets more than once per week, Immaculata University will refund tuition on a calendar week basis, according to the following chart:

Drop Date	Refund Amount	Transcribed as
Before classes start	100%	Not Recorded
During the 1st calendar week of classes	80%	Not Recorded
During the 2nd calendar week of classes	60%	Not Recorded
During the 3rd calendar week of classes	40%	Not Recorded
During the 4th calendar week of classes	20%	W
After the 4 <sup>th</sup> calendar week of classes	0%	W

### Accelerated Classes (7-8 Weeks)

When a student withdraws from a course that meets 7-8 weeks, Immaculata University will refund tuition on a calendar week basis, when notification occurs as follows:

Drop Date	Refund Amount	Transcribed as
Before classes start	100%	Not Recorded
During the 1st calendar week of classes	80%	Not Recorded
During the 2nd calendar week of classes	40%	Not Recorded
During the 3rd calendar week of classes	20%	W
After the 3 <sup>rd</sup> calendar week of classes	0%	W

### Accelerated Classes (5- 6 Weeks)

When a student withdraws from an accelerated course that meets once per week, Immaculata University will refund tuition on a calendar week basis on a calendar week basis, when notification occurs as follows:

Drop Date	Refund Amount	Transcribed as
Before classes start	100%	Not Recorded
During the 1st calendar week of classes	80%	Not Recorded
During the 2nd calendar week of classes	20%	W
After the 2nd calendar week of classes	20%	W

### Classes with Four or Fewer Class Meetings

When a student withdraws from a course that meets four or fewer times over the entire semester, Immaculata University will refund tuition on a calendar week basis, according to the following chart:

Drop Date	Refund Amount	Transcribed as
Before the first day of the term	100%	Not Recorded
After first class meeting	0%	W

## ROOM CHARGE & MEAL PLAN REFUNDS

Refunds for room charges and meal plans are as follows for the fall and spring terms:

Date	Refund Amount
Prior to the start of the term	100%
Within the first week	80%
Within the second week	60%
Within the third week	40%
Within the fourth week	20%

The start of the term is the first day of academic classes each semester. No refunds will be granted past the start of the fifth week of each semester for room or meal plan charges. Students are responsible for maximizing the use of their meal plan during any given semester. No partial refunds will be given for students who did not use all meal swipes allotted to them in their chosen meal plan.

Summer housing is available on a limited basis to students registered for classes or with a significant University-related reason for remaining on campus. There are no refunds given for summer room charges after the start of summer classes. No meal plans are available for purchase over the summer.

Students seeking early termination of the Housing & Board Agreement must submit a request to the Office of Residence Life and Housing. Submitting a request does not guarantee termination of the Agreement. In all cases of termination of the Housing & Board Agreement, the student forfeits their University Housing Deposit. An early termination fee may be charged to the students account. Refer to the Housing & Board Agreement form for addition information.



## RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by Federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Federal Direct Unsubsidized Direct Loans (other than PLUS loans)
- Federal Direct Subsidized Direct Loans
- Federal Perkins Loans
- Federal Direct Graduate PLUS Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this title for which a return of funds is required (e.g. LEAP)

## GRADE LEVEL ADVANCEMENT POLICY

The following is the credit/classification table:

Classification	Cumulative Credits
Freshman	0.0 – 23.0
Sophomore	24.0 – 53.0
Junior	54.0 – 89.0
Senior	90.0 +

The chart below demonstrates how grade level is determined at Immaculata.

Class	Quarter Credits	Grade Level
Freshman year	0 – 23.0	1
Sophomore year	24.0 – 53.0	2
Junior year	54.0 – 89.0	3
Senior year	90.0 – 999	4
Graduate	0 – 999 quarter or semester credits	N/A

## RETURN OF TUITION ASSISTANCE: MILITARY TUITION ASSISTANCE (TA)

The TA is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, (Immaculata University) will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

8- Week Course withdraw submitted				
Before or during week 1 100%	During week 2 75%	During weeks 3-4 50%	During week 5 40%	During weeks 6-8 No Return
15-Week Course Withdraw submitted				
Before or during weeks 1-3 100%	During weeks 4-5 75%	During weeks 6-8 50%	During weeks 9 40%	During weeks 10-15 No Return

## ENROLLMENT REQUIREMENTS

Immaculata University (the University) provides tuition assistance to all students enrolled in matriculated degree seeking programs including full-time College of Undergraduate Studies (CUS) and College of Adult Professional Studies (CAPS). The purpose of tuition assistance is to make attendance at the University more affordable for eligible students. The University may use other methods including but not limited to discounts, adjustments, endowments or grants to make tuition affordable. Should the University apply any of these or other methods to the student's University bill, the amount of the University tuition assistance can be reduced at the University's sole discretion.

The University does not contract with the student nor guarantee to the student upon acceptance to the University, that the terms and conditions for the offer and acceptance of tuition assistance will not change during the student's enrollment at the University. An offer and acceptance of tuition assistance is required for each academic year. The financial aid may be revised at the sole discretion of the University due to corrections, changes in federal or state regulations, or funding levels.

Tuition assistance is applied toward comprehensive annual tuition paid to Immaculata. Tuition assistance may not be applied to room and board or other fees or charges. Tuition assistance is not applied to tuition charged by any other institutions. The University may replace any form of tuition assistance in part or full with other University aid at any time during the student's enrollment as a full time undergraduate student.

Tuition assistance in the form of Immaculata Academic Scholarships and Immaculata University Grants are given to full time, undergraduate, matriculated, degree seeking students in the College of Undergraduate Studies (CUS), who will complete a minimum of 12 credits in the fall and a minimum of 12 credits in the spring semester with the goal of graduation in four academic calendar years. If a student changes enrollment to part time in the traditional CUS program or enrolls in the College of Adult Professionals Studies (CAPS), they are not eligible for the Immaculata Academic Scholarships nor the Immaculata University Grants. If a student goes beyond the eight semesters, takes a semester to study abroad, withdraws or stops out for a semester, goes below half time for a semester, studies all online for a semester or enrolls and pays tuition at any other institution, the student is not eligible for Immaculata Academic Scholarships or Immaculata University Grants during that time. For these purposes, a semester is defined as a spring semester or a fall semester. Immaculata aid, scholarships and grants apply only to tuition paid for the spring and the fall semesters. Failure to maintain minimum academic standards, withdrawal, and disciplinary action are cause for adjustments or cancellation of any or all University scholarships, grants or financial aid.

## FINANCIAL ASSISTANCE POLICY

Immaculata assists academically capable and qualified students who might otherwise be unable to obtain an education at Immaculata. The Office of Financial Aid provides aid to all students with documented financial need without regard to race, color, creed, gender, handicap, and national or ethnic origin. All students are encouraged to apply for admission regardless of financial need. All admission decisions are made without respect to the applicant's financial need.

Immaculata expects parents and students to contribute toward the cost of the student's education. To the extent that funds are available, a student's financial aid package will contain both gift (grants and scholarships) and self-help (employment and loans) forms of assistance.

Applicants for financial aid must meet Federal criteria of U.S. citizenship or be eligible non-citizens to receive need-based aid. To qualified students, Immaculata offers financial aid in the form of scholarships, loans, grants, and campus employment on the basis of the applicant's academic promise and financial need, and within the limits of the funds available. About 90% of the students in the College of Undergraduate Studies receive some form of financial assistance.

The Office of Financial Aid acts on the applications of entering students only after a candidate has been accepted for admission. Applications from veterans should indicate the extent of eligibility for Veterans' Benefits.

## APPLICATION PROCEDURES

Consideration for financial assistance is awarded on an annual basis for one year only and renewal is not automatic. All forms of financial aid must be reapplied for annually. In addition to complying with renewal criteria for the different aid programs described in the following sections, students who wish to be considered for financial aid must submit all required applications by the filing deadline of April 15th of each year.

### FILING REQUIREMENTS FOR FIRST-TIME STUDENTS

All incoming first-time students are encouraged to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available beginning October 1 for the next academic year and may be completed via the internet at [www.fafsa.gov](http://www.fafsa.gov) or by calling 1-800-433-3243. Immaculata's Department of Education Code for filing the FAFSA is 003276. Prior to enrollment, all official final high school or G.E.D. and/or post-secondary academic transcripts are required from each previously attended institution for determining grade level for loan eligibility. Students interested in pursuing a Direct Stafford Loan must complete a loan entrance interview online as well as complete and sign a Master Promissory Note online at [www.studentaid.gov](http://www.studentaid.gov). All awarded students will be notified of their aid eligibility and any required supporting documentation to be completed and submitted for receipt of funds.

### FINANCIAL ASSISTANCE APPLICATION PROCEDURES FOR TRANSFER STUDENTS

Transfer students must follow the same application procedures as all other financial aid applicants by submitting the FAFSA. Prior to enrollment, all official final academic transcripts are required from each previously attended institution for measuring the satisfactory academic progress of PHEAA State Grant recipients as well as determining grade level for loan eligibility. Incoming transfer students with less than twenty-four (24) completed post-secondary transferable credits are required to provide proof of high school diploma or G.E.D.

### FINANCIAL ASSISTANCE APPLICATION PROCEDURES FOR NON-TRADITIONAL UNDERGRADUATE STUDENTS

Non-traditional undergraduate students must follow the same application procedures as all other financial aid applicants by submitting the FAFSA. Prior to enrollment, all official final academic transcripts are required from each previously attended institution for measuring the satisfactory academic progress of PHEAA State Grant recipients as well as determining grade level for loan eligibility. Incoming transfer students with less than twenty-four (24) completed post-secondary transferable credits are required to provide proof of high school diploma or G.E.D.

### FINANCIAL ASSISTANCE APPLICATION PROCEDURES FOR GRADUATE STUDENTS

Graduate students must follow the same application procedures as all other financial aid applicants by submitting the FAFSA. Prior to enrollment, all official final academic transcripts providing proof of an eligible post-secondary degree are required from each previously attended institution for determining grade level for loan eligibility.

## RENEWAL APPLICATION PROCEDURES FOR CONTINUING STUDENTS

Continuing students must apply for financial aid each year. Renewal FAFSA's are available online after October 1st of each year at [www.fafsa.gov](http://www.fafsa.gov). Continuing students must file all required applications by the recommended deadline of April 15. We highly recommend filing on the internet at [www.fafsa.gov](http://www.fafsa.gov).

## IMMACULATA SCHOLARSHIPS & GRANTS

### COLLEGE OF UNDERGRADUATE STUDIES

Immaculata awards a variety of scholarships and grants each year to entering full-time freshmen and transfers in the College of Undergraduate Studies. The student

- must enroll in a full-time day matriculated degree-seeking program paying full-time annual tuition;
- cannot receive institutional aid including tuition benefit programs, that exceeds the cost of full-time annual tuition;
- must report any aid received from outside sources (i.e. private scholarships, tuition remission, etc.) as these awards may impact the student's eligibility and/or institutional funding amounts;
- cannot receive institutional aid in combination with outside resources (tuition only) that exceeds the cost of full-time annual tuition.
- Students must annually accept their terms and conditions for receiving institutional grants and scholarships. Additional information can be found at: <https://www.immaculata.edu/admissions/financial-aid/policies/terms-conditions/>

Interested applicants should contact the Office of Undergraduate Admission to determine the exact criteria for scholarships and grants. Students applying for need-based Immaculata scholarships/grants are required to complete the Free Application for Federal Student Aid (FAFSA).

### Scholarships and Grants

Immaculata provides tuition assistance in the form of Academic Scholarships based upon the student's academic and extracurricular record along with other information provided by the student or the student's high school during the enrollment process. Immaculata reserves the right to revise an offered Academic Scholarship if the information provided by the student or on the student's behalf in the enrollment process is incomplete or inaccurate. Academic Scholarships require the student to maintain a minimum cumulative Grade Point Average (GPA) to be eligible for the Academic Scholarship to be renewed and awarded each fall or spring semester. The offer and acceptance of an Academic Scholarship applies only to the academic year covered by the terms and conditions for the applicable academic year.

Immaculata University Financial Aid or grants are awarded to students based upon financial need. The offer of financial aid is contingent on the accuracy of the information provided by the student and the completion of all of the required financial aid requirements. These awards are subject to change, which shall be determined by the University each academic year, if there is a change to the student's eligibility, if there is a change in family income, if incorrect information was provided, if there is a change in enrollment status, if the student receives additional outside aid, and/or fails to submit all required paperwork.

The University may offer the student a special university tuition reduction in form of a special grant. This grant may or may not, at the University's sole discretion, have an academic performance/minimum GPA requirement. This grant may be offered for one semester, one academic year or for up to four consecutive academic years. The qualifications for the grant may be dependent upon a requirement met prior to enrollment at the University or to be met during the student's enrollment at Immaculata

- *Immaculata University Academic Scholarships*: Varying amounts awarded to full-time undergraduate students based on academic success, range from up to full tuition per year.
- *Centennial Scholarship*: an academic merit scholarship created to recognize academic excellence in high school students and to provide access to affordable education. Eligible students must hold a 3.5 high school GPA and achieve at least 1150 on their SAT.
- *Presidential Scholarship*: awarded to a select number of student with a record of academic excellence. Qualified candidates who meet expectations on GPA, class rigor, standardized test scores, class rank (if

applicable), and recommendations are invited to interview with the Scholarship Committee. Open to first-time freshmen applicants only.

- **Business Advisory Board Scholarship:** The Business Advisory Board awards this scholarship to Immaculata's Business and Accounting Department majors in recognition of their outstanding potential. Applicants must be continuing full-time freshmen or sophomores with a GPA of 3.0 or higher.
- **IU Opportunity Grant:** awarded to full-time undergraduate students who complete the FAFSA and show demonstrated financial need. Amounts vary.
- **IU Catholic High School Grant:** Awarded to new full-time incoming first-time freshmen students who have graduated from a Catholic High School.
- **IU Inclusion Grant:** Awarded to first-time, full-time freshmen from diverse racial, ethnic, and socioeconomic backgrounds. Students must have at least a 3.0 GPA, be engaged in community service and/or extracurricular activities, and have demonstrated financial need.

Modifications may be made to Immaculata's scholarship/grant program as part of an on-going process of review.

### Requirements to Renew Scholarships and Grants

All recipients of Immaculata University Scholarships must maintain up to a 3.25 cumulative Grade Point Average (GPA) for their scholarship. These GPA requirements are communicated to students as incoming new students. All recipients of Immaculata University Grants and Immaculata University Opportunity Grants must maintain a 2.00 cumulative Grade Point Average (CGPA) on a 4.00 scale. Academic review for renewal of awards will take place at the end of the first year and then after each semester for the second, third and fourth years.

Lost awards may be restored for the semester following the attainment of the required cumulative grade point average with departmental approval.

### Funded Academic Awards

Through special funding, Immaculata annually awards a number of scholarships to students who meet the specific qualifications and have submitted the Free Application for Federal Student Aid (FAFSA). Awards may be based on academics, financial need, or a combination of both. Funded awards may be awarded at any time of the current academic year and may be utilized in place of other student awarded, University-funded grants and/or scholarships based on funding levels and determination of student eligibility. Please contact the Office of Financial Aid for additional information on award eligibility and qualifications.

### TUITION REDUCTIONS AND OUTSIDE RESOURCES

- **IU Family Grant:** Awarded to two or more members from the same family (economic unit) attending the College of Undergraduate Studies who are enrolled at the same time at Immaculata. They will each be given a financial aid grant towards their respective tuitions. The total of Immaculata aid may never exceed the amount of full-time annual tuition.
- **IU Legacy Grant:** Awarded to students attending the College of Undergraduate Studies for whom it has been verified are dependents of an Immaculata Alum. Students will be given a financial aid grant towards their full-time tuition. The total Immaculata aid may never exceed the amount of full-time annual tuition.
- **Tuition Exchange, Inc. (TE) and CIC Tuition Exchange Program (CIC-TEP):** Awarded to a limited number of qualifying admitted undergraduate students. CIC-TEP scholarships are full-tuition, tuition-only scholarships. TE scholarships are currently full-tuition, tuition-only scholarships, subject to change. Other costs, including but not limited to room, board, fees, and expenses, are the responsibility of the student. Annual filing of the FAFSA is required. Any Federal Grant or State Grant aid for which the student qualifies will be used to offset the amount of the scholarship amount and, combined with the TE/CIC-TEP tuition scholarships, will not exceed the cost of fulltime annual undergraduate tuition. The TE/CIC-TEP tuition scholarship supersedes any IU merit/need scholarship or grant applied towards tuition charges only. TE and CIC-TEP scholarships are applicable to fall and spring terms, and are not applicable to winter term, any of the summer terms, or study abroad. Scholarships are renewed on a yearly basis if the recipient's parent remains eligible and the recipient remains in good standing with the University.
- **SAGE Scholars Tuition Rewards Program:** This program collaborates with families, investment companies and private universities to encourage college savings. Families earn Tuition Rewards by

investing with SAGE Financial Partners and utilize Tuition Rewards by sending their students to participating schools. A student can earn points annually at a rate of 5% on the value of your financial asset. This is through savings in vehicles such as 529 savings plans, CDs, mutual funds, 401(k)s, IRAs and other retirement accounts. Tuition Rewards must be assigned to a student by August 31st of the year that the student begins 12th grade. More information on this program is available [here](#).

- **IU Employee Benefit Programs:** Recipients of all Immaculata University Employee Tuition Benefits programs will receive a maximum benefit award not to exceed the student's full-time annual tuition amount. These benefit award amounts are awarded to full-time undergraduate student(s) based on Human Resources Office criteria and approval. Less than full-tuition benefit employees will be eligible for up to half-tuition coverage. The tuition benefit will supersede and replace any IU merit/need scholarship or Institutional grant aid applied towards tuition charges only. Tuition benefit awards are not applicable toward University Fees, housing and/or meal charges.  
**\*\*Any and all adjustments to IU Employee benefit program award amounts as outlined above are applicable to all benefit eligible full and part-time employees.**
- **Veterans Benefits:** Partial- or full-tuition only benefits awarded to qualified veteran status students only. Students receiving any form of veteran benefits, including housing and meal allowances paid directly to the student, are required to inform the Office of Financial Aid of the level and amount of received funding. Veteran's benefits count as resource funds to determine eligibility for any remaining, up to tuition charges only, University funding levels. Veteran's benefit awards will supersede any IU merit/need scholarship or grant applied towards tuition charges only.

## FEDERAL AND STATE AID

Application for all the programs listed below must be made by using the Free Application for Federal Student Aid (FAFSA).

Students must annually accept their terms and conditions for receiving federal and state aid. Additional information can be found at: <https://www.immaculata.edu/admissions/financial-aid/policies/terms-conditions/>

### FEDERAL PROGRAMS

Immaculata University participates in a number of federal need-based grant programs. The general criteria for eligibility include enrollment in an eligible institution; status of citizen, national, or permanent resident of the U.S. or the Trust Territories of the Pacific Islands; and demonstration of financial need. Need is defined as the difference between educational costs—tuition, fees, room, board, books, supplies, and personal expenses—and the amount the student and the student's family can be expected to pay for the education as determined by the federal need analysis formula.

Please contact the Office of Financial Aid (484-323-3028 or [finaid@immaculata.edu](mailto:finaid@immaculata.edu)), if you have any questions or need any additional information regarding these programs.

### FEDERAL PELL GRANTS

The Pell Grant is a need-based federally funded grant. The awards vary in amounts and are based upon the eligibility criteria from the processed FAFSA. This grant is awarded to either full- or part-time enrolled undergraduate students pursuing their first degree-granting program.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

This grant program is administered by the University and is awarded to undergraduate students who demonstrate exceptional financial need and are enrolled at least half-time and eligible for the Federal Pell Grant. The minimum FSEOG award is \$100 per year.

### FEDERAL WORK-STUDY PROGRAM (FWS)

This program offers students the opportunity to pay for living and educational expenses as they are incurred. Students are placed in various offices on campus and receive a monthly paycheck for the hours worked. Award amounts vary, and eligibility is based on need. Do not include Federal Work-Study as a credit for payment of tuition, fees or room and board.

## DIRECT LOAN PROGRAMS

Federal Direct Loans (formerly called “Federal Stafford Loans”) are federally guaranteed loans under the William D. Ford Federal Direct Loan Program for students who are enrolled at least half-time in an aid-eligible program.

Federal Direct Loans are either subsidized or unsubsidized and currently have a fixed interest rate. You can receive both subsidized and unsubsidized Direct Loans during the same enrollment period, depending on your eligibility.

A Subsidized Direct Loan is awarded on the basis of financial need. Interest does not accrue while you are enrolled at least half-time and during other specified deferment periods. Repayment begins six months after you cease to be enrolled at least half-time.

An Unsubsidized Direct Loan is not awarded on the basis of need. The principal will be deferred until six months after you cease to be enrolled at least half-time. You will be charged interest from the time the loan is disbursed until it is paid in full. You can either make the interest payment or defer it while you are in school. If you do not make interest payments while in school, the interest will be capitalized (added to the principal balance of the loan) every six months.

## ANNUAL LOAN LIMITS FOR DIRECT SUBSIDIZED AND DIRECT UNSUBSIDIZED STUDENT LOANS

The actual loan amount is based on individual eligibility. A borrower’s total financial aid package that may consist of grants, scholarships and loans may not exceed the total cost of education for the loan term. SEE TABLE A

### Interest Rates

The College Cost Reduction and Access Act of 2007 reduced the interest rates on subsidized Direct Loans for undergraduate students starting July 1, 2008. These reductions are available only to undergraduate students, not graduate students, and only for Subsidized Direct Loans, not Unsubsidized Direct Loans. View the [current interest rates for direct loans](#).

### FEES

Federal Direct Loans are subject to origination fee. Fees are deducted from the loan proceeds at the time funds are disbursed.

### MASTER PROMISSORY NOTE (MPN)

If you have been awarded a Federal Direct Loan as part of your financial aid package, you will need to complete a Master Promissory Note (MPN). You may complete the MPN online through the [direct loan website](#). This will only need to be completed once to cover eligibility for both the subsidized and unsubsidized loans, and it is valid for ten years.

**TABLE A**

YEAR IN COLLEGE	BASE SUBSIDIZED/ UNSUBSIDIZED LOAN AMOUNT	ADDITIONAL UNSUBSIDIZED LOAN AMOUNT	Academic Year Limit
	Independent Student Dependent Student	Independent Student Dependent Student whose parents were denied a Direct PLUS Loan	
Freshman	\$3,500 + \$2,000	\$4,000	\$9,500
Sophomore	\$4,500 + \$2,000	\$4,000	\$10,500
Junior and Senior	\$5,500 + \$2,000	\$5,000	\$12,500
Teacher Certification	\$5,500 + \$2,000	\$5,000	\$12,500
Graduate		\$20,500	\$20,500

**Please Note:** The total number of credits earned at the time the loan is processed determines a student’s “year in college”.

Freshman = 0 - 29.9 credits earned

Junior = 60.0 - 89.9 credits earned

Sophomore = 30.0 - 59.9 credits earned

Senior = 90 + credits earned



## AGGREGATE STUDENT LOAN LIMITS

Undergraduate Education (dependent student)	\$ 31,000 (No more than \$23,000 of which can be subsidized)
Undergraduate Education (independent student)	\$ 57,500 (No more than \$23,000 of which can be subsidized)
Graduate Education	\$138,500 (No more than \$23,000 of which can be subsidized)

*\*half-time = 6 credits per semester for undergraduate students/4.5 credits per semester for graduate students*

## ENTRANCE & EXIT COUNSELING

If you are borrowing for the first time at Immaculata University, you must complete an entrance counseling session in addition to the MPN before your Federal Direct Loan may be disbursed. You can complete entrance counseling online through the [direct loan website](#). Immaculata University is automatically notified upon completion. Upon graduating, withdrawing, or dropping below half-time status from Immaculata University, you must complete an exit counseling session. You can complete exit counseling online through the [direct loan website](#). Immaculata University is automatically notified upon completion.

## DEFERMENT

Principal and interest for the Federal Direct Loan Program are deferred while you are enrolled at least half-time. A six-month grace period is allowed after you cease to be enrolled at least half-time before repayment begins.

## REPAYMENT & LOAN SERVICING

There are five federal direct loan servicers. The Department of Education determines your servicer at the time your promissory note is completed and the loan is disbursed. If you have a Direct Loan, previous to the 2010-2011 academic year through the Federal Family Educational Loan Program (FFELP), your loan would be serviced by the lender you chose when you signed your MPN. Students and parents can look up their complete loan history, including the servicer for each loan, at [www.nslds.ed.gov](http://www.nslds.ed.gov). Access to this site requires you to have your Department of Education PIN.

## LOAN SERVICER CONTACT INFORMATION

- **FedLoan Servicing** (AES/PHEAA), phone: 800-699-2908
- **Great Lakes Educational Loan Services, Inc.**, phone: 800-236-4300
- **Nelnet**, phone: 888-486-4722
- **Navient**, phone: 888-2-SALLIE (888-272-5543)
- **Direct Loan Servicing Center** (ACS), phone: 800-848-0979

## CONSOLIDATION

Loan consolidation is an option available to federal loan borrowers through the Direct Consolidation Loan Program. To discover if this option is beneficial to you, please visit [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov) or contact the Direct Loan Consolidation Center by telephone at 800-557-7392.

## STATE GRANT PROGRAMS

Many states offer grants, based on financial need and full-time and half-time enrollment status, to their residents. Some of these grants may be used only at institutions within that state while others may be used at colleges outside the state. Students from states other than Pennsylvania should check with their state's higher education office to determine whether or not they qualify. Questions regarding PA State grant aid can be directed to the PHEAA Grant Division at 1-800-692-7392 or visit PHEAA's website at [www.pheaa.org](http://www.pheaa.org).

## PENNSYLVANIA STATE GRANTS

The Pennsylvania Higher Education Assistance Agency (PHEAA) offers grants that vary in amount. Notification of award amount will be provided directly to the student by PHEAA. Awards are determined by PHEAA on the basis of financial need and enrollment status. Application is made by completing the Free Application for Federal Student Aid (FAFSA) and is available for eight semesters for qualified students. State grant application deadline is May 1 of every year.



Students who are taking more than 50% of their credits online in a given term are not eligible for PHEAA State Grant funding for that term, with the exception of 2020-2021 aid year.

Recipients of the PA State Grant must also follow certain academic progress guidelines set for by PHEAA. Immaculata University has designed a satisfactory academic progress (SAP) policy that meets the requirements of both federal and state agencies; however, you can review PHEAA's SAP policies at [PHEAA's website](#).

### **OUTSIDE GIFT AID POLICY**

Students should notify the Financial Aid Office if they are receiving any privately funded scholarships or grants, other than those previously listed, by submitting a photocopy of any scholarship notifications and information on the availability of these funds for subsequent years. The University will then be able to notify students of any impact on their financial assistance package.

### **IMMACULATA INSTITUTIONAL EMPLOYMENT**

The Immaculata Institutional Employment Program provides limited on-campus employment opportunities to students who do not qualify for federal college work-study. Students are paid on a monthly basis for the hours worked the previous month. Institutional employment earnings are not deducted from the student's charges; the student may however sign the check over to the University as payment toward the balance due. Do not include Immaculata Institutional Employment as a credit for payment of tuition, fees or room and board. Immaculata Institutional Employment opportunities are limited and approved by the Office of Financial Aid. All questions and additional information can be provided by the Office of Financial Aid.

### **PRIVATE EDUCATIONAL LOAN PROGRAM**

Students can apply for private educational loans as a supplement to traditional federal and state sources of financial aid. Immaculata University encourages all students and families to first apply for federal and state financial aid. Private educational loans are loans offered by banks or lending institutions to help students and families bridge the gap between the cost of education and the amount of other financial aid received. These private supplemental loans are NOT guaranteed by the federal government. Unlike federally guaranteed student loans, lending institutions that offer private educational loans may impose certain eligibility requirements and varying terms. In most cases, the student and/or co-signer must have a good credit history and a low debt-to-income ratio. Since a credit check is likely, not everyone is approved for a private educational loan.

### **SPECIAL CIRCUMSTANCES**

If, after filing for financial aid, the student or the student's parents experience a reduction in income due to unemployment, divorce or separation, death, loss of untaxed income, or other circumstances, he or she must contact the Financial Aid Office. The student may be eligible to receive increased financial assistance due to a special condition and will need to find out what information is required in order to determine your eligibility.

### **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

In order to qualify for financial aid programs, students must consistently meet mandated satisfactory academic progress requirements. These requirements are applied uniformly to all students when determining their eligibility for federal and/or Immaculata funds at the end of every academic semester for each student enrolled in an academic program at the University. The requirements are a combination of quantitative and qualitative standards. In order to meet minimum requirements, students must progress in both the quantitative and qualitative standards. The following is the policy at Immaculata in regards to financial aid eligibility for all Immaculata administered programs.

### **MINIMUM STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID APPLICANTS**

Federal regulations require that an institution establish, publish, and apply reasonable standards for measuring whether a student, who is otherwise eligible for aid, is maintaining satisfactory academic progress in his or her course of study. The standards must be the same or stricter than the institution's standards for a student enrolled in the same academic program who is not receiving financial aid. Listed below is the complete statement of Minimum Standards for Satisfactory Academic Progress for financial aid recipients.

### **CREDITS – QUANTITATIVE REQUIREMENTS**

- **Full-time students** - enrolled for at least twelve (12) credits per semester, are required to successfully complete a minimum of 24 credits per academic year.
- **Three-quarter time students** - enrolled for at least nine (9) credits per semester, are required to successfully complete a minimum of 18 credits per academic year.
- **Half-time students** - enrolled for at least six (6) credits per semester, must successfully complete a minimum of 12 credits per academic year.

### **GRADE POINT AVERAGE (G.P.A) – QUALITATIVE REQUIREMENTS**

Undergraduate students must maintain a Cumulative Grade Point Average (GPA) of 2.0 calculated at the end of the academic semester, and/or complete seventy-five percent of cumulative credits within each academic semester in order to be considered a student in good standing. Graduate students must maintain a Cumulative GPA of 3.0 calculated at the end of each semester to be considered a student in good standing.

### **MEASUREMENT OF ACADEMIC PROGRESS REQUIREMENTS**

Financial Aid requires that the student maintain satisfactory academic progress, which means that full-time and part-time students must earn at least 75% of credits attempted. Part-time students must be enrolled in at least six credits per semester to remain eligible for aid. Students whose enrollment status varies during the academic year must earn a proportionate amount of credits. PA State Grant recipients must complete a minimum of 24 credits and 30 weeks of classroom instruction for every two semesters of state grant assistance received as a full-time student and a minimum of 12 credits and 30 weeks of classroom instruction for every two terms of grant assistance received as a half-time student. Enrollment status is determined at the end of the drop-add period of each semester.

Academic progress will be measured at the end of each semester. Students who were enrolled during the fall and/or spring semesters and failed to meet the qualitative and/or quantitative requirements for academic progress can attempt to complete additional credits and bring up their GPA during the summer sessions. However, only credits earned at Immaculata University will affect the GPA. Credits taken at another university will only affect total credits. Upon completion of the additional credits, a new determination of academic progress will be made. Transfer students are evaluated for academic progress in May, after the first spring semester attended at Immaculata University. Students who transfer in for the fall semester are evaluated on their academic performance at the end of their first fall and spring semesters. Students that transfer in beginning with the spring semester are evaluated on their performance during their first spring semester. All financial aid applicants are subject to the Satisfactory Academic Standards regardless of whether or not they received financial assistance previously. Failures and withdrawals are courses attempted, but not completed. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Registrar. Repeat courses will not count toward credits completed for satisfactory academic progress since the credits were already counted toward the quantitative standards the first time the course was completed.

### **Appealing the Satisfactory Academic Progress Policy**

Any student identified as not meeting the published Satisfactory Academic Progress standards has the right to appeal the standard based upon special circumstances. Notification of procedures concerning the appeal process will occur in writing from the Office of Financial Aid to affected students. The Office of Financial Aid will verify the presence of special circumstances using communications with a representative of the Vice President of Academic Affairs Office. It is strongly recommended that students concerned with meeting minimum Satisfactory Academic Progress standards seek immediate consultation with the Director of Advising and Academic Success.

### **MAXIMUM SEMESTERS OF ELIGIBILITY**

Students are expected to complete their program of study (degree) in the number of semesters indicated for their degree program. Transfer students and students changing programs are placed in an appropriate semester on the basis of credits transferred. Such students are expected to complete their degree according to the remaining semesters in their program plus one additional semester to allow for scheduling difficulties. The maximum time frame for completing Associate degree requirements is three years for full-time students and six years for part-time students. The maximum time frame for completing Baccalaureate degree requirements is six years (twelve full-time semesters) for full-time students and

twelve years for part-time students. Transfer credits earned at other institutions that are applicable to the student's program of study will be considered in determining the student's maximum time frame for program completion. Students must make quantitative and qualitative progress toward their educational goals each academic year to receive assistance. The academic year consists of two regular semesters and the summer sessions.

## **REINSTATEMENT OF FINANCIAL AID**

Financial aid eligibility may be reinstated when the student has re-established satisfactory academic standing and/or has demonstrated a significant improvement in progress toward the educational objective. It is the student's responsibility to notify the Financial Aid Office when cumulative GPA requirements have been met and/or credit deficiencies have been corrected. Aid eligibility will then be re-evaluated and reinstatement will be dependent upon the availability of funds, regardless of demonstrated eligibility.

Credits taken during the summer at another institution must be approved by the Director of Advising and Academic Success. These credits may be used in determining the student's academic progress for that particular year. Requests for re-evaluation of aid eligibility must be made to the Financial Aid Office after all transfer credits have been officially recorded on the student's transcript. It is the student's responsibility to request that official transcripts be forwarded to the Registrar for transfer credit evaluation.

## **APPEALS**

If due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. Appeals must be made in writing to the Director of Financial Aid and must include an explanation of the student's situation along with a request for reinstatement of financial aid.

*Federal and state regulations require that colleges enforce standards of satisfactory academic progress. Students should understand that Immaculata standards of satisfactory academic progress must be met for financial assistance renewal. If aid eligibility is lost because of failure to meet University requirements for satisfactory academic progress or there are mitigating circumstances, requests for review may be made through the Office of Financial Aid. All requests and appeals must be in writing.*

## **VERIFICATION POLICY**

Some students are required by the federal government to document financial circumstances with the Immaculata University Financial Aid Office. This process, called verification, is required by the federal government to confirm the data submitted on the FAFSA or to confirm students' eligibility to receive financial aid. Students may be selected for verification either by the U.S. Department of Education or by the University's Financial Aid Office.

Only students selected for verification need to complete this step. If a student is selected for verification, funds will not be disbursed until the process is complete. Immaculata University will request information in writing from the student upon notification from the federal government. Failure to fully submit requested information after three notifications will result in the cancellation of all federal, state, and University need-based funds. Any changes to aid eligibility as a result of the completion of the verification process will be communicated to the student in writing reflecting the changes/updates made to the FAFSA information, and changes/updates to the financial aid awards. If the student owes a repayment as a result of the changes, the financial aid award(s) will be adjusted and the student will be billed for any balance due the University as a result. In the case of overpayments, funds will be refunded to the Department of Education.

## **WHAT TO DO**

A student will be notified by Immaculata if he or she is selected for verification. The letter will contain a verification form and instructions on how to submit the appropriate documents. Students can also monitor outstanding requirements and their status via your S.S.IU online account. Students will also receive notification of selection by Department of Education on the FAFSA submission confirmation information email.

Students selected for verification should download and complete the current academic year Verification Worksheet. Some of the additional requirements may include:

- Copies of federal income tax transcripts and accompanying schedules from the IRS website at [www.irs.gov](http://www.irs.gov)
- Non-Filer Worksheet (independent student and or/parent) if did not file for previous tax year

- Documentation of independent student status
- Documentation of citizenship must be delivered to the Office of Financial Aid in person or Notarized.
- Selective Service registration — Males born after July 1960 must register with Selective Service to receive financial aid.
- Verification of Social Security number — Students who have changed their name should be sure to notify the Social Security Administration or aid cannot be disbursed.
- Veterans may need to verify their status in order to receive aid.
- Students who are convicted of a drug offense may be ineligible for financial aid. For details, contact the federal government at 1-800-433-3243.
- Low Income Verification Form

**Tips:** Do not submit any information until Immaculata requests it. The verification letter will be mailed to the home address of new students; for a current student, the verification letter will be mailed to the local address on file in the S.S.IU online account

# Academic Life

Immaculata is a comprehensive institution with programs rooted in the liberal arts.

The curriculum stresses the integration of knowledge rather than the fragmentation of learning that results from intense specialization within a narrow subject area.

All undergraduate students at Immaculata participate in the liberal arts core curriculum, which introduces them to essential ways of thinking and learning, providing a solid grounding in the cultural traditions underpinning world civilizations, Christian culture, and democratic societies. The core curriculum is the unifying element of Immaculata's undergraduate degrees and stands as the firm basis for the various fields of specialization, helping each student develop a broad vision of life and an awareness of the depth, meaning, and value of that vision.

Programs of study (majors, minors, certificates, certifications) put into action the thinking and practical skills of the core curriculum as students explore these focused fields (primarily) during the sophomore through senior years. Benefiting from the dual strengths of the core and field-specific curricula, many of Immaculata's graduates go on to graduate or professional schools, where they may follow specialized programs in a wide variety of academic and professional fields.

Through its curricular and co-curricular activities, the University aims to develop the whole person. In addition to students' rigorous engagement with their particular fields of study (majors/minors), the Immaculata University Liberal Arts core offers each student a solid foundation in the humanities (art, communication, English, foreign language, history, music, theology, and philosophy), social sciences (economics, geography, politics, psychology, and sociology), and natural sciences (biology, chemistry, environmental science, computer science, mathematics, and physics).

## UNDERGRADUATE ACADEMIC LEARNING OUTCOMES

An Immaculata University graduate demonstrates:

- knowledge of human cultures and the physical and natural world for the present life and the life to come.
- command of creative and critical thinking skills and effective oral and written communication.
- a foundation for lifelong learning and professional excellence that supports the development of personal and social responsibility throughout life.
- the ability to synthesize and evaluate theory and practice through a capstone or other culminating experience.

## ACADEMIC OFFERINGS

### DEGREES AND PROGRAMS (MAJORS)

Immaculata University is chartered by the Commonwealth of Pennsylvania to grant degrees. The University currently awards the following degrees: Psy.D., Ed.D., Ed.S., M.A., M.S., M.S.N., B.A., B.S., B.Mus., B.S.N., A.A., and A.S. The University reserves the right to set the requirements for these degrees.

#### Associate's Degrees

For the **Associate of Arts (A.A.)** degree, students may pursue majors in biology, communication, education, English, general studies, history-politics, psychology, and theology.

For the **Associate of Science (A.S.)** degree, students may pursue majors in accounting, biology, business administration, fashion merchandising, and information systems.

#### Bachelor of Arts (B.A.)

The B.A. degree programs (majors), offered in traditional format, include the following: biology; business administration with business, computers, and information technology; chemistry; communication; criminology; education; English; English: professional writing; general science; history; liberal studies; music; music (performance); political science and international relations; psychology; sociology; social work; and theology. Combined programs of concentration include the areas of biology-chemistry and biology-psychology.

### **Bachelor of Music (B.Mus.)**

For the B.Mus. degree, majors include music education (preparing students for teaching music from kindergarten through grade 12) and music therapy (preparing students for the board certified examination).

### **Bachelor of Science (B.S.)**

The B.S. degree programs of concentration, offered in traditional format, include the following fields of study: accounting; allied health; biology; business management; chemistry; cybersecurity; data analytics; exercise science; fashion merchandising; finance; financial planning; human resource management; information systems; marketing management; nutrition and dietetics; pre-pharmacy; and supply chain management.

Immaculata also serves adult learners who wish to earn an undergraduate degree through alternative delivery formats. The university offers accelerated degree options for the following B.S. majors: business leadership; business management; cybersecurity, emergency planning and management; finance; health care management; human resource management; marketing management; organizational behavior; and supply chain management.

For students interested in completing online degree programs, the following degree completion B.S. majors are available fully online: business leadership; cybersecurity; emergency planning and management; health care management, organizational behavior; and supply chain management.

### **Bachelor of Science in Nursing (B.S.N.)**

The B.S.N. degree includes the following tracks:

- an upper-division program offered for registered nurses who enroll in an accelerated degree completion program (both in class and online, College of Adult Professional Studies)
- a pre-licensure BSN program offered both in a traditional format (College of Undergraduate Studies) and as a second degree, accelerated B.S.N. for students who have already achieved a bachelor's degree in another field.

## **DEGREE REQUIREMENTS**

To qualify for a **baccalaureate degree**, a candidate must:

- fulfill the major and core curriculum requirements of the college (including ethics and writing intensive requirements);
- earn a minimum of 126 credit hours if a student in the College of Adult Professional Studies and 128 credit hours if a student in the College of Undergraduate Studies, with a minimum GPA of 2.00 (C).
- if enrolled in the College of Undergraduate Studies, complete a First Year Seminar (FYS) course and two contact hours in physical education;
- meet the departmental requirements appropriate for the concentration program chosen.

To qualify for an **associate degree**, a candidate must:

- fulfill the major and core curriculum requirements of the college
- earn a minimum of 63-65 credit hours with a minimum GPA of 2.00 (C).
- (normally) complete 30 credits at Immaculata University
- meet the department/division requirements appropriate for the concentration program chosen.

Every student is responsible for knowing the requirements for the degree being sought and for arranging the program of study accordingly. Students are encouraged to complete a credit check during the second semester of the junior year (69-89 credits) with the Registrar or their College of Adult Professional Studies advisor. Students are responsible for working out course schedules to ensure that requirements set forth in the credit check are met. Students can use Degree Works, the University's online degree audit program (accessible through [MyIU](#)), to track their program progress.

The maximum timeframe for an undergraduate full-time student to complete degree requirements is six years; for a part-time student, it is twelve years.

## POSTHUMOUS CONFERRAL OF DEGREES

On rare occasions, a student who has completed all or nearly all of the requirements for a degree meets an untimely death before the degree is conferred. In such cases, it may be appropriate for this student to be recognized for his/her work by means of conferring a degree posthumously.

With the support of the academic department and the family of the student, the student's college dean or the VPAA initiates a request. Undergraduate students who were determined to be in good academic standing by college dean/VPAA and who were within a semester of completing their studies (usually 18 credits or less) may be recommended for a posthumous degree. Other forms of recognition may be available for students who do not meet the requirements for the awarding of a posthumous degree. The college dean/VPAA will provide a recommendation along with a verification of the student's academic standing and degree progress. Petitions shall be forwarded to the VPAA and dean for review and recommendation, then to the President for approval.

If approved, the President will notify the VPAA and dean. The official commencement program will include the student's name with the annotation that the degree was conferred posthumously. The student's academic record will be similarly annotated.

## PUBLISHED LENGTH OF PROGRAM

Each academic program has a published program length, measured in years. The years are calculated based upon full-time study in the fall and spring semesters. Summer semesters do not count towards the published program lengths. Please log onto <https://www.immaculata.edu/admissions/financial-aid/policies/> to view a chart of program lengths for all Immaculata University programs eligible for federal financial aid. Please note that exceeding 150% of the published length of program may impact Title IV financial assistance. For additional information, students should contact their financial aid counselor.

## LIBERAL ARTS CORE REQUIREMENTS

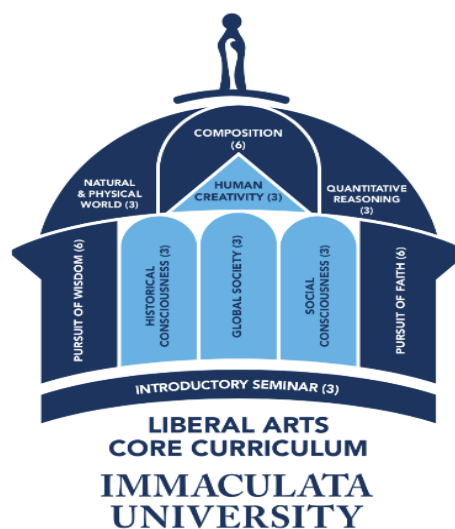
To fulfill Immaculata's objective as a Catholic university with its program of study based on the liberal arts and its core values, all degree-seeking students at Immaculata must complete the required core curriculum for their degree programs.

As stated in its philosophy and outcomes, undergraduate academic programs at Immaculata are rooted in the liberal arts tradition. The goals for the liberal arts core requirements at Immaculata reflect the essential academic outcomes developed by the National Leadership Council for Liberal Education and America's Promise [LEAP], a study initiated by the Association of American Colleges and Universities. They also respond to the mission and vision of Immaculata University.

### CORE CURRICULUM

The Immaculata University Core Curriculum (the Core) provides an integrated program of courses designed to assist students in their quest to understand themselves, their faith, and their relationships with others and the world around them.

The Core consists of three overarching categories: Inquiry, Community, and Vision. Under each category are subcategories encompassing an interdisciplinary approach to learning and diverse course offerings. The Core design ensures students can achieve the stated learning outcomes while allowing a measure of flexibility in course selection.





## Core Curriculum Learning Outcomes

The seven core curriculum student learning outcomes are listed below:

1. Pursue truth through critical, independent, and creative thinking
2. Obtain, evaluate, and utilize the data which enables individuals to pursue knowledge and understanding
3. Communicate proficiently in written, oral, digital, and visual formats
4. Collaborate effectively in groups in an inclusive and respectful manner.
5. Understand the nature and requirements of moral judgment and ethical reasoning
6. Recognize how both the previous development of civilizations and contemporary forces have created a complex, diverse, and interdependent world in which they must live as engaged citizens
7. Recognize the transcendent dimensions of the human person as foundational to a moral vision of society

## Baccalaureate Degrees

Students seeking attainment of a baccalaureate degree must meet the requirements below of the baccalaureate core curriculum in addition to any requirements established for their major/minor areas of study.

### Baccalaureate Core by Category

CORE Category	CORE Sub-Category	# of credits	Category Credit Totals
First Year Seminar*		3	3
Visions: Understanding Ourselves and Our Relationship with God	Pursuit of Faith	6	12
	Pursuit of Wisdom	6	
Inquiry: Understanding Our Relationship with the World Around Us	Composition	6	12
	Natural & Physical World	3	
	Quantitative Reasoning	3	
Community: Understanding Our Relationship with Others	Creativity	3	12
	Social Consciousness	3	
	Historical Consciousness	3	
	Global Society	3	
TOTAL			39

**\*First Year Seminar Requirement:** Students in the College of Undergraduate Studies and/or transfer students entering Immaculata University with 30 or fewer credits must complete a First Year Seminar course (FYS 100, 101, or 110, as advised).

### Additional Graduation Requirements

- **Ethics Requirement:** \*All baccalaureate students must complete an ethics requirement. Courses approved to meet the ethics requirement include the following: BUS 338, CIS 335, COM 308, EDU 328, EDU 348, HCM 421, MTR 301, PHI 220, PHI 312, PHI 384, THE 218, THE 238, and THE 408.
- **Writing Intensive Requirement:** Students in the College of Undergraduate Studies must complete one, three-credit Writing Intensive course in the major before beginning the senior year. WI credits are part of the major course of study and are **not** in addition to the total core credits represented above.
- **Physical Education:** Students in the College of Undergraduate Studies must complete two contact hours in physical education.

## Associate Degrees

Students seeking attainment of an associate degree meet the requirements outlined below for the associate degree core program in addition to any requirements of their major area of study.

### Associate Core\* by Category

Associate Core - by Category			
CORE Category	CORE Sub-Category	# of credits	Category Totals
Inquiry	Composition	6	9
	Natural & Physical World	3	
	Quantitative Reasoning		
Community	Creativity	9	9
	Historical Consciousness		
	Social Consciousness		
	Global Society		
Visions	Pursuit of Faith	6	9
	Pursuit of Wisdom	3	
TOTAL			27

**\*First Year Seminar Requirement:** Associate-degree seeking students in the College of Undergraduate Studies and/or transfer students entering Immaculata University with 30 or fewer credits must complete a First Year Seminar (FYS) course. The three credits for this course will count as three (3) of the required nine (9) credits in the Community category for Associate-degree seeking students.



**Core – Approved Courses\* per Sub-Category**

CORE Category	CORE Sub-Category	Approved Courses*
<b>First Year Seminar*</b>		FYS 100, 101, or 110
<b>Visions:</b> Understanding Ourselves and Our Relationship with God  <b>Inquiry:</b> Understanding Our Relationship with the World Around Us	Pursuit of Faith	100 level (taken 1 <sup>st</sup> ) ○ THE 104, 109, 110 200 or above (taken 2 <sup>nd</sup> ) ○ THE 206, 209, 211, 212, 217, 218, 219, 221, 222, 225, 226, 230, 238 ○ THE 306, 311, 328, 335, 336, 381 ○ THE 408
	Pursuit of Wisdom	Must take one: ○ PHI 100, 101, 103, 209, 312, 384 ○ 2nd course may be any Philosophy course
	Composition	○ ENG 106/107 <b>or</b> ENG 117/299 (Honors) ○ ENG 241/242
	Natural & Physical World	○ BIOL 103, 104, 106, 111, 112, 113, 207, 208, 233, 234 ○ CHE 100, 101, 103, 105 ○ SCI 122
	Quantitative Reasoning	○ INFO 151 ○ MATH 101, 102, 106, 109, 110, 111, 203, 204, 205, 206, 207, 208, 216, 217, 219, 301, 302 ○ PSY 208 ○ ORBH 325
<b>Community:</b> Understanding Our Relationship with Others	Creativity	○ ART 102, 105, 202, 208, 211, 215, 219, 220, 303, 306 ○ CIS 105 ○ COM 207, 208, 209, 234 ○ ENG 122, 349, 365, 368 ○ FMD 126 ○ IDM 110 ○ MUSC 101, Ensembles (180, 181, 184, 185, 188, 190, 192, 193, 194) ○ POL 216
	Social Consciousness	○ COM 228, 355 ○ ECO 202, 203 ○ POL 110, 205, 312 ○ ORBH 307 ○ PSY 101, 206, 307, 324 ○ SOC 202, 245, 247, 306
	Historical Consciousness	○ HIST 115, 116, 117, 218, 219, 224, 228, 232, 234, 235, 242, 304 ○ HIST 201, 232, 246, 247 ○ POL 201, 232
	Global Society	○ Traditional Language courses ○ Study Abroad courses ○ BUS 345 ○ CCS 201, 341 ○ COM 230 ○ ENG 129 ○ MUSC 102, 120 ○ POL 202, 206 ○ SOC 345 ○ THE 314

\*This list may be augmented when new core courses are approved.

*Italicized* courses above meet core requirements for *CAPS students only*.

## PROGRAMS - OVERVIEW

### MAJOR PROGRAMS

A major is a focused program of study, or concentration, designated by a prescribed set of courses in an academic discipline.

When combined with general education courses and fulfillment of minimum credits required for a baccalaureate degree at Immaculata, the successful completion of the requirements within the major leads to a degree in that area of study. All College of Undergraduate Studies students must declare a major by the end of the second semester of their freshman year. The University reserves the right, at its discretion, to revise major offerings over time.

### MINOR PROGRAMS

In addition to completing requirements for a major, baccalaureate students have the option of completing minor concentration(s) outside the major field. A minor is a focused program of study consisting of 18-24 credits designated by the department/division(s) offering the program. Some minor programs require completion of pre-requisites prior to enrollment. Department catalog pages outline the course requirements for minors. The University is not obligated to provide courses necessary for the completion of minors.

A student desiring to pursue a minor should discuss these plans with the appropriate academic advisor and obtain permission of the advisor and of the department/division's designated advisor for the minor. A CUS student declares the intention to minor in the Office of the Director of Advising and Academic Success. A CAPS student declares this intention with the appropriate academic advisor in the College of Adult Professional Studies. Normally, students must complete a minimum of nine (9) credits at Immaculata University to earn the minor.

### ASSOCIATE DEGREES

To earn an Associate degree, a student must complete at least 24 credits **and** a minimum of half of the major requirements at Immaculata University. Students who pursue an Associate degree must progress to a Bachelor degree program once they have successfully completed 72 or more total credits (and 24 or more institutional credits). Students pursuing an Associate Degree may take no more than nine (9) credits outside of their required Associate Degree curriculum.

### CERTIFICATE PROGRAMS

A student may opt to pursue a certificate program in a specific area. Certificate programs are available in graphic arts, Hispanic cross-cultural communication, Irish studies, management, Middle Eastern studies, professional communication, and studio arts. The University is not obligated to provide courses necessary for completion of certificate programs.

## DUAL MAJORS AND DUAL DEGREES

### SECOND MAJOR

To qualify for a second major within the same baccalaureate degree, a student must:

- fulfill the liberal arts core courses required for the second major;
- fulfill the department/division requirements appropriate for the second major field of concentration.

A second major within the same baccalaureate degree is identified on the transcript.

### SECOND BACCALAUREATE DEGREE

To qualify for a second baccalaureate degree, a student must:

- fulfill the liberal arts core curriculum requirements for the second baccalaureate degree;
- fulfill the department/division requirements appropriate for the major field of concentration.

A second baccalaureate major is identified on a student's transcript. A second diploma is issued only if the actual degree is different (e.g., B.A. vs. B.S.). In order to earn a second baccalaureate degree, a student must earn 126-128 credits for the first degree and an additional 32 credits in the major for the second degree.

**SEQUENTIAL DEGREE**

Candidates for a second bachelor's degree with a different award date than the first must meet all requirements for the second degree. Students may apply for a sequential second degree with a degree and/or major that is the different from their first degree or major. For sequential degrees, students must complete at least 50 percent of all course work required in the major of the second degree *after* conferral of the first degree.

**MEETING VARIOUS REQUIREMENTS WITH ONE COURSE**

There is often overlap of courses required for major, core, minor or certificate programs. In such cases, an individual course may satisfy up to three (3) separate program requirements. Please note: some major programs include courses also approved as part of the core curriculum and explicitly prohibit “counting” that major course as fulfilling the core requirement.

# Academic Policies and Procedures

**Note:** Members of the Immaculata University community, including all students, must be aware of, and must abide by, the University policies published in the **Immaculata University Policy Manual (IUPM)**. The IUPM is located on the University portal ([MyIU](#)) and the Student Hub in the University's Learning Management System, [Moodle](#).

## ACADEMIC INTEGRITY POLICY

Immaculata University, through its faculty, staff and students, strives to create an environment of trust, mutual respect, and integrity that fosters scholarly pursuits in an academically challenging and supportive setting. To further the pursuit of truth and the exercise of honest, intelligent inquiry, the University maintains an academic integrity code that promotes the assumption of personal responsibility and integrity and prohibits all forms of academic dishonesty. The most common form of academic dishonesty is plagiarism. Other forms of academic dishonesty are also described in the sections below.

## PLAGIARISM

Plagiarism is failing to acknowledge adequately the source of words or ideas that are not one's own.

Plagiarism includes, but is not limited to:

1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgment of the source;
2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgment of the source;
3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source;
4. Copying or purchasing all or any portion of another's academic, research, or creative work - even with the creator's knowledge and permission - and submitting it, in part or in its entirety, as one's own. This includes material available through the Internet or other electronic sources and any material that has copyright protection. Students are hereby advised that, when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity but also a violation of law that could lead to civil or criminal penalties.

The University considers plagiarism by a student to be a serious violation of professional and academic ethics and standards; ignorance of the rules governing plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who issued the assignment.

A finding of plagiarism may result in the imposition of a serious academic penalty such as, but not limited to, suspension, receipt of a failing grade, non-continuation or expulsion.

## OTHER FORMS OF ACADEMIC DISHONESTY

- **Cheating:** Cheating is defined as using, or attempting to use, in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Cheating also encompasses the provision or acceptance of any unauthorized assistance during an examination or assignment to be completed individually, including but not limited to talking to another student, viewing or copying another student's examination or assignment, making or receiving gestures from another student, or engaging another person to complete an assessment or examination in place of the student.
- **Collusion:** Collusion involves the cooperation of students with faculty or staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by students to change examination grades and/or grade point averages; cooperative efforts by students and student assistants to gain access to examinations or answers to examinations for distribution; assisting in or contributing to the academic dishonesty of another individual; and seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.
- **Recycling:** Recycling is defined as submission of a student's work that has previously counted for credit in another course. Recycling is not allowed unless explicitly authorized by the faculty members of both study

units; in such a case, students must reference their previous work.

- **Sabotage:** Sabotage is defined as the destruction or deliberate inhibition of progress of another's work, including but not limited to the destruction or hiding of shared resources such as library materials, computer software and hardware and tampering with another person's laboratory experiments.
- **Falsification of Data, Information or Records:** Furnishing or conspiring to furnish false information to the University by forgery, alteration or misuse of, among other things, University documents, academic records, research data or professional or academic credentials is strictly prohibited.

## REVIEW PROCEDURE FOR ACADEMIC INTEGRITY CODE OFFENSES

The following procedure should be used to resolve alleged violations of the Academic Integrity Code by undergraduate students at Immaculata University:

1. Whenever an alleged infraction of academic integrity occurs, the faculty member shall first contact the dean of the College in which the course is being taught to learn of any prior student violations and to discuss the appropriateness of this informal procedure with respect to the nature of the offense;
  - a. If the student has no record of prior offenses and the case appears to be one that will require a sanction less severe than suspension or expulsion, it may be resolved with the faculty member consistent with the course syllabus.
  - b. If a student has prior academic integrity code offenses, or the case appears to involve a first-time offense that will likely result in suspension or expulsion, the faculty member should seek the guidance of the department/division chair and dean of the College in resolving the matter.
  - c. If the offense is one that will require a sanction such as failure of a course, suspension, or removal from the program, the student will meet with the dean and other departmental/ division representatives as appropriate.
2. The faculty member shall meet with the student to discuss the incident and present any relevant information or evidence;
3. The student shall have an opportunity to respond to the allegations;
4. If the faculty member/dean believes that an Academic Integrity Code violation has occurred, the faculty member should document the violation in writing, including the proposed sanction or resolution, and present this information to the student and the Dean;
5. Typical sanctions or resolutions may include a reduced grade on the assignment, a reduced grade in the course, additional assignments, or failure in the course. Suspension and expulsion may occur if warranted by the gravity of the offense.

## ACADEMIC STANDING AND PROGRESS

The baccalaureate degree program at Immaculata University requires a minimum of 126-128 credit hours. Normal progress toward achieving a degree in four years for a student in the College of Undergraduate Studies requires eight semesters of 12 to 18 credits, depending on the curriculum sequence of each major.

Full-time students taking more than 18 credits per semester will be charged the current per credit rate for each additional credit. Music lessons will be billed separately.

To be classified as full-time, an undergraduate student must carry a minimum of 12 credit hours each semester. A student carrying 11 or fewer credit hours is considered part-time. Part-time status may impact billing, financial aid and eligibility for residence. Normally, a CUS student may only have one part-time semester.

As listed below, a student's academic status is determined by the number of credit hours earned:

Credit Hours	Completed Class
0-23	Freshman
24-53	Sophomore
54-89	Junior
90 or more	Senior

A student's academic progress is evaluated at the end of each semester. Additionally, undergraduate students are

required to complete a credit check during the second semester of the junior year with the Registrar or their College of Adult Professional Studies advisor. Students are responsible for designing their course schedules to ensure that requirements set forth in the credit check are met.

## **ACADEMIC PROBATION**

Since a cumulative grade point average of 2.00 is the minimum requirement for graduation, a student whose cumulative GPA falls below 2.00 at the end of any semester will be cautioned that this level of performance is insufficient to satisfy the requirement for graduation. A student with a cumulative GPA below the minimum levels indicated in the table below will be placed on academic probation.

<b>Semesters Completed</b>	<b>Minimum GPA</b>
1	1.60
2	1.70
3	1.85
4 or more	2.00

Ordinarily, a student in the College of Undergraduate Studies may not be on academic probation for more than two consecutive semesters; in the College of Adult Professional Studies, a student may not be on probation beyond the equivalent of 24 credit hours. A student may receive federal, state, and/or university financial aid during the probation period. A student on academic probation must show improvement during the following semester to remain at the University. In some cases, a student may be dismissed without any previous probation if the student's academic standing is so poor that probation would not be in the student's best interest.

In addition, Financial Aid requires that the student maintain satisfactory academic progress, which means that a full-time student must earn at least 75% of credits attempted. Part-time students must be enrolled in at least six credits per semester to remain eligible for aid. For further explanation, see Financial Aid.

## **ACADEMIC DISMISSAL AND READMISSION**

A student who has been academically dismissed from the University must meet standards for re-admission set by the dean of the appropriate college. Transcripts documenting acceptable work completed at another college or university after the student's dismissal from Immaculata must be presented in the office of the appropriate dean prior to application for re-admission. If all standards for re-admission have been met, then the student must follow the normal admission process for the appropriate college as a transfer student.

## **CHANGE OF STATUS**

Students in the College of Undergraduate Studies who wish to transfer to the College of Adult Professional Studies must first formally withdraw from the College of Undergraduate Studies. The withdrawal process can be completed in the Office of Academic Success. Students who wish to transfer from the College of Adult Professional Studies to the College of Undergraduate Studies must withdraw from the College of Adult Professional Studies and apply to the College of Undergraduate Studies.

## **CREDIT FOR PRIOR LEARNING**

Students who are seeking credit on the basis of professional experience, technical training, examination scores or courses from institutions without regional accreditation may be eligible for credit for prior learning. Both transfer students and traditionally matriculated students may apply for credit for prior learning (CPL).

CPL credits are carefully reviewed and, pending approval, may be accepted in four categories. These are:

1. Tested Credit for Prior Learning: including CLEP, Advanced Placement, International Baccalaureate, DANTES, and Credit by Examination. A transcribing fee will be charged.
2. Technical and Professional Training Reviewed by Academic Bodies: ACE (American Council on Education) and NCCRS (National College Credit Recommendation Service) credit recommendations are accepted as credit for prior learning. A transcribing fee will be charged.
3. Technical and Professional Training Needing Faculty Review: Technical and professional training programs which have not been reviewed by ACE or PONSi require faculty review. Students must complete the Technical

and Professional Training Worksheet and provide all required documentation. A fee will be charged.

4. Life Learning Paper: Students wishing to document a learning experience which they believe provides equivalent knowledge to that in a college course may write a life learning paper for faculty review. Discussion with a faculty advisor needs to occur as the first step in this process. A fee will be charged.

The number of CPL credits which can be accepted from the various categories is limited. The total number of CPL credits transferable toward a baccalaureate degree may not exceed 63 credit hours. Students are advised to discuss CPL credit options with a faculty advisor or the College of Adult Professional Studies prior to initiating the process.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Immaculata participates in the College Level Examination Program (CLEP). Matriculated students may gain credit for certain Immaculata courses through acceptable performance in either the General Examinations or the Subject Examinations.

The University will grant a maximum of 24 credit hours in the General Examinations and from three to six credits in the various Subject Examinations, provided that the required score has been achieved and that Subject Examinations have been approved for acceptance by Immaculata. Credits for examinations successfully completed will be transcribed upon receipt of official CLEP scores. A grade of P is given; credits earned through CLEP transfer are not computed in the GPA. Ordinarily, a student may not retake a CLEP within three months of an unsuccessful attempt or a failed course in a corresponding subject. For information concerning examination areas acceptable for credit, students should inquire at the College of Adult Professional Studies. A fee will be charged for the CLEP examination as well as for the transcription of CLEP credits.

### **CREDIT BY EXAMINATION**

Matriculated students who have acquired substantial knowledge in certain subject areas may request verification of that knowledge by examination and subsequently receive credit. Credit by examination may be earned in those courses specifically designated by individual departments/divisions. Each individual department/division will create its respective examination.

Application to receive credit for an Immaculata course may be made with the Registrar during the fall, spring, and summer registration periods. Exams will be administered and evaluated by Immaculata full-time faculty before or during the first three weeks of the fall, spring, or summer semesters. No course in which the student has previously been registered for credit or audit may be challenged under this program.

Ordinarily a student may attempt only one challenge examination per semester and may not challenge any more than a total of 50% of the curriculum in any given field. A student may not re-challenge a failed challenge examination. Full instructions for registering for a challenge exam may be obtained from the Registrar's office or from the College of Adult Professional Studies. A fee will be charged for challenge exams.

## **CLASSROOM EXPECTATIONS**

### **ADMISSION TO CLASS**

Instructors are required to admit to class only those students with appropriate documentation of enrollment as verified by the Registrar.

### **CLASS ATTENDANCE**

Each student is expected to exercise reasonable judgment regarding class attendance and is accountable for all work missed because of absence. Students are expected to notify instructors about absences. In CUS, contact the Director of Advising and Academic Success when extenuating circumstances necessitate absence. In extreme cases in which absence of a student in semester-long courses total the equivalent of two weeks, the student must contact the Director of Advising and Academic Success in the College of Undergraduate Studies or the appropriate Program Director in the College of Adult Professional Studies. Instructors are notified and explanations of such absences are filed in the office of the appropriate college. Instructors are under no obligation to make special arrangements for students who are absent.

### **Classroom Conduct**

Consistent with the University's core values and as members of a community of scholars, Immaculata University expects students and faculty to treat one another with civility, mutual respect, and common courtesy, accept personal accountability, and willingly contribute to the effective functioning of the University.

To this end, students are asked to comply with instructor requests to silence cell phones and refrain from other distracting behaviors in the classroom.

No person (administrator, staff, faculty, student, or visitor) shall be permitted to make an announcement during scheduled class time without the express consent of the instructor.

Should a student become disruptive during class, the student shall be asked politely, but firmly, to leave the classroom by the instructor. If the student refuses to leave the classroom, the Department of Campus Safety and Protection and the Vice President for Academic Affairs & Provost shall be notified.

### **COURSE SYLLABI**

A copy of the syllabi (current and past), which shows the day and hour the class meets and the instructor's name, as well as a calendar of topics shall be available to students and the appropriate college offices at the beginning of each term.

The offices of the appropriate college deans shall maintain permanent files of all course syllabi and class schedules. These files shall be available for inspection and comparison with the courses described in the catalogs of other institutions.

It is the student's responsibility to read, comprehend and act on the syllabus' objectives, content and requirements. Should there be any question or need for reasonable interpretation or clarification of the syllabus, the student must contact the instructor.

All faculty shall follow the syllabi and outline for each course as closely as possible; students should recognize that adaptations/adjustments in syllabi may occur at the discretion of the instructor in order to create the most effective learning and teaching environment possible.

### **COMMENCEMENT**

Students must complete all academic requirements and clear all financial obligations with the University to be eligible to participate in the commencement activities and receive their diploma and academic transcript. No more than three semesters before intended graduation date, students are directed to indicate intent to graduate through S.S.IU, completing the "Apply to Graduate" form in the Student Records section. Students in the College of Undergraduate Studies may seek guidance on this process from their advisors or the Registrar; students in the College of Adult Professional Studies should contact the College of Adult Professional Studies office should they need assistance with this process.

### **COMMENCEMENT WALKING POLICY**

Immaculata University holds its annual commencement ceremony at the end of each spring semester. Students approved to graduate are strongly encouraged to participate in commencement for the conferring of the degree.

Students who do not meet graduation requirements in time for the May ceremony may still be allowed to "walk" in commencement provided they meet the criteria listed below:

- Have six (6) or fewer semester hours to complete.
- Have a minimum a 2.0\* cumulative grade point average. \*(Students in majors requiring higher grade point averages must meet minimum requirements of the program.)
- Complete a Petition to Participate in Commencement Ceremonies, which must outline student's plan to complete all degree requirements.

Students may not participate in commencement if they have any outstanding balances.

Names of both walkers and graduates will be printed in the commencement program, and there will be no asterisk or



special notation in the program differentiating walkers from actual graduates of the University. “Walkers” do not receive public or printed recognition of honors (cum laude, etc.) in the commencement program.

All graduation requirements and all financial obligations must be satisfied in order to receive the diploma. Degree will be conferred and officially awarded only after all graduation requirements have been met.

A student may participate in only one commencement ceremony. If, after declaring an intention to walk, a student does not participate in the ceremony and fails to notify the Office of the University Registrar at least four days prior to the commencement date, that student is ineligible to participate in any subsequent commencement ceremony.

### **IMMACULATA ALUMNI**

Upon completing their first degree from Immaculata, all University graduates are inducted into the Immaculata University Alumni Association (IUAA). The IUAA’s purpose is to serve and promote the mutual interests of Immaculata University and its alumni in collaboration with the Offices of Alumni Relations and Institutional Advancement. In support of the University’s mission, the IUAA provides opportunities to create meaningful relationships with alumni and the Immaculata community through ongoing commitment, communication, and connection. Through these opportunities, the IUAA’s Board of Governors seeks to create a fully engaged alumni community. The Immaculata University Alumni Association has over 19,000 members in 30 countries.

### **DECLARATION/VERIFICATION OF MAJOR**

A student in the College of Undergraduate Studies should declare a field of concentration major in the second semester of freshman year and no later than the end of the first semester of the sophomore year. Each department will verify the eligibility of students to continue in the major at this time with the Director of Advising and Academic Success.

A student in the College of Adult Professional Studies declares a major at the time of admission. To change a major program of studies, the CAPS student must complete the Change of Field of Concentration form available from the College of Adult Professional Studies office. The CUS student requests the change of major form from the Office of Academic Advisement.

### **INDEPENDENT STUDY**

Students interested in an independent study must consult with their division chair and the appropriate dean for approval. Generally, independent studies are not given in regularly scheduled courses.

### **LEAVE OF ABSENCE / STOP OUT**

A student in good standing may interrupt a college program by requesting a leave of absence of one or two semesters in duration from the dean of the appropriate college. This arrangement allows the student to return to the college within one year without having to go through readmission procedures.

Students should be aware that there must be a reasonable expectation that students will return from a leave of absence. Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. The dean of the appropriate college will determine any conditions that must be met for the student’s return to the University, and will notify the Office of the Registrar of the leave. The Registrar will then take the following actions:

1. Student will be issued grades of W for each course in the current semester (if applicable).
2. Student will be dropped from all future courses.

Undergraduate students who are placed on a leave of absence from the University are not permitted to take courses at another college unless they have obtained permission from the dean. Additionally, students on leave may not live in the University residence halls during the term of their leave, nor may they participate in and/or hold leadership positions in a registered University organization or athletic team. A student granted a leave of absence is not considered to have withdrawn, and if the student is a Title IV recipient, no return calculation will be required. Upon the student’s return from the leave, the student will continue to earn the federal student aid previously awarded for the period.

Once the student is ready to return from leave, the student must meet with the dean of the college, who will assess

whether the conditions for return have been satisfied. If a student does not return at the end of the leave, the student's withdrawal date will be the first date of the leave. If the student is a federal loan recipient and fails to return within two semesters, Immaculata University is required to return the funds to the appropriate lenders at that time and will also cause the expiration of the student's loan grace period. If a student withdraws from the University or fails to return from a leave of absence status within two academic semesters and then reapplies, the tuition and financial aid will be assessed based on the current transfer tuition and financial aid rates.

The tuition and financial aid for students in the College of Undergraduate Studies who have remained in part-time status studying at Immaculata for more than two semesters (fall/spring) and who seek to return to full-time status, will be assessed based on the current transfer tuition and financial aid rates. Exemptions for special circumstances will be reviewed by the Vice President for Finance and Administration.

Students returning from a leave of absence/stop out (within two semesters) will continue in the catalog under which they were initially admitted.

### **OFF-CAMPUS/SUMMER STUDY**

Once matriculated, students must seek approval to take courses at other institutions. Ordinarily, students may not earn more than twelve credit hours in the time span of a summer, nor may they take courses in their field of concentration without permission from the department/ division chair. Students in the College of Undergraduate Studies may take courses in the summer at approved colleges only with prior approval from the Office of Academic Advisement. Necessary forms for off-campus summer session enrollment may be obtained from the Academic Advisement Office. For transfer of credits earned at colleges other than Immaculata University, a grade of C or better is required. Students in CUS must have approval of the dean should extenuating circumstances necessitate taking classes off-campus during the fall and spring semesters.

Students in the College of Undergraduate Studies who plan to study at Immaculata University during the summer should seek advisement prior to registration.

Students in the College of Undergraduate Studies have the opportunity to cross-register for courses at any of the eight colleges in the Southeastern Pennsylvania Consortium for Higher Education (SEPCHE) institutions that offer undergraduate coursework. Details are available in the Office of the Registrar. All courses taken at another institution must be preapproved by the department. See the Cross-Registration topic in the "[Registration and Transcript Information](#)" section below for more details).

In exceptional circumstances, a matriculated College of Adult Professional Studies student may receive permission to enroll in a course at an accredited institution. Permission must be granted by the dean of the college prior to enrollment. Courses that have been approved to be taken at another institution will be transcribed and included in the cumulative GPA. However, the transfer course will not count towards 60 Institutional Hours required for honors at graduation.

### **READMISSION**

Students granted readmission to the university after an absence of more than one full calendar year (12 contiguous months or longer) are subject to the rules and policies of the catalog under which they are readmitted. Readmitted students may be re-enrolled in their previously-declared major if the program is available at the university at the time of their readmission. (See separate procedures associated with leave of absence/stop out above.)

### **DISCONTINUED PROGRAMS**

Occasionally, programs may be put on hiatus / discontinued. Programs which have been discontinued will be unavailable to readmitted students. Readmitted students who were previously enrolled in a now-discontinued major must select a new major from those available in the current catalog.

### **STUDENTS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act of 1990 (ADA) as well as Section 504 of the Rehabilitation Act of 1973, Immaculata University is committed to providing reasonable academic accommodations to students diagnosed

with a disability who are seeking accommodations. According to ADA and Section 504, the determination of a disability is made only when an individual's impairment substantially limits his/her ability to perform one or more of the person's major life activities. Also, an institution is required to provide accommodations only to individuals who have a record of such impairment. In order for students with disabilities to receive services, they must submit the appropriate documentation for their disability and for their need for accommodations. Evaluations and reports must be completed by licensed, certified professionals. For full details regarding appropriate documentation procedures, please see the following website: <https://www.immaculata.edu/academics/advising-support/disability-services/>

## **THEOLOGY REQUIREMENT**

Consonant with the mission of Immaculata, theology courses are designed to enrich and develop the whole person of any faith. Courses emphasize the value of religious experience in history, human thought, and social responsibility. A student who believes that the content of the theology requirement raises an issue of conscience may seek an exemption from the dean of the appropriate college.

## **UNIVERSITY GRIEVANCE POLICY**

While it is hoped that most grievances will be resolved quickly through informal discussions with administrative officers, the University's grievance policy (see Volume II, Section 2.8 of the Immaculata University Policy Manual) is available should informal discussions not succeed.

## **WITHDRAWAL FROM THE UNIVERSITY**

Students initiating a withdrawal from the College of Undergraduate Studies must schedule an exit interview with the dean to obtain a withdrawal form. No withdrawal will be considered official until this action has been taken. A student receiving financial aid should notify the Financial Aid Office at the time of withdrawal.

Immaculata reserves the right at any time to require the withdrawal of students for unsatisfactory academic performance. If students are withdrawing from the University prior to the end of the semester, they must follow the procedure outlined for withdrawal from classes in order to avoid receiving failing grades for their courses.

A student requesting readmission to Immaculata University after withdrawing or having been dismissed due to academic failure must address the request to the dean of the college to which readmission is sought. The dean will consider the grades a student has earned from an institution of higher learning attended since the withdrawal or dismissal and will decide on an individual basis whether the student may be readmitted.

## **WITHDRAWAL FROM THE COLLEGE OF ADULT PROFESSIONAL STUDIES**

Due to the nature of the academic programs in the College of Adult Professional Studies, students may choose not to attend classes every semester. However, students will become inactive after one (1) year of absence from the University.

# Academic Service Centers

## ADVISING AND ACADEMIC SUCCESS

In CUS, the Office of Academic Success and Advising offers advising assistance and academic information and support for students, including class attendance issues, academic performance, dropping/adding courses, withdrawals from class, off-campus and summer school study, and advising relative to declaring majors and minors. While the office provides academic advisement to students who are undecided about a major, departmental faculty members provide proactive advisement for students who have chosen a major.

The Academic Success and Advising Center serves CUS students with a variety of academic and organizational needs by offering academic success coaching, academic accommodations and peer tutoring. Students are able to meet individually with learning strategies specialists to work on improving time management, study skills, note-taking strategies, test-taking strategies, organization, and long-term planning.

In CAPS, academic advising supports students studying in all course delivery formats (self-paced, accelerated, online) with important academic processes, such as: initial transcript reviews, course selection and registration, drop/add or course withdrawal, declaration of majors and minors, and other issues of academic performance and progress. Academic advisors are available for phone, email, or in person appointments during weekdays and evenings.

## CAREER AND PROFESSIONAL DEVELOPMENT

The Office of Career and Professional Development encourages and supports all students and alumni as they proactively engage in the career development process and chart their path toward life-long career achievement. The office provides vocational guidance, education, and personal support.

## DISABILITY SERVICES OFFICE

Immaculata University is committed to providing reasonable academic accommodations to students eligible under the Americans with Disabilities Act. Accommodations are tailored to the differing needs of each student. Common academic accommodations include:

- Extended time for testing
- Electronic copies of lecture notes, use of a SmartPen and/or ability to utilize a student note taker
- The option to take exams in a distraction-reduced testing environment.
- Textbooks in an alternative format
- Other college-appropriate accommodations as listed in the recommendation section of the student's psycho-educational evaluation

It is highly recommended that all first year students receiving academic accommodations meet regularly with an Academic Coach. We recommend students meet every other week to discuss their academic progress, classroom environment and study habits. Individualized academic coaching is available to all students who feel they may benefit from this service.

## WRITING AND MATHEMATICS CENTERS

### MATH CENTER

The math center at Immaculata is staffed by adult tutors and student tutors, who have demonstrated excellent skills in math, along with the ability and willingness to aid visitors in their quest to better understand the concepts of mathematics, and in turn, become better problem solvers. Visitors to the math center may schedule an appointment or drop in at any time that is convenient for them. Hours of availability during fall and spring semesters are 9 a.m. to 7 p.m. on Monday through Thursday, and 9 a.m. to 2 p.m. on Friday. Students should contact Dr. Ferster at [dferster@immaculata.edu](mailto:dferster@immaculata.edu) with any concerns regarding math help and the services provided by the math center.

### WRITING CENTER

The Writing Center is founded on the belief that all writers can benefit from talking about their writing. The Center's trained staff act as thoughtful, critical readers who engage in collaborative dialogue with writers from across the disciplines and at any stage of the writing process. At the heart of its mission is a commitment to helping students develop the skills to be strong, confident writers through individualized one-on-one writing support in a welcoming and inclusive environment.

# Registration and Transcript Information

## AUDITING COURSES

Having met prerequisites and, with approval from the academic advisor, a student may register to audit a course without receiving grades or credits. Audited courses must be indicated with an “AUD” in the credit-hour column on the registration form. Tuition for a course audited is the same as for a course taken for credit. While attendance at all class sessions is expected, completion of assignments, including examinations and term papers, is not required.

Changing course registration from credit status to audit status is permitted only during the Drop/Add period. Changing course registration from audit status to credit status is not permitted. The University reserves the right to cancel an audit registration if class size exceeds space available.

## CANCELLATION OF COURSES

The University reserves the right to cancel a course in the academic schedule because of insufficient enrollment or for any other valid reason. Notification of a cancelled course will be sent to students at their University email address.

## CLOSED CLASSES

Closed classes are managed through the individual college registration offices.

## CHANGE OF COURSES

The University maintains an add/drop period on a schedule that varies based upon the college and program in which a student is enrolled. Add/drop timelines for each semester can be found in the Office of the Registrar.

### Drop/Add Period

*During the Drop/Add period*, a three-week period at the beginning of each semester, students may drop a course without penalty, after having consulted with their academic advisor, by completing a form in the appropriate administrative office or forwarding written notification to that office via US mail, email or fax. Dropped courses will not appear on a student’s transcript. Students may also add courses, provided they do so during the first week of the Drop/Add period only. In order to add a course, the students must have consulted their academic advisor about the decision. All courses are added through the Office of the Registrar or the College of Adult Professional Studies.

### After Drop/Add Period (Withdrawal)

*After the Drop/Add period* has ended, students seeking to remove a course from their schedule must formally withdraw from the course. A student may withdraw from a course (delivered in the traditional semester format) without academic penalty prior to a date that falls two weeks after the submission of mid-term warning grades. However, students should be aware that acquiring withdrawals may impact academic progress requirements and have implications for financial aid eligibility.

The Registrar will set and promote the date at the time that course information is published. Students who do not withdraw prior to this date will receive the grade earned at the end of the semester. Any student who needs to withdraw from a course after the published withdrawal date will require medical or other documentation and authorization from the dean of the appropriate college.

Requests for withdrawal must originate in the office of Academic Advisement in the College of Undergraduate Studies or the student’s academic advisor in the College of Adult Professional Studies. A student who stops attending class and does not submit a withdrawal request will incur an automatic failure (F) on the transcript. Any student who withdraws officially will have a W (withdrawal) recorded on the transcript. In determining tuition payment in the College of Undergraduate Studies, a grade of W will be counted as credits attempted and included in credits for which the student is billed.

Students in the College of Undergraduate Studies may not drop or add courses without first consulting with their academic advisor. The drop and withdrawal timelines for the College of Adult Professional Studies are described in this catalog under “Expenses” in the “Tuition Refund and Academic Credit Policy” section.

Students will not be added, dropped or withdrawn from courses unless the proper paperwork has been submitted and advisement has been sought through the appropriate offices.

### **COURSE SUBSTITUTIONS AND WAIVERS**

Students are expected to satisfy all degree requirements. Only under unavoidable and exceptional circumstances will the University permit a student to deviate from an academic program's requirements via a course substitution or waiver.

When it becomes necessary to request a deviation from the prescribed course of study, students shall consult their academic advisor and submit a formal request to the department/division chair, who shall forward the request to the dean of the appropriate college. In preparing the request, students should be mindful of the following:

1. The course to be substituted must be in the same area as the required course or in a closely related area.
2. Substitution of a course for a previously failed required course is seldom granted.
3. Failure on the part of the student to schedule a required course is not sufficient reason for granting permission for a course substitution or waiver.

Upon review of the request, the dean will contact the registrar, who will inform the student of the final decision in writing.

### **CONCURRENT ENROLLMENT – UNDERGRADUATE STUDENTS ENROLLING IN GRADUATE COURSES**

Senior undergraduate students who have earned a 3.0 GPA or better may enroll in graduate courses with the written approval of their academic advisor and graduate program director/chair. All prerequisites for the graduate course must be met and the student must follow guidelines as outlined by the respective graduate program. The graduate credits earned may be counted toward the undergraduate degree.

Undergraduate students with a 3.0 GPA or better who intend to continue study toward an advanced degree at Immaculata University upon graduation may be permitted to apply credits toward a graduate degree. Students may complete up to 9 credits of graduate work while enrolled as an undergraduate student. Courses permitted for concurrent enrollment as well as the total number of credits allowed will be determined by each graduate program.

Enrollment in a graduate-level course does not in any way imply subsequent departmental or College of Graduate Studies approval for credit for a graduate degree at Immaculata, except in relation to approved accelerated bachelor's/master's program. Students will be required to meet all graduate degree requirements for the catalog year in which they are admitted into the Graduate program.

Graduate courses completed while an undergraduate student will be evaluated once the student has been accepted into a graduate program.

Graduate courses taken by undergraduate students will be transcribed on the students' undergraduate transcript and students will be charged undergraduate tuition for the courses.

### **CROSS REGISTRATION**

Students in the College of Undergraduate Studies, paying full-time tuition, may register for up to two undergraduate courses a year at any other SEPCHE member institution. The Southeastern Pennsylvania Consortium for Higher Education (SEPCHE) includes Arcadia University, Cabrini University, Chestnut Hill College, Gwynedd-Mercy University, Holy Family University, Immaculata University, Neumann University, Rosemont College, and Salus University.

The Cross Registration program provides additional educational opportunities for students of the member institution. Through this program, students have the option to take courses not offered at their home campus so that they can experience the varied and diverse resources on member campuses across the Delaware Valley.

Students must have completed at least one year as a full-time student at their home campus before taking courses through the Cross Registration program. Courses may not be taken at a member institution if that course or its equivalent is offered at the home institution in the same semester. No tuition or fees will be charged by the host institution, except for special or extra fees such as lab fees. The Cross Registration program is available only in the fall and spring semesters, and does not apply to accelerated or weekend courses, independent study, tutorials, internships, practicum field experience, student teaching, private music lessons or study abroad. Credits earned count toward graduation requirements on the home campus and grades earned will apply to the student's GPA.

Course listings and additional cross registration information may be found on the SEPCHE website at: <http://sepche.org/> Short-Term Study Abroad courses (with 1-4 week travel) listed as spring or fall courses at any SEPCHE institution are included in the courses that are eligible for cross registration. Students who qualify for the SEPCHE Cross Registration program are not charged additional tuition to cross register for one of these courses. The student is responsible, however, for all travel-related costs.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 grants students the right to review their educational records. Students wishing access to their records should make the request in writing to the Registrar. Federal law permits the release of academic records to the parents of students with the submission of evidence that the parents have declared the student as a dependent on their most recent Federal Income Tax form.

## **PREREQUISITE OVERRIDES**

In rare circumstances, the chair of the department/division in which a course resides may approve a student to enter a course without having satisfied the pre-requisite requirements.

## **GRADING SYSTEM**

The scholastic year is divided into two semesters in the College of Undergraduate Studies and into three sessions in the College of Adult Professional Studies. Final grades are posted on S.S. IU at the end of the semester or session.

### **GRADE POINT VALUE PER CREDIT HOUR**

A	Outstanding	Grade given for work of highest achievement; evidence of consistent ability and originality	4.00
A-		Mastery of subject matter considerably above the acceptable standard	3.67
B+	Above Average		3.33
B			3.00
B-			2.67
C+	Average	Standard performance	2.33
C			2.00
C-		Passing, below standard performance	1.67
D+	Below Average	Passing, but inferior work	1.33
D			1.00
F	Failure	No credit given	0.00
I	Incomplete	For some legitimate reason, all course work has not been completed	
HP	High Pass	Equivalent of B+, A- or A for course taken as pass- no credit option	0.00
P	Pass	Equivalent of C-, C, C+, B- or B for course taken as pass/-no credit option	0.00
W	Withdrawal	Not included in GPA	0.00

Requirements for a degree are expressed in credit hours, indicating the amount of work, and in grade points, indicating the quality of work. The total grade points earned in a given course are obtained by multiplying the number of credit hours assigned to a course by the grade point value of the grade received. A three-credit-hour course in which the student receives an A carries 12 quality points; a B carries 9 quality points; a C carries 6 quality points, and so forth.

The grade point average is obtained by dividing the total number of grade points earned by the total number of credit hours carried.

## **GRADE APPEALS PROCEDURE**

Faculty members are responsible for outlining grading policies to students at the beginning of each course. If a student wishes to question a grade, the initial step is to discuss the grade with the faculty member teaching the course. If that step does not result in a satisfactory explanation or resolution of the perceived problem, the student may bring the matter to the attention of the department/ division chair, or, in the College of Adult Professional Studies, to the appropriate program director. Documentation regarding the appeal should be provided. Should the student continue to



contest the grade following the ruling made by the department/division chair or program director, additional documentation should be brought to the appropriate dean. All grade appeals must be initiated within three weeks after the posting of grades.

### **INCOMPLETE COURSES**

A student who has done satisfactory work in a course, but has not completed the course requirements because of illness or some other emergency situation, may request a grade of "Incomplete" (I) as a temporary placeholder on the transcript. The authorization to issue a grade of I is given to the instructor by the dean of the appropriate college. All course work must be completed within the first three weeks of the following academic session, or on a date determined by the instructor and the dean. The instructor must submit a final grade to the dean's office within a week of receiving completed course work. If the student fails to complete the required work within the time allotted, the instructor will replace the temporary "I" with a permanent "F".

### **PASS-NO CREDIT OPTION**

Students have the option of taking 12 semester hours of general degree requirements on a high-pass, pass, no credit option. Only one degree requirement per semester may be taken for pass-no credit. In addition, juniors and seniors may take one elective each semester on a pass-no credit basis. The elective may not be within the student's major field. Once the pass-no credit option has been selected, the actual grade will not be shown on the transcript. Instead, a grade of high pass, pass, or fail/no credit will be recorded. Credit will be given for a grade of C- or better, but it will not be computed in the student's grade point average. Any general degree requirement course taken under the pass-no credit option must be repeated if a pass grade is not received. The student taking a course on a pass no-credit basis will notify the Registrar within the first three weeks of the semester but need not inform the instructor. The pass-no credit option is not available to students enrolled in courses meeting fewer than eight times.

### **REGISTRATION-ALL STUDENTS**

The Office of the Registrar is responsible for the oversight of the registration process by which students enroll in classes. Through the registration process, students assume academic and financial responsibilities for the classes in which they enroll.

To carry more than 18 credit hours during a semester, approval of the appropriate dean is required. Students in the College of Undergraduate Studies will be charged in addition to full-time tuition for any credits beyond 18 in a given semester.

If a student withdraws and then reapplies, tuition will be assessed at the current annual tuition rate. Full-time students taking more than 18 credits per semester will be charged the current per credit rate for each additional credit. The tuition and financial aid for students in the College of Undergraduate Studies who have remained in part-time status studying at Immaculata for more than two semesters (Fall/Spring) and who seek to return to full-time status, will be assessed based on the current transfer tuition and financial aid rates. Exemptions for special circumstances will be reviewed by the vice president for Finance and Administration. Music lessons are billed separately.

### **REGISTRATION HOLDS**

Students will not be permitted to register if there is a "hold" on their account. Obligations that can result in holds are most often financial (past due accounts including unpaid tuition and fees etc.). Other holds may be related to academic standing (probation or dismissal), code of conduct violations, or incomplete admission files (missing transcripts). To clear a hold, the student must contact the office that has issued the hold to find out what must be done to fulfill the obligation(s).

### **REPEATING COURSES**

When a student repeats a course, both the original and the subsequent grades will be recorded on the official University transcript; however, only the latest graded earned will be used to compute the grade point average (unless the last grade is W).



## TRANSFER CREDITS

Students should be aware that the University's transfer credit policy is college and program-specific, and requires consultation with one's academic advisor and the dean of the College at the time of transfer credit review.

Upon receipt of official transcripts from accredited colleges and universities, courses in which a C or better has been earned may be transferred. These courses must be equivalent to Immaculata courses in scope and content. The grades for courses taken at other institutions are not included in the computation of the student's grade point average at Immaculata and will appear with a grade of TR on student's transcript.

Students already matriculated in the College of Undergraduate Studies must receive prior administrative approval to take courses off-campus; permission is obtained from the Office of Academic Advisement for summer courses and requires prior consultation with the academic advisor. In rare, extenuating circumstances, the dean of the College of Undergraduate Studies may permit enrollment in courses at an accredited institution for fall and spring courses. Permission must be granted prior to enrollment. Grades for off-campus these courses will be transcribed and included in the cumulative GPA. Summer courses taken at Immaculata require consultation with the academic advisor.

In exceptional circumstances a matriculated College of Adult Professional Studies student may receive permission to enroll in a course at an accredited institution. Permission must be granted by the dean of the college prior to enrollment. Courses that have been approved to be taken at another institution will be transcribed and included in the cumulative GPA. However, the transfer courses will not count towards 60 Institutional Hours required for honors at graduation.

## TRANSCRIPTS

Students may obtain transcripts of their academic record from the Office of the Registrar; they may also order copies of their official academic transcripts via the National Student Clearinghouse at the [IU Transcript Ordering Center](#). Students will need to have either a valid Social Security Number or their Immaculata University ID to make the online request and will be required to sign a consent form.

Please see the [Registrar's web page](#) for details regarding transcript processing and delivery options.

The fee is \$10 per transcript. Transcripts will not be released for persons who have financial obligations to the University.

# Recognition of Achievement

## ACADEMIC HONORS

### CUS AND CAPS

In the spring of each year, The Vice President for Academic Affairs & Provost calls an honors convocation of faculty and students in the College of Undergraduate Studies to commend students who have attained high academic standing in the previous year. Official recognition is given to students who have been elected to international and national honor societies and who have achieved department/division distinction.

Likewise, in the spring, the College of Adult Professional Studies hosts an honors convocation recognizing honor students and students who have gained admission to honor societies.

### LATIN HONORS

Baccalaureate degree recipients who have completed a minimum of 60 graded credits at Immaculata University will be evaluated for honors at graduation. Credits earned through challenge exams may be counted for this purpose. Honors are determined upon awarding of a baccalaureate degree according to the following minimum GPA standards:

summa cum laude	3.95
magna cum laude	3.85
cum laude	3.65

### COLLEGE OF UNDERGRADUATE STUDIES - IMMACULATA HONOR SOCIETY

The society was founded in 1959 for the purpose of promoting intellectual and cultural enthusiasm, accomplishment among its members, and contributions to the intellectual and cultural excellence of the entire community. A student of the College of Undergraduate Studies who has achieved a Dean's List rating for any three semesters is eligible for membership in the society.

### COLLEGE OF UNDERGRADUATE STUDIES - DEAN'S LIST

Nomination to the Dean's List at the close of any semester is an official recognition of superior academic achievement during the semester. The nominee earns all rights and privileges of honors standing at the college. Full-time students who earn a grade point average of 3.70 or higher during the semester are nominated to the Dean's List.

### COLLEGE OF ADULT PROFESSIONAL STUDIES - DEAN'S LIST

The College of Adult Professional Studies' Dean List is generated three times a year, at the end of the fall, spring and summer semesters. To be named to the Dean's List, a student must have earned at least nine (9) graded credits within the semester with a minimum GPA of 3.7. Courses in which a grade of P (for Pass) is earned cannot count toward the nine (9) credit minimum.

## INTERNATIONAL AND NATIONAL HONOR SOCIETIES

To give recognition to students of exceptional accomplishment and to promote intellectual and cultural achievement, a number of honor societies are active at Immaculata.

The order in which the honor societies are listed below is determined by the date on which the society was chartered at Immaculata University. The society with the longest tenure at the University is listed first and the most recently chartered society is last.

- **KAPPA GAMMA PI** ... a national post-graduate honor and service society open to men and women who have graduated from Catholic colleges with honors and have been leaders in extracurricular campus or volunteer off-campus projects. The number of candidates who may be nominated by a college in any one year is limited to ten percent of the graduating class.
- **DELTA EPSILON SIGMA** ... a national scholastic honor society for students of Catholic colleges and universities, established for the purpose of recognizing academic accomplishments, fostering scholarly activities, and providing an intellectual meeting-ground for its members. To be eligible for membership in the society, applicants must be persons who possess good character, have a record of outstanding academic accomplishment, have helped to foster

intellectual activities, and give promise of becoming leaders within the scope of their activities. The Alpha Epsilon Chapter was established at Immaculata University in 1940.

- **KAPPA OMICRON NU** ... a national honor society in the field of Family and Consumer Sciences and related academic disciplines. The purpose of Kappa Omicron Nu is to recognize and encourage excellence in scholarship, research, and leadership. The honor society fosters the spirit of inquiry and promotes attitudes of professional responsibility. Undergraduate students who have completed nine semester hours in the majors of Family and Consumer Sciences, Fashion Merchandising, and Nutrition- Dietetics, and achieve a 3.00 cumulative average and a 3.20 average in department courses are invited for membership.
- **ALPHA PSI OMEGA** ... a national honorary dramatic fraternity founded in 1925. Iota Nu Chapter was established at Immaculata University on September 8, 1944, to encourage and foster dramatic activity. The aim of the fraternity is to develop dramatic talent, to cultivate a taste for the best in drama and to foster facilitation in theatre technology. Eligibility for membership is determined by a point system. Election to Iota Nu Chapter is a recognition and a reward for theatrical achievement.
- **SIGMA ZETA** ... a national honorary science society. Its purpose is twofold: to encourage and foster the attainment of knowledge of the sciences; to recognize the attainment of high scholarship among those fitted for membership in this society. To be eligible for membership, students above the sophomore level must have a major in any one of the natural sciences, computing sciences, or mathematics and have completed 12 semester hours in the major. The Alpha Mu Chapter was established March, 1971. The motto of this society is "Seek diligently together for truth."
- **PSI CHI** ... a national psychology honor society that seeks to encourage, stimulate, and maintain scholarship and to advance the science of psychology. Eligibility for the Immaculata Chapter, established in May, 1977, requires that the student: a) must have completed at least nine credits in psychology; b) achieve a cumulative grade point average of 3.0; and c) attain at least a 3.25 grade point average in all psychology courses.
- **SIGMA DELTA PI**...a national Spanish honor society. Eligibility for the Nu Omega Chapter, established at Immaculata in September, 1979, requires that the student a) must have completed five Spanish courses including at least one upper-level literature course, maintain a credit ratio of 3.25 in Spanish courses and minimum overall grade point average of 3.00 and b) demonstrate enthusiasm in promoting interest in the Spanish language and the culture of Spanish-speaking countries.
- **PI KAPPA LAMBDA** ... a national music honor society established to provide an organization dedicated to furtherance of music in education and education in music, whose motto is "Strive always for the beautiful." Seniors and juniors who achieve the highest level of musical performance and academic scholarship are eligible for faculty nomination and election. The local chapter, Delta Psi, was founded at Immaculata in April, 1980.
- **PHI ALPHA THETA** ... an international honor society in history that seeks to bring together intellectually students, teachers, and writers of history. The society encourages and assists, in a variety of ways, historical research and publication by its members. Eligibility for the Alpha Rho Chapter, established at Immaculata in March, 1983, requires that the student a) maintain a 3.10 grade or above in history courses; b) maintain a minimum grade point average of 3.0 or above; and c) rank in the highest 35% of the class.
- **ALPHA SIGMA LAMBDA** ...a national honor society for students in continuing higher education. The purpose of this society is to provide an association of continuing education students who have demonstrated academic excellence. To be eligible for membership, students must have completed a minimum of 30 semester hours (with at least 15 semester hours taken outside the major field in the liberal arts and sciences), have been in attendance at Immaculata University for at least four semesters, and maintain a 3.20 grade point average. Delta Xi Chapter was founded at Immaculata University in November, 1984.
- **THETA ALPHA KAPPA** ... Theta Alpha Kappa (TAK) is the national honor society for religious and/or theological studies. To be eligible for this society a student must be enrolled in the Theology Major or Minor programs. She/he must also have completed a minimum of twelve Theology credits, have a 3.0 cumulative average, a 3.5 in Theology, and have completed three full semesters at Immaculata University.
- **LAMBDA PI ETA** ... the National Communication Association student honor society. The goals of this society are to recognize, maintain, and reward communication majors and minors who have established a 3.0 overall grade point average, as well as achieved a 3.25 grade point average in their communication courses. Immaculata's Tau Omega chapter was established in September 2015.
- **SIGMA THETA TAU** ... the International Honor Society of Nursing, which was founded in 1922, provides leadership

and scholarship in practice, education and research to enhance the health of all people. The Delta Tau Chapter—At—Large of Immaculata University was chartered in November, 2005. The honor society supports the learning and professional development of its members, who strive to improve nursing care worldwide. To be eligible for membership undergraduate candidates are required to have completed at least one-half of the nursing curriculum, have at least a 3.0 GPA on a 4.0 scale, rank in the upper 35% of the graduating class and meet the expectation of academic integrity.

- **PHI EPSILON KAPPA** ... a national honors society in the field of exercise science and related disciplines. Zeta Tau, the Immaculata Chapter, was established April 2008. Its purpose is to promote and honor academic excellence among students in the Exercise Science major and recognize these students for their academic achievements within the Immaculata community. To be eligible for membership in the society, students must be of junior or senior standing and have achieved a cumulative grade point average of greater than or equal to 3.25 and a major grade point average of greater than 3.5.
- **DELTA MU DELTA** ... an international honor society recognizing outstanding scholastic achievement in business program majors at schools accredited by the Accreditation Council of Business Schools and Programs. The society recognizes outstanding achievement and supports enhanced learning experiences as well as professional opportunities. To be eligible for membership in Immaculata's Mu Iota chapter, founded in 2012, students must have completed half of the credits required for their degree, have completed at least 24 credit hours at Immaculata University, and be among the top 20% of their college class.
- **KAPPA DELTA PI**... an International Honor Society in Education, founded in 1911, which fosters excellence in education and promotes fellowship among educators. The Alpha Eta Delta Chapter at Immaculata was established in spring 2013. Membership is open to education students who meet the following criteria: intend to continue academically and professionally in the field of education; demonstrate leadership attributes; have completed at least 30 credit hours of collegiate course work; have at least 12 credit hours in education course work programmed, in progress, or completed; achieve a cumulative grade-point average of 3.0 or greater.
- **IOTA TAU ALPHA** ... a National Athletic Training Education Honor Society dedicated to the promotion and encouragement of scholarly activity in athletic training and the recognition of outstanding achievement among students enrolled in athletic training education programs. The institutional chapter, Gamma Gamma, was founded in 2014 and supports the national society's objectives, which include stimulating interest, scholarly achievement and work in the field as well as sharing the national society's information and activities with student members. Membership is open to athletic training majors who meet the following criteria: complete a minimum of 3 semesters toward the athletic training degree (typically eligible after sophomore year); complete a minimum of 3 courses in the AT program (one must be above the introductory level); achieve a minimum cumulative GPA of 3.5 or above; and be in good standing with the program and university.
- **ALPHA PHI SIGMA**... the National Criminal Justice Honor Society, founded in 1942, which encourages analytical thought, academic rigor, lifelong learning, and ethical standards within the criminal justice professions. Society goals promote and honor "academic excellence; service; leadership and unity." Criminology majors and minors may apply to join Phi Tau, the Immaculata University chapter of Alpha Phi Sigma founded in 2014, if they meet the following national criteria: achieve a minimum GPA of 3.2 on a 4.0 scale, with a minimum GPA of 3.2 in courses in criminal justice related fields, rank in the top 35% of their class, and complete a minimum of four courses in the criminal justice field.
- **SIGMA TAU DELTA**... an international English honor society, founded in 1924, that strives to: "confer distinction for high achievement in English language and literature ... and provide...cultural stimulation on college campuses" as it promotes English literature, language, and writing, upright character and fellowship among members, high academic standards, and service to "society by fostering literacy." A candidate must have completed at least three college semesters, achieve a minimum of two college courses in English language or literature with a B or higher average, and rank in the top 35% of his or her class. Immaculata University established its Alpha Phi Sigma chapter in 2015.

# Student Development

## ATHLETICS

Immaculata University is a member of the National Collegiate Athletic Association (NCAA) Division III and the Atlantic East Conference. As a member of the NCAA Division III, Immaculata University adheres to the NCAA, Division III philosophy.

Athletics is an integral part of the liberal arts educational experience at Immaculata University. The athletic programs provide an opportunity for individual growth while instilling discipline, self-sacrifice, teamwork, and the essence of sportsmanship and fair play. A student-athlete is expected to commit his or her best efforts to academics first and then to his or her sport, to join other University activities, to fulfill responsibilities such as work/study, and, in general, to enjoy a full collegiate experience. The specific aim of Immaculata athletics is to provide a quality competitive experience in an atmosphere of commitment, success and teamwork.

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience. To that end, Immaculata:

- Places special importance on the impact of athletics on the participants rather than on the spectators and places greater emphasis on the internal constituency;
- Awards no athletically related financial aid to any student;
- Encourages the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel, and spectators;
- Encourages participation by maximizing the number and variety of athletics opportunities for their students;
- Assures that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- Supports student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

### ACADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETICS

A student must be enrolled as a full-time student (minimum 12 credits per semester), be in good academic standing and show satisfactory progress toward a degree in accordance with University standards for all students in order to be eligible to participate in intercollegiate athletics.

#### 1. Full-time student

Full-time status at Immaculata is defined as being enrolled in at least 12 credit hours per semester. However, last-semester seniors enrolled in at least 9 credits, provided that is all they need to graduate, may retain eligibility. Summer school may be used to meet these requirements for the academic year just completed as long as the credits are earned prior to the fall semester.

#### 2. Good Academic Standing

Credits Attempted	GPA
0-24	1.75
25-60	1.80
over 60	2.00

### 3. Satisfactory Progress

Following this year	a student must have
1	24 credits
2	48 credits
3	72 credits
4	96 credits
5	120 credits

### CLASS ABSENCE FOR ATHLETIC COMPETITION

Student-athletes are excused from class attendance in order to represent Immaculata University in intercollegiate athletic competition.

#### Understandings:

- Student-athletes are entitled to the same number of class absences as students who do not represent Immaculata in intercollegiate athletics; however, knowing that class may need to be missed for athletic competition, every effort should be made to attend all other classes.
- Student-athletes will not miss class for practices.
- Student-athletes will not be charged a class absence in order to represent Immaculata in intercollegiate athletic competition provided they adhere to the following procedures.

#### Procedures:

- An updated roster and complete schedule for each sport is available on the athletics website [www.gomightymacs.com](http://www.gomightymacs.com) at all times throughout the academic year. There will be schedule changes and roster changes throughout the season. Faculty are encouraged to refer to the athletics website with any questions or to reach out to the athletic director directly. A student-athlete must inform his/her instructor one week in advance of the date of the class he/she will miss.
- The instructor will be presented an intercollegiate **Athletic Participation Class Absence Form**. Using this form, the instructor will indicate the assignment to be completed in order to compensate for the missed classroom time. All homework assignments and projects should be submitted prior to leaving for the competition. This assignment shall not be in excess of the subject matter covered during the student athlete's absence. Also, the next class session assignment, as well as any other future assignments, shall be included.
- The student-athlete will prepare the assignment by the next regularly scheduled classroom session.
  - Should the student-athlete fail to satisfactorily complete the assignments, the instructor may lower the assignment grade accordingly.
  - Should a student-athlete be charged a class absence for failure to adequately prepare his/her athletic absence form, he/she will have this absence subtracted in the same manner as a regular class absence. Furthermore, the student-athlete's coach may impose a penalty (i.e. game suspension).
- A student-athlete who misses a scheduled class test to represent Immaculata in intercollegiate athletic competition will be granted the opportunity to take said test at a time that does not preclude athletic competition. The instructor, using reasonable consideration, shall determine when said examination will be held. Should the instructor elect not to proctor the test, then he/she indicates on the athletic absence form the method of procuring the test as well as the method of returning it to the instructor. It is understood that neither penalty nor added credit shall be attributed to any examination taken in this manner

### TEAM TRAVEL

Students are excused from class for all NCAA competition providing they adhere to the policy on class absence. Athletic contests and departure time will be established to reduce the amount of class time which student-athletes will miss. It is further understood that coaches may honor requests from athletes to miss athletic competition for class purposes. Such request should be in writing, and not be held against the athlete.

## CAMPUS SAFETY AND PROTECTION

The Department of Safety and Protection is committed to working in collaboration with Immaculata University students, faculty, staff and visitors to support and advance the objectives of the University through provision of a safe and secure environment conducive to learning and personal achievement.

Safety officers are on duty 24 hours a day/seven days a week. All reasonable safety measures and precautions are taken to keep the IU community safe and secure. An electronic card access system, security cameras, and emergency blue light phones provide additional security on campus.

The Department provides a variety of services including:

1. Motorist Assist Program
  - Vehicle 'jump starts' for dead batteries
  - Vehicle locked-out service
2. Escort service (safety officers provide student escorts on campus upon request)
3. Medical assistance
4. Lost and Found service
5. Incident Investigations
6. Residence Hall security
7. Immaculata University telephone operator/receptionist

### IU ALERT

Immaculata University utilizes IU ALERT, a mass notification system, to send emergency notifications and timely alerts to the university community, including weather-related closing information. Campus community members may receive notifications by email and/or text message. Students are encouraged to sign up for IU ALERT through the *Campus Applications* section on the [MyIU](#) portal or at <https://immaculata.omnilert.net/subscriber.php>. Students may register two email addresses and two cell phone numbers at which to receive the notifications.

### PARKING

All students taking three (3) credits or more on campus must obtain a University parking permit. The permit fee is \$25 for part-time students and \$50 for full-time students (12 credits or more) for the academic year. Parking permits can *only* be purchased on line through links on the Campus Services section of the [MyIU](#) portal or the Transportation and Parking page on the University website (<https://www.immaculata.edu/campus-life/transportation-parking/>). After purchasing your permit on line, students must arrange to pick up the permit by sending an email to [OneCard@immaculata.edu](mailto:OneCard@immaculata.edu), Subject: Parking Permit.

Safety officers will issue tickets to vehicles that do not have a parking permit displayed and/or are illegally parked. Students attending classes at an off-site location must follow parking regulations as posted or announced by the host institution or facility.

### UNIVERSITY IDENTIFICATION (ID) CARD

The University identification card is a photo ID that serves a variety of purposes including campus store purchases, meal plan usage, and residence hall access. The ID card also serves as a library card. All students, faculty and staff should obtain a University identification card. The card should be displayed while on campus or presented upon request to any University official.

ID cards are issued at the One Card office located in Villa Maria Hall, Suite 30, Office 34. Arrangements to obtain an ID card should be made by contacting the OneCard office at [OneCard@immaculata.edu](mailto:OneCard@immaculata.edu). New students may obtain an ID card at no charge. However, a fee will be charged to replace a lost or damaged student ID card. To obtain an ID card, a student will need the following information:

1. Current class schedule that includes the student's name and University ID number.
2. Second form of identification, i.e. driver's license, etc.

Cardholders who have a OneCard account can access their account through the OneCard icon in the Campus Applications section of the [MyIU](#) portal. Additional information is also available in the OneCard section of [MyIU](#) (under "Resources" and "Campus Safety").



## COMMUTER LIFE

The Office of Student Life develops and implements programmatic initiatives centered on the needs of our commuter and off-campus students. As a resource and advocate for students, the Office strives to build a strong connection between commuter and off-campus students and the University. Commuter Central is the home of commuter specific programs that are held throughout the academic year. These programs include social and educational events and are often co-sponsored with the Commuter Assistant and the Commuter Council, which is a part of the Immaculata University's Student Government Association (S.G. A.). For more information, commuter and off-campus students are encouraged to contact the Office of Student Life, located in DeChantal Terrace, at extension 3130.

## ORIENTATION

The purpose of New Student Orientation in the College of Undergraduate Studies at Immaculata University is to empower students with a sense of confidence; introduce them to our traditions; encourage them participate in student programs, leadership opportunities, service, and scholarship. Our fun and engaging orientation provides students with the opportunity to expand intellectually and socially in a nurturing environment.

Students can expect the following outcomes from active participation in the New Student Orientation:

- Students will gain a sense of familiarity and comfort with the University through interaction with fellow classmates, faculty, staff and administration;
- Students will learn about the expectations of the University regarding academic responsibility, tradition, community service, and leadership;
- Students will experience all facets of campus life including academics, campus resources, social and extra-curricular activities and will begin to find their place in the Immaculata community;
- Students will have the opportunity to meet advisors and register for fall classes;
- Family members will gain an understanding of the adjustments students face in their transition to college.

## RESIDENCE LIFE AND HOUSING

Residence Life and Housing is dedicated to developing a comprehensive educational program centered on students' on-campus living experience. The department focuses on community development and civility, growth of individual students, and promotion of academic success through collaboration with members of the campus and local community. Core Competencies:

- Develops students on all levels – intellectually, emotionally, spiritually, culturally, socially and physically – within a residential community committed to the mission of University;
- Facilitates a holistic undergraduate student experience outside of the classroom, with services focused on the specific needs of resident students;
- Develops the community to include and integrate students with faculty, staff, administration, and friends of IU;
- Educates students about community living and learning, their personal impact on the community, and their individual responsibility and how this relates to their citizenship in the local, national, and global community;
- Upholds standards of behavior and facilitate the characteristics of an effective community member.

## STUDENT LIFE

The Office of Student Life encourages and promotes social and developmental opportunities to enhance the student's co-curricular experience. The office supports a holistic experience through the development of critical thinking, interpersonal relationships, leadership skills, and advocacy for one's self and others.

### Core Competencies

- Provides co-curricular learning opportunities to form connections between student experiences in the classroom and their lives in the community;
- Involves students in the design and implementation of activities and events, and the heritage of the University;
- Supports students as they transition from high school to college life while positively affirming their role in the IU community;
- Develops students on all levels – intellectually, emotionally, spiritually, culturally, socially, and physically – within a learning community committed to the mission of the University;
- Facilitates a coordinated undergraduate student experience outside of the classroom, with services focused on the



- specific needs of commuter and resident students;
- Develops the community to include and integrate students with faculty, staff, administration, and friends of the University;
- Implements leadership development programs and recognition;
- Provides fun and engaging experiences amongst classmates to build lifelong relationships.

## **THE STUDENT WELLNESS CENTER**

The Student Wellness Center (SWC) is comprised of Counseling Services and Health Services, and is located in the Bruder Center. The Student Wellness Center is committed to student success by providing integrative services, which promote physical, intellectual, emotional, social and spiritual development in a safe, supportive and confidential environment. Our office recognizes that the eight dimensions of holistic wellness are essential in achieving one's goals in college and beyond.

In addition to Counseling and Health Services, the Student Wellness Center provides students with a Relaxation Room and Art Space, for a convenient getaway from the everyday stressors of college life. The SWC also promote healthy behaviors and lifestyle choices through ongoing educational programming. Counseling and Health Services are closed June and July.

### **COUNSELING SERVICES**

Counseling Services provides free, short-term counseling, group therapy, a daily walk-in clinic, and consultation for faculty, staff, students and parents who have concerns about a student's mental health. Counseling Services offers daily appointments, and provides after-hour coverage in collaboration with the Department of Campus Safety & Protection, the Office of Residence Life and Housing, and the Office of the Dean of Students. Students are encouraged to call to set up an appointment at extension 3506. Counseling Services is open August through May, Monday through Friday, from 8:30-5pm. Walk-in hours are from 3-4pm daily.

### **HEALTH SERVICES**

As part of the Student Wellness Center (SWC), Student Health Services exists to provide confidential quality health care at the onset of illness or injury, as well as the prevention and protection from disease. All undergraduate students must fill out a Pre-Entrance Requirement form with immunization record. The meningitis vaccine, or a signed waiver of the vaccine, is required by the state of Pennsylvania for all students who reside in University housing.

The University does not provide health insurance to our students but strongly recommends your student have coverage. You can find many health care options at [www.healthcare.gov](http://www.healthcare.gov).

# Gabriele Library

In harmony with the goals of the University, the staff of Gabriele Library purchases, organizes, and makes accessible the print, audiovisual, and electronic resources needed by the Immaculata community. The library's mission statement reads: The role of the library is to support the educational mission, goals, and curricula of Immaculata University through the effective organization of materials, technological resources, and services. The library's mission is to provide print and non-print resources, instruction, and services to meet the teaching, learning, and research needs of the faculty and students.

Open seven days a week, Gabriele Library accomplishes its mission by providing such full-text on-line resources as ERIC, PsycARTICLES, Academic Search, Sage Premiere, Gale Literature Resource Center, Business Source, CINAHL and LexisNexis; on-line journal services such as JSTOR; personal computers, scanner, and printers; a fully equipped media classroom; and an integrated on-line catalog of the library's holdings with web access. Perhaps most vital to the success of the library's mission is the dedication to service manifested by professional and paraprofessional staff alike. The reference librarians provide bibliographic instruction, both to scheduled classroom groups and to individuals at the point of service. The library also provides prompt interlibrary loan service. The circulation staff handles an extensive collection of reserve materials, as well as the circulation traffic of the library.

Other noteworthy features of Gabriele Library include quiet study carrels, six group-study rooms and a photocopying area. Library holdings include over 100,000 volumes, approximately 4,000 audiovisual items, over 100 electronic databases, 250 periodical subscriptions, and resources organized on the library website <http://library.immaculata.edu>. The University is dedicated to the growth of the collection in print and non-print holdings. Special library collections include musical scores; theses and dissertations; and collections of juvenile and young adult literature. The Immaculata Heritage Room houses a collection of archival materials relating to the University and includes a microfilm collection of the University newspaper.

Gabriele Library participates in TCLC (Tri-state College Library Cooperative) and SEPCHE (Southeastern Pennsylvania Consortium for Higher Education). As a member of these cooperatives, the library shares ideas and expertise, as well as informational resources with other libraries in the Delaware Valley and Pennsylvania. Through these memberships, Immaculata students can borrow directly from eight SEPCHE college libraries and borrow reciprocally from 40 additional college and university libraries in the region.

# College of Graduate Studies

Immaculata University is chartered by the Commonwealth of Pennsylvania to grant the following graduate degrees:

## **Doctoral Degrees:**

- Ed.D. in K-12 Educational Leadership and Administration
- Ed.D. in Higher Education
- Psy.D. in Clinical Psychology (APA accredited)

## **Master's Degrees**

- M.A. in Clinical Mental Health Counseling
- M.A. in Clinical Mental Health Counseling with School Counseling Certification (K-12)
- M.A. Educational Leadership
- M.A. in Music Therapy
- M.S. in Athletic Training
- M.S. in Clinical Nutrition, combined with Academy of Nutrition and Dietetics Internship
- M.S. in Health Care Management
- M.S. in Nutrition Education and Counseling
- M.S. in Management and Leadership
- M.S. N. Master of Science in Nursing

The University is also authorized to grant **Pennsylvania Department of Education (PDE) certifications** for:

- School Counselor PreK-12
- PreK-4
- Secondary (7-12)
- Principal (PreK-12)
- Reading Specialist Certification
- Special Education (PreK-12)
- Supervisor, Curriculum and Instruction
- Supervisor, Pupil Personnel Services
- Supervisor, Single Subject Area
- Supervisor, Special Education
- Letter of Eligibility (Superintendent)

The College of Graduate Studies also offers **Endorsement programs** in:

- Instructional Coaching
- Mathematics Coaching
- Social, Emotional and Behavioral Wellness PK-12
- STEM Education

**Certificates** are also offered in:

- Addictions Studies
- Leadership
- Management
- Nursing Administration (post MSN)
- Nursing Education (post MSN)

Complete information on these programs is available in the Graduate Catalog on the website at

<https://www.immaculata.edu/academics/catalogs-courses/>

You may request information about a program below, or contact us at [gradadmission@immaculata.edu](mailto:gradadmission@immaculata.edu) or call 484-323-3005 to speak with an admission counselor.

# Areas of Instruction

## COURSE DESCRIPTIONS AND NUMBERING SYSTEM

Descriptions for all courses appear alphabetically (by course code and number) in the “[Course Descriptions](#)” document, which is posted separately on the University website and includes the full listing of courses and course descriptions, sorted by course number.

Courses have a designated course code (3-4 characters), indicating the area of study, followed by a three-digit number – the course number – and course title (e.g., “ENG 106 Composition 1”). Semester hour credit is indicated after each course title.

## SPECIAL PROGRAMMING

### COLLEGE OF UNDERGRADUATE STUDIES HONORS PROGRAM

#### Honors Program Vision Statement

The Immaculata University Honors Program embodies and promotes the highest ideals of an Immaculata education. Inspired by the IHM charism and the University mission, the Honors Program offers a dynamic education focused on the theme “Life Examined, Life Experienced.” Grounded in the tradition of the liberal arts, the Honors Program cultivates examination of the experience of personhood and community; develops creative, independent, critical, and responsive thinking; nurtures leadership and service for the common good; fosters cross-cultural dialogue and awareness; and facilitates a community dedicated to multi-disciplinary scholarship. The Honors Program pursues these goals within the context of a learning community marked by peer support and vibrant social interaction.

#### Honors Program Outcomes

Through study in the College of Undergraduate Studies Honors Program, students will:

- Demonstrate an understanding of key texts and ideas within the Liberal Arts tradition that illuminate personhood and community in the following disciplines:
  - History
  - Literature
  - Philosophy
  - Theology
  - The Natural World
  - The Social Sciences
- Demonstrate an ability to identify, clarify, and resolve intellectual, ethical, and social problems
- Design and conduct high-quality research using multi-disciplinary methods
- Communicate effectively through oral, visual, digital, and written modes/formats
- Collaborate productively with others in the achievement of a shared goal
- Demonstrate an understanding of interdependence between local and global communities

#### Membership in the Immaculata Honors Program

**First-time freshmen:** Invitations to the honors program are extended to high school students who meet at least two of the following criteria:

- SAT score of 1160 or better;
- High School GPA of 3.50 or equivalent
- Top 20% of high school class

Students whose high school GPA falls slightly under 3.5 may self-nominate and apply to the Honors Program Committee for acceptance into the program.

**First semester freshmen and second semester freshmen:** First semester freshmen and second semester freshmen who have achieved a 3.5 cumulative GPA will also be invited into the program. Students who wish to enroll in the

honors program but whose cumulative GPA falls slightly under a 3.5 may self-nominate and make formal application to the Honors Program Committee for acceptance into the program.

**Transfer Students:** Invitations are extended to freshman and sophomore-level transfer students who have completed 24 credits with a GPA of 3.50. Students who have completed fewer than 24 college credits must meet the same criteria as first-time freshman applicants. Honors courses completed at other institution (with at least a B average) will be accepted for credit in the Immaculata Honors Program.

**Transfer Students (entering IU with an advanced number of credits):** Students who transfer into Immaculata in their junior year and who have little chance of completing the formal honors program will be invited into the Honors Congress, an affiliate honors program. Membership in the Honors Congress gives students access to all honors courses, programs, extra- and co-curricular activities, and priority registration for classes.

The Honors Program requires the completion of 18 credits:

- FYS 110: Honors First Year Seminar (3 cr.)
- ENG 117: Honors Composition (3 cr.)
- ENG 299: Advanced Composition (3 cr.)\*
- HON 401: Honors Colloquium (3 cr.)\*\*
- Two Honors electives, selected from core or major requirements (6 cr.)\*\*\*

\*An additional Honors elective can be substituted for ENG 299, at the discretion of the Honors Program Director

\*\*HON 401 requires completion of a guided research project and presentation of that research at a subsequent public academic forum (usually the SEPCHE Honors Conference). In the event a student is unable to complete HON 401 in the fall of their third or fourth years, the requirement can be satisfied by HON 400, an independent research project completed in coordination with a faculty advisor. The research presentation requirement from HON 401 applies to HON 400 as well.

\*\*\*In exceptional circumstances, a Student Generated Honors Option (SGHO) may allow a student to engage in guided research within a core course or a course required by their major. Coordinated with the support of the course instructor and approved by the Honors Subcommittee, the SGHO allows students to pursue more in-depth study within the framework of a larger course. Students seeking to fulfill an honors course requirement through an SGHO are required, in the semester immediately prior to taking the course for an SGHO option, to consult with the course instructor and develop an abstract/proposal for the guided research (contact the Honors Program Director for details). The SGHO Abstract must be submitted for review and decision to the Honors Program Subcommittee at least four weeks prior to the semester in question. This option is available only to Junior/Senior Honors Program students, and each Honors Program student may complete only one SGHO.

The following table provides a *suggested* sequence for how to complete the program in a three-year sequence. However, individual scheduling needs and course offerings will at times vary the sequence. It is possible to complete the program in three years or extend completion into a fourth year.

	Fall	Spring
First Year (9 credits)	ENG 117 FYS 110	ENG 299 or HON elective
Second Year (6 credits)	HON elective	ENG 299 or HON elective
Third Year (3 credits)	HON 401	

All Honors courses are identified on student transcripts.

**Fourth year Honors Courses:** Many students will complete the honors program by the end of junior year; therefore, the fourth year provides ample time to complete off-campus study programs, student teaching, senior seminar papers, etc. However, if students have not completed the honors program during their junior year, they can continue their honors courses in senior year.

### **Formal Induction**

Formal induction into the Honors Program and Honors Congress will occur during Immaculata's annual CUS Honors Programs.

### **Maintaining Honors Program Membership**

Students in the Honors Program and members of Honors Congress are required to maintain a 3.5 cumulative GPA.

*Students are free to withdraw from the Honors Program if the need arises.* A student will be put on probation if his/her GPA falls below a 3.5. Probation will be lifted on a case-by-case basis by the dean of the College of Undergraduate Studies in conjunction with the Honors Program Committee. Students who have not completed the Honors Program are expected to enroll in at least one Honors course every two semesters to maintain good standing. To receive recognition of Honors Program completion on the transcript, Honors students must graduate with a cumulative GPA of 3.5 or greater; if a student falls below that GPA but has earned a GPA of 3.5 or greater in Honors program courses, the Honors Program Committee may approve an exception on a case-by-case basis.

### **Recent Honors Courses**

Course descriptions can be found in the department listed after the course title. Courses are changed or added periodically.

Sample courses previously approved and offered include:

BUS 200 HON: Leadership Character  
CCS 335 HON: Global Studies  
COM 211 HON: Media and Love  
COM 338 HON: Political Communication  
ECO 313 HON: The Great Economic Debate  
EDU 291 HON: Schools and Society  
ENG 216 HON: World Literature  
ENG 330 HON: Twisted Sisters: Brontës  
FNU 213 HON: Current Issues in Nutrition  
HIST 214 HON: Refugees  
HIST 300/PSY 300 HON: The Holocaust  
MATH 223 HON: God, Universe, & Math  
MUS 300 HON: Women in the Performing Arts  
PHI 200 HON: Justice Matters  
PHI 314 HON: Asian Thought  
PHI 341 HON: Mythos and Logos  
POL 207 HON: Propaganda!  
PSY 327 HON: Positive Psychology  
SOC 360 HON: Culture and Gender  
THE 332 HON: Christian Faith and Economic Life  
THE 336 HON: Faith and Culture

### **Completion of the Honors Program**

Upon successful completion of the honors program requirements:

- Students are recognized and receive certificates of achievement at the spring honors ceremony;
- Students benefit from priority registration in spring and fall semesters;
- HON is listed before course numbers on student transcripts;
- Completion of the honors program or honors congress is noted on the student's transcript.

### **FIRST YEAR SEMINAR**

First Year Seminar (FYS) focuses on academic engagement and skill building using a wellness centered approach that includes cognitive, interpersonal and intrapersonal development. Students will pursue truth through critical, independent, and creative thinking and collaborate effectively in groups in an inclusive and respectful manner. Each course includes an essential, enduring question based on at least one dimension of wellness (social, physical,

emotional, occupational, intellectual, environmental, spiritual or financial) that sparks imagination and creativity. In addition to the content of the course related to the essential question, students have a classroom student mentor, take an inventory of their personal strengths and weakness, meet with their instructor 1:1 to review the College Student Inventory, and experience a variety of student success modules led by Academic Success or their course instructor. All students complete a group project showcased at a campus event at the end of the semester.

All College of Undergraduate Studies students who either enter as first time students or transfer with fewer than 30 earned credits will take the First Year Experience seminar course.

Students in the Honors Program will take FYS 110: Honors First Year Seminar.

### **INTERNSHIP / FIELD EXPERIENCE**

The Internship Program at Immaculata has as its fundamental purpose the integration of learning with life. Students have the opportunity to apply what they have learned, to explore new places, to experience new people, and to broaden their perspective and personal goals. Through affiliation with an agency or a company, students encounter professional role models and observe the practical aspects of their career interests. Such experiences enable students to make more informed career choices at the completion of their college education.

Internships are arranged on an individual basis through the direction of the department/division chair, the faculty coordinator, or the Office of Career and Professional Development. Some programs carry academic credit, while others are extracurricular academic experiences. For credit-bearing internships, students need departmental approval. Costs associated with such experiences are the student's responsibility.

### **INTERDISCIPLINARY COURSES**

#### **SAS 100: College Success Seminar (1)**

This course is designed to help students develop academic skills to facilitate success at the undergraduate level. Emphasis will be placed on utilizing university technology, accessing campus resources, communication, time management, organization, and goal setting/motivation. Students will also develop study skills that enhance learning throughout their college career and beyond.

### **SERVICE LEARNING COURSES**

Immaculata University is committed to service in all disciplines, as our mission notes. Therefore, we offer Service Learning enriched courses in many departments. In the words of the National Service Learning Clearinghouse, it is "a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities." Service Learning enriches the learning experience in the course; it is not solely community service or volunteerism. It is mindful community outreach based on the course objectives and outcomes. Service Learning courses are identified by an "SL" designation on the academic transcript.

### **STUDY ABROAD**

Students are encouraged to study abroad both to enrich their personal goals and to expand their academic goals. Immaculata University co-sponsors study abroad programs at universities throughout the world through its affiliation agreements with various study abroad programs. These affiliations have been chosen to meet the needs of students who wish to continue the study of a language or culture in another country or to complete major academic requirements at another university. Students who achieve satisfactory grades receive credit for their programs of study, presuming that their courses have been planned beforehand with their academic advisor, as well as with the coordinator of the study abroad program. Application for permission should ordinarily be filed after at least the completion of 30 credits at Immaculata in the office of the Coordinator of Study Abroad. In many academic programs at IU, the study abroad program must be completed within the second year of study, which necessitates careful planning beforehand. Educational institutions and courses must be approved by the student's academic advisor and the coordinator of the study abroad program.

For transfer of credits earned in study abroad programs, a grade of C or better is required in each course. All grades

will be transcribed as earned. Students must provide official transcripts from study abroad programs.

Specific information about the IU Study Abroad program may be found on the IU website.

### **WRITING INTENSIVE COURSES**

Writing Intensive courses, usually taken in the sophomore or junior academic years, include a range of writing activities, incorporate appropriate rhetorical styles, and provide opportunities to practice recursive writing. A total of 12-20 pages of writing, typically involving multiple writing assignments, is required in Writing Intensive courses. Writing Intensive courses have a designation of “WI” on the academic transcript.

As part of their graduation requirements, CUS students must take a writing intensive course from within their major before beginning the senior year.



# Academic Departments and Program Requirements

The following pages provide an overview of all programs, organized by academic department.

## [Course Descriptions](#)

Descriptions for **all undergraduate courses** appear alphabetically (by course number) in the separate “[Course Descriptions](#)” document available on the [website](#) and which is posted along with this catalog.

NOTE: When you open the “[Course Descriptions](#)” document, you can search for any course description by hitting “CTRL + F” on your keyboard to open a search box and then entering the course number or course title.

## APPLIED TECHNOLOGY AND MATHEMATICS

Mary Elizabeth Jones, Department Chair

Anthony Hanners, Program Director - Cybersecurity

### FACULTY

Delbert Ferster  
Anthony Hanners  
Mary Elizabeth Jones  
Susan Poppiti  
William Wagner

### PROGRAMS OFFERED

#### Degrees - Majors

Associate of Science (AS) in Cybersecurity  
Associate of Science (AS) in Information Systems

Bachelor of Science (BS) in Cybersecurity  
Bachelor of Science (BS) in Data Analytics  
Bachelor of Science (BS) in Information Systems

#### Minors

Computational Sciences  
Cybersecurity  
Data Analytics Foundations  
Information Systems  
Interactive Digital Media  
Mathematics

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## CYBERSECURITY AND INFORMATION SYSTEMS

### GENERAL FOUNDATION SEQUENCE

Students must satisfactorily complete the following foundation sequence before taking any additional Cybersecurity or Information Systems major courses.

- CIS 105 (3D Computing)
- CIS 218 (Software Design and Programming I)
- CIS 224 (Data and Information I)
- MATH 216 (Discrete Mathematics)

***For all students, the foundation sequence must be taken in their first three semesters of study or complete these courses prior to taking any other CIS course or MATH course.*** Students who decide to major in this discipline after their first year or who are part-time must still meet these requirements. This also applies to students enrolled in online programs. In order to continue in either the cybersecurity program or the information systems program, students must earn a C+ (2.33) or above in each foundation sequence course.

## PROGRESSION REQUIREMENTS

Once the foundation sequence course sequence is complete, to continue in either the cybersecurity or information systems programs, students must remain in “good standing” by maintaining a minimum average of C+ (2.33) in all college mathematics and computing courses with no grade lower than a C (2.0) in all college mathematics and computing courses taken to fulfill major requirements. Students receiving a grade of C- or lower MUST re-take the course once in order to raise the grade. A student may not withdraw from a single course more than one time.

## GENERAL FOUNDATION COURSE EXEMPTIONS

Students will be exempt from CIS 105 and CIS 218 if, in the previous three (3) years:

- they have satisfactorily completed (C or above) a one-year college programming sequence (JAVA, C, C++, or VB.net, or a language approved by the department)

**OR**

- they have satisfactorily completed the “AP Computer Science A” exam and “AP Computer Science Principles” exam with a score of 4 or 5 in both exams.

## CYBERSECURITY DEGREE AND MINOR

### PROGRAM OUTCOMES:

Through successfully completing courses in the Cybersecurity program, students will be able to:

- Research the latest cybersecurity trends regarding threats and countermeasures.
- Analyze cybersecurity practices and recognize how different practices are applicable for different organizations.
- Recognize the global threats to cyber systems and assess and describe the risks associated with an organization.
- Recommend cybersecurity measures and describe how to implement programs to safeguard organizations.
- Understand legal concepts and apply ethical models related to cybersecurity.
- Create policies and effectively lead change to improve cybersecurity in an organization.
- Identify how technology affects cybersecurity.

### *Cybersecurity (AS)*

(Associate of Science)

**GRADUATION REQUIREMENTS:** CIS 105, 218, 224, 317; INFO 230; MATH 216; three (3) courses (9 credits) from the following: CIS 209; CYB 301, 320, 325.

### *Cybersecurity (BS)*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** Two Program Options:

- **Cybersecurity College of Adult Professional Studies (CAPS):** Designed as an accelerated degree-completion program offered through CAPS. Ideally, students entering the program will have already completed the prerequisite course work: CIS 105, 209, 218, 224, CIS 317; and INFO 230. (Note that these prerequisites may be completed concurrently, by advisement, as part of degree completion program.)

CAPS Cybersecurity degree completion program includes the following required courses: BUS 366; BUSL 378, 394; CCS 341; CIS 335; CYB 301, 320, 325, 330, 350, 390; ENG 242; ORBH 315, 325; MATH 216; PHI 384; POL 312; SOC 247; and THE 381 or 335. Requirements beyond program by advisement to complete ACCEL® liberal arts core courses and electives as needed for a total of 126 credits.

- **Cybersecurity, College of Undergraduate Studies (CUS):** Required courses: BUS 366; BUSL 394; CIS 105, 209, 218, 224, 317, 335; CYB 301, 320, 325, 330, 350, 390; ENG 242; INFO 125, 230, 405, 408; MATH 216; POL 312; PSY 208; and SOC 247.

## CYBERSECURITY

(Minor)

**GRADUATION REQUIREMENTS:** CIS 105; CYB 301, 320; INFO 120; POL 312, and SOC 247.

## INFORMATION SYSTEMS AND DATA ANALYTICS DEGREES

### PROGRAM OUTCOMES:

Through successfully completing courses in information systems and data analytics programs, students will be able to:

- Utilize systematic, orderly, and exact habits of thought.
- Apply the power of reasoning to analyze situations and solve problems.
- Demonstrate an understanding of the role of mathematics and technology play in shaping the future.
- Apply and renew, via life-long learning, the essential concepts and skills needed for career success and advanced study.

### *Information Systems (AS)*

(Associate of Science)

**GRADUATION REQUIREMENTS:** CIS 105, 218, 224, 317; INFO 230; MATH 216, and nine (9) elective credits chosen from: CIS 326, 335, 343, 345, 351; CYB 301; INFO 110, 120, 310, 404, 410.

### *Information Systems (BS)*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** CIS 105, 218, 224, 317, 335, 343, 345, 351; one course (3 credits) from COM 305, 340, 350; CYB 301; INFO 110, 230, 310, 404, 405, 410; one course (3 credits) from CIS INFO 408, 409; and MATH 216.

### *Data Analytics (BS)*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** MATH 207, 208, 216, 307, 308, 311, 350; CIS 218, 224, 326, 335, 345, 351; INFO 103, 105, 405, 410; PHY 203-204; 9 credits (3 courses) from department courses, which may include: MATH, 303, 304, 309, 312; CIS 105, 343; INFO 310, 408, 409. Students **must enroll in a minor area of study** where they will apply Data Analytics in INFO 410.

## MATHEMATICS, INFORMATION SYSTEMS, AND DATA SCIENCES MINORS

### Computational Sciences

(Minor)

**GRADUATION REQUIREMENTS:** MATH 207, 208; four (4) courses (12 credits) from among the following: CIS 218, 224, 345, 351; INFO 103, 105; MATH 307

### Data Analytics Foundations

(Minor)

**GRADUATION REQUIREMENTS:** CIS 218, 224 or 226, 351; MATH 307; two (2) courses (6 credits) from among the following: CIS 209, 326, 345; INFO 103, 105; MATH 216

### Information Systems

(Minor)

**GRADUATION REQUIREMENTS:** 18 credits to include: CIS 105, 218, 224; INFO 404; and two courses (6 credits) chosen from the following: CYB 301; INFO 110, 215, 310; CIS 317, 326, 335, 343, 345, 351

### Interactive Digital Media

(Minor)

**GRADUATION REQUIREMENTS:** 21 credits to include: ART 105; CIS 104; COM 224; IDM 110, IDM 220; INFO 214, and 230.

### Mathematics

(Minor)

**GRADUATION REQUIREMENTS:** 18 credits to include: MATH 207, 208, 216; and three courses (9 credits) chosen from any mathematics course numbered 300 or above, except MATH 301 and 302

## ARTS, LANGUAGES AND LETTERS

Sean Flannery, Department Chair and Program Director - English/Communication

Sister Elaine Glanz, Program Director – Art

Marisa Pereyra, Program Director – Global Languages

### FACULTY

Rita Colanzi

Sean Flannery

Kelly George

Chanda Gilmore

Sister Elaine Glanz

Diane S. Grimes

Melanie Kisthardt

Marisa N. Pereyra

Sister Marie Lorraine Bruno, *Emerita*

Kathleen Clark, *Emerita*

Sister Marie Hubert Kealy, *Emerita*

### PROGRAMS OFFERED

#### Degrees - Majors

Associate of Arts (AA) in Communication

Associate of Arts (AA) in English

Associate of Arts (AA) in General Studies

Bachelor of Arts (BA) in Communication with tracks in:

- Digital Communication/Media
- Digital Communication/Design
- Public Relations and Journalism

Bachelor of Arts (BA) in English

Bachelor of Arts (BA) in English / Professional Writing

Bachelor of Arts (BA) in English with Secondary Education Certification

#### Minors

American and British Literature

Art History

Communication

Film Studies

Global Studies

Graphic Arts

Irish Studies

Public Relations and Journalism

Spanish

Spanish for Criminal Justice  
Spanish for Medical Professions  
Spanish for the Teaching Professions  
Sports Communication  
Studio Fine Arts  
Women's Studies

### **Certificates**

Graphic Arts  
Hispanic Cross-Cultural Communication (offered only through corporate training opportunities)  
Irish Studies  
Professional Communication  
Studio Arts

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## **ART MINORS AND CERTIFICATES**

### **PROGRAM OUTCOMES:**

Through successfully completing courses in the art programs, students will be able to:

- develop and practice creative thinking skills;
- integrate the study of original works of art into their artistic practice;
- use their understanding of media application, techniques, and processes in their artwork;
- develop critical thinking skills;
- understand the visual arts in relation to history, society, diversity, and culture;
- develop visual literacy;
- demonstrate proficiency with the basic techniques that will develop observational drawing skills such as contour, proportion, perspective, shading, and mark-making

### **Art History**

(Minor)

**GRADUATION REQUIREMENTS:** ART 208, 211, 215, 217, and two courses (6 credits) from the following: ART 102, 200, 216, 218, 219, 401; ENG 329; HIST 200, 239, 360.

### **Graphic Arts**

(Minor)

**GRADUATION REQUIREMENTS:** ART 102, 105, 201, 204, 302, and 311.

### **Studio Fine Arts**

(Minor)

**GRADUATION REQUIREMENTS:** ART 102, 105, 201, 303, 306, and one course (3 credits) from the following: ART 200, 210, 307, 319, 401, 403

### **Graphic Arts**

(Certificate)

**GRADUATION REQUIREMENTS:** ART 102, 105, 201, 204, 302, and 311.

### **Studio Arts**

(Certificate)

**GRADUATION REQUIREMENTS:** ART 102, 201, and four courses (12 credits) from the following: ART 105, 200, 204, 205, 208, 210, 211, 215, 216, 217, 218, 302, 303, 306, 307, 311, 319, 401, 403, 419.

## ENGLISH & COMMUNICATION DEGREES

### PROGRAM VISION

English/Communication programs remain faithful to the University's Christian values, demonstrate ongoing care among faculty and students, maintain integrity in programs and courses, and model scholarship in faculty and student achievements. In the spirit of service, the programs enhance students' communication skills and foster students' critical thinking across the curriculum. The programs confirm ongoing commitment to producing excellent writers, teachers, professionals and graduate students.

### PROGRAM OUTCOMES

Courses in **English/Communication** support the **liberal arts core**, through which students:

- develop coherent and forceful essays and engage in a recursive writing process
- demonstrate the ability to consider texts critically: to read, comprehend, summarize, analyze, evaluate, and extrapolate from a variety of source materials
- define a topic of inquiry for a specific audience and disciplinary area
- access and evaluate print and non-print information effectively
- handle acquired information ethically and legally
- analyze works of literature with reference to literary types, elements, and devices
- respond to literary works with clearly written essays that demonstrate creative and independent thought.

In the **upper-level English** courses, students:

- develop further proficiency in written and spoken English
- learn the history of the English language and its relationship to other languages
- read, analyze, interpret, and write about major works of British and American literature with reference to their historical and cultural contexts
- analyze literature according to relevant historical and contemporary literary movements
- become familiar with the classics of ancient and medieval literature in translation
- prepare for careers and further educational opportunities by learning effective oral, written, and technical communication skills.

In the **Communication** courses, students:

- acquire a thorough knowledge of communication principles and practice, with a solid grounding in the liberal arts
- develop proficient written, oral, and technological skills appropriate to relevant careers in the fields of public relations, professional and technical writing, and communication in the business world
- achieve a balance of theory and practice that can be applied to various communication environments
- evaluate the role of media in society, including the Internet and film
- concentrate on writing skills in rhetoric, argument and plain language which yield writing styles that are purpose and audience-centered
- participate in internships as concrete preparation for future careers prepare for positions in the field of professional communication or for further study in applied communication.

### *Communication (AA)*

(Associate of Arts)

**GRADUATION REQUIREMENTS:** 18 credits to include: 100-level literature; three credits from ENG 261-275 (except ENG 271 and ENG 272); COM 305; and three courses (9 credits) chosen from the communication electives

### ***Communication– Digital Communication (BA)*** (Bachelor of Arts)

**GRADUATION REQUIREMENTS:** ENG 299; COM 305, 308, 403, 406 (or INFO 410 for Digital Communication); and two courses (6 credits) 200-level or higher literature courses. COM 224, COM 226 or 227 or 228; INFO 214, 215; and one course (3 credits) from the following: INFO 230 or IDM 110 or IDM 220.

- **Media:** Fifteen credits from among: COM 208, 210, 216, 217, 218, 220, 221, 225, 232, 233, 312; ENG 314; EXS 311; HIST 211, 239; PHI 338; or THE 219.
- **Design:** Fifteen credits from among: ART 102, 105, 201, 204, 302, 311, 320; COM 208, 350; CIS 105; FMD 320, or INFO 404

### ***Communication - Public Relations and Journalism (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** ENG 299; COM 305, 308, 403, 406 (or INFO 410 for Digital Communication); and two courses (6 credits) 200-level or higher literature courses.

COM 239, 250 or 350, 333, 334, 335, 336; one course (3 credits) from INFO 214 or INFO 215 or IDM 110 or IDM 220; and one course (3 credits) from CCS 340; COM 217, 221, 224, 226, 227, 228, 230, 330, 337, 340; IDM 110, 120; INFO 230.

### ***English (AA)***

(Associate of Arts)

**GRADUATION REQUIREMENTS:** 18 credits to include: a 100-level literature course; ENG 260; ENG 299; one course (3 credits) from ENG 261-275 (except ENG 271 and ENG 272); and two courses (6 credits) from 300-level English electives.

### ***English (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** ENG 260, 299, 321, 400; two courses (6 credits) from ENG 261-275 (except ENG 271 and ENG 272); and five courses (fifteen credits) from among 300-level English courses, with one course (3 credits) from each of the following areas - British pre-1600 (329, 340, or 341), British 1600-1900 (342, 343, 344, 346, 348, 349), American pre-1900 (350 or 351), American post-1900 (351, 353, 365, 367, or 368), one course (3 credits) from any 300-level course

### ***English: Professional Writing (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** COM 224 or 355, 230, 243 or 305, 308, 330, 403, 406 (or ENG 400); ENG 299, three (3) courses (9 credits) 200-300 level ENG courses; one (1) course (3 credits) in ART 105, 201, 204, or IDM 110, 220, or INFO 105, 214, 230; and four courses (12 credits) in one of the following groups:

- **Creative Writing:** Twelve (12) credits from the following: COM 207, 209, 216, 232, 3XX (Life Writing)
- **Writing Center Theory and Management:** COM 241, 242, 341, 342
- **Writing for Occupations:** Twelve (12) credits from the following: COM 200, 206, 222, 239, 307, 336.

### ***English - Secondary Education (BA)***

(Bachelor of Arts – Secondary Education Certification)

**GRADUATION REQUIREMENTS:** ENG 260, 299, 321, 400; two courses (6 credits) from ENG 261-275 (except ENG 271 and ENG 272); and five courses (fifteen credits) from among 300-level English courses, with one course (3 credits) from each of the following areas: British pre-1600 (329, 340, or 341), British 1600-1900 (342, 343, 344, 346, 348, 349), American pre-1900 (350 or 351), American post-1900 (351, 353, 365, 367, or 368), one course (3 credits) from any 300-level course.

English (BA) with Secondary Education: Requirements as listed above, except ENG 321 is *recommended*, not required. Students seeking certification in secondary education must take COM 226 or 227, COM 250, and ENG 337 or 338 to fulfill state requirements. A student who can demonstrate competency in any of these areas may apply to waive the requirement.



### ***General Studies (AA)***

(Associate of Arts)

**GRADUATION REQUIREMENTS:** 24 credits to include: CCS 341; COM 355; ORBH 307 or PSY 324; PHI 312 or THE 218 or 317; one (1) course (3 credits) in Information Systems, Computer Science, or Interactive Digital Media; one (1) course (3 credits) Humanities elective; two (2) courses (6 credits) Social Sciences electives.

### ***Interactive Digital Media (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ART 102, 105, 204; CIS 105, 224, 335; COM 224, 308; IDM 110, 220, 325 (or CIS 218), 330, 405, 410, 420; INFO 120, 214, 230, 404; and MKT 309

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## **ENGLISH & COMMUNICATION MINORS AND CERTIFICATES**

### **American and British Literature**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): ENG 260; two courses (6 credits) from ENG 261-275 (except ENG 271 and ENG 272); and three courses (9 credits) from 300-level English courses. (Designed for non-English majors.)

### **Communication**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): ENG 299; COM 305, 403; INFO 214 or 215; and two courses (6 credits) from COM 206, 207, 226, 227, 230, 239, 243, 250, 270, 306, 308, 330, 333, 334, 335, 336, 337, 340, 350.

### **Film Studies**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): COM 225, HIST 239; and four courses (12 credits) from COM 232, 233, 270; ENG 314; HIST 209, 210, 211, 217, 293, 294, 295; PHI 338; POL 216; PSY 338; SPAN 313, THE 219.

### **Global Studies**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): COM 230; and five courses (15 credits) from ART 216; BUS 345; CCS 335, 340; EDU 290; ENG 216, 365; EXS 230; FIN 363; FNU 212; HIST 345, 347; MUSC 102; PHI 220, 331, 335; POL 206, 312; PSY 206, 308; SOC 345; THE 314.

### **Irish Studies**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): ENG 349; HIST 218; and four courses (12 credits) from ENG 275, 368; HIST 200, 217; POL 230, 337; PED 229.

### **Public Relations and Journalism**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): COM 226, 239, 334, 403; two courses (6 credits) chosen from CCS 340; COM 206, 250, 306, 333, 334, 335, 336, 337; INFO 120, 214, 215, 230; MKT 309.

### **Sports Communication**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): COM 305; EXS 202, 307; and three courses (9 credits) from COM 206, 217, 221, 224, 239, 333, 340, 403, 406; EXS 306; PSY 357.

### **Women's Studies**

(Minor)

**GRADUATION REQUIREMENTS:** (18 credits): Six courses from ART 217; CCS/SPAN 300; COM 228; ENG 265, 266; EXS 103; HIST 216; MES 306; MUSC 300; PHI 326; PSY 343; SOC 360; SPAN 319, 331; THE 212, 217.

### **Irish Studies**

(Certificate)

**GRADUATION REQUIREMENTS:** 3 credits in ENG 368: Irish Literature and nine credits chosen from electives in history and other disciplines. Special topics in literature and history (one-credit courses) vary each semester and may be taken as electives. Course offerings are listed in the semester Course Guide or may be obtained from the department.

### **Professional Communication**

(Certificate)

**GRADUATION REQUIREMENTS:** COM 200 and 250, and twelve (12) elective credits. Electives may be chosen from three-credit courses or one-credit special topic offerings including: COM 206, 226, 227, 239, 243, 305, 307, 308, 330, 337, 350; BUS 331; INFO102, 120, 214, 215, 230, and CIS 335.

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## **GLOBAL LANGUAGES AND CULTURES MINORS AND CERTIFICATES**

### **PROGRAM VISION**

Programs in Global Languages and Cultures will foster understanding among all peoples through the study of their languages, literatures and cultures, be a catalyst for justice and peace by improving cross-cultural communication, and provide the cultural intelligence tools needed to respond to the challenges of a global society.

### **Spanish for Criminal Justice**

(Minor)

*(Criminology majors only)*

**GRADUATION REQUIREMENTS:** SPAN 201, 202, 304, 305, 332\*, and 335\* (\*Study Abroad in Mexico, but they can be replaced by classes taken on campus.)

### **Spanish for Medical Professions**

(Minor)

**GRADUATION REQUIREMENTS:** SPAN 201, 202, 304, 305, 332\*, and 335\* (\*Study Abroad in Mexico, but they can be replaced by classes taken on campus.)

### **Spanish for Teaching Profession**

(Minor)

**GRADUATION REQUIREMENTS:** SPAN 201, 202, 304, 305, 332\*, and 335\* (\*Study Abroad in Mexico, but they can be replaced by classes taken on campus.)

### **Spanish**

(Minor)

**GRADUATION REQUIREMENTS:** SPAN 201, 202, 304, 305, 314 and 328

### **Hispanic Cross-Cultural Communication**

(Certificate)

*(offered only through corporate training opportunities)*

**GRADUATION REQUIREMENTS:** SPAN 163, 164, 165; CCS 320, 341

## BUSINESS, FASHION AND LEADERSHIP

Mark McFadden, Department Chair, Program Director - Business

Lina Castro, Program Director – Fashion Merchandising

George Schwartz, Program Director – Emergency Planning and Management

### FACULTY

Lina Castro

Sarah Dougherty

Elizabeth G. Faunce

Mark McFadden

Sister Denise Mollica

Elaine Perignat

Brian Petersen

Bernadette J Pinamont

Eileen Raffaele

George Schwartz

Michael Stevens

Jaqueline Bull, *Emerita*

Charlene Y. Fitzwater, *Emerita*

Janice Jacobs, *Emerita*

Joseph W. T. Pugh, *Emeritus*

### PROGRAM ACCREDITATION



Majors designated below with an asterisk (\*) are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

ACBSP accreditation certifies that the teaching and learning processes within the business programs meet the rigorous educational standards established by ACBSP. Receiving accreditation for the business programs and specialized accreditation for the accounting program shows that Immaculata is committed to providing the highest quality business education for our students.

### CFP BOARD REGISTERED PROGRAM

The Bachelor of Science (BS) in Financial Planning is a Certified Financial Planner CFP® Board Registered Program.

## **PROGRAMS OFFERED**

### **Degrees - Majors**

\*Associate of Science (AS) in Accounting

\*Associate of Science (AS) in Business Administration

Associate of Science (AS) in Fashion Merchandising

\*Bachelor of Arts (BA) in Business Administration with Business, Computers, and Information Technology (K-12 certification)

\*Bachelor of Science (BS) in Accounting

\*Bachelor of Science (BS) in Business Management

\*Bachelor of Science (BS) in Business Leadership (degree completion – CAPS students only)

Bachelor of Science (BS) in Emergency Planning and Management

Bachelor of Science (BS) in Fashion Merchandising

\*Bachelor of Science (BS) in Finance

+Bachelor of Science (BS) in Financial Planning

\*Bachelor of Science (BS) in Human Resource Management

\*Bachelor of Science (BS) in Marketing Management

Bachelor of Science (BS) in Sport and Business Management

Bachelor of Science (BS) in Supply Chain Management

### **Minors**

Accounting

Business Administration

Buying

Economics

Entrepreneurship

Fashion Merchandising

Finance

Financial Planning

Graphic Design for Fashion

Human Resource Management

International Business

Leadership

Management Information Systems

Marketing

Military Leadership

Product Development

Sport Management

Supply Chain Management

Visual Merchandising

### **Certificate**

Management

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## BUSINESS AND ACCOUNTING DEGREES

### PROGRAM MISSION

Rooted in academic rigor, ethical integrity, and Christian core values, The Department of Business, Fashion and Leadership encourages a commitment to lifelong learning and professional excellence. Balancing theory and practice in the learning experience, this development of knowledge, skills and capabilities contributes to the preparation of future leaders and the formation of truly educated individuals.

### PROGRAM VISION

Immaculata University's Business and Accounting Programs will develop value-based, service-oriented business leaders for the global community.

### PROGRAM OUTCOMES:

Upon successful completion of the business degree program, students will be able to:

- Demonstrate knowledge, skills and capabilities essential to the major;
- Understand the balance between theory and practice as it applies to the various sectors of the world of business, accounting, finance, marketing and economics;
- Exercise effective interpersonal, communication and analytical skills;
- Use technology strategically to enhance their productivity and effectiveness on both individual and organizational levels;
- Evidence professionalism, integrity, and ethics.

### PROGRESSION REQUIREMENTS

After completing 48 credit hours, Accounting, Business Management, Finance, Human Resource Management, Marketing Management and Business, Computers, and Information Technology with K-12 Certification majors must maintain an overall GPA of 2.5 in department courses. Business, Computers and Information Technology with K-12 Certification majors must also meet the Pennsylvania Department of Education's GPA requirements (see [Education](#) pages).

### *Accounting (AS)*

(Associate of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202 (fulfills social science requirement); BUS 235, 315, 360; ACC 203 and 204; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219, MKT 309; choose two (2) courses (6 credits) from ACC 303, 304, 313, 317; and one (1) department elective course (3 credits); liberal arts core by advisement.

### *Accounting (BS)*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338, 365; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

ACC 203, 204, 303, 304, 313, 314, 317, 398 or 399, 421, 425; COM 200 or 350; and BUS 315.

**150 credit hour option:** contact department for information.

### *Business Administration (AS)*

(Associate of Science)

**GRADUATION REQUIREMENTS:** ACC 203 and 204 or ACC 205 and 206; BUS 235, 360; ECO 201, 202 (fulfills social science requirement); four department electives; COM 200 or 350, MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219; liberal arts core by advisement.

### ***Business Administration with Business, Computers and Information Technology (BA)***

(Bachelor of Arts with K-12 Certification)

**GRADUATION REQUIREMENTS:** ACC 203, 204; BUS 235, 315, 345, 360, 365; CIS 105, 317; ECO 201, 202; FIN 362; INFO 214, 230; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219; and MKT 309.

K-12 Certification course requirements include: EDU 201, 202, 203, 204, 290, 302, 310, 328, 330, 381, 384; one course (3 credits) ENG 200-level literature; MATH 109, 111 (those pursuing a concentration in Business, Computers and Information Technology may be required to take higher level mathematics courses); and PSY 324.

**\*Note: K-12 certification students major in the content area of their certification.** For specific Education Requirements: See [Education](#) Section of this catalog.

### ***Business Leadership (BS)***

(Bachelor of Science)

(Accelerated Degree Program – CAPS Students Only)

**GRADUATION REQUIREMENTS:** An accelerated degree-completion program offered through College of Adult Professional Studies (CAPS) only, the program includes the following required courses: BUSL 308, 375, 377, 378, 393, 394, 395, 396; CCS 341; COM 355; ECO 323, 344; ENG 242; FIN 373; HRM 376; MKT 310; PHI 384; and THE 335 or 381. Requirements beyond program by advisement to complete required ACCEL® liberal arts core courses and electives as needed for a total of 126 credits

### ***Business Management (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338, 365; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

BUS 315, 327, 345, 360, 366, 398 or 399; COM 200, 350; ACC 203 and 204 or ACC 205 and 206; HRM 311; and one (1) department elective course (3 credits).

### ***Financial Planning (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204. (With special permission, PHI 384 may replace BUS 338.)

ACC 203, 204, 313; BUS 315, 324; COM 200 or 350; FIN 310, 325, 330, 350, 360, 362, 367, and 398 or 399.

### ***Finance (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338, 365; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

ACC 203 and 204 or ACC 205 and 206; BUS 315, 327, 360, 366; COM 200 or 350; FIN 306, 325, 363, 365, 367, 398 or 399, and one (1) elective course (3 credits) selected from the following: FIN 368, FIN 370, FIN 372.

### ***Human Resource Management (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338, 365; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

ACC 203 and 204 or ACC 205 and 206; BUS 345, 360; BUS 315 or HRM 348; COM 200 or 350; HRM 311, 318, 344, 398 or 399; and two (2) courses (6 credits) selected from the following: BUS 366, COM 217, FIN 367, HRM 335, HRM 336, HRM 347, PSY 217.

### ***Marketing Management (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338, 365; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

ACC 203 and 204 or ACC 205 and 206; BUS 315, 327, 345, 360; COM 200 or 350; MKT 331, 359, 364, 398 or 399, and one (1) course (3 credits) selected from the following; COM 217, MKT 350, MKT 351, MKT 352, MKT 354, MKT 355, MKT 357.

### ***Sport and Business Management (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ACC 203 and 204 or ACC 205 and 206; BUS 235, 338, 365; ECO 201, 202, 307; EXS 202; FIN 362; INFO 151; MKT 309; PSY 321 or 345, 357; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

BUS 315, 327, 345, 360, 366, 398 or 399; COM 200 or 350; ACC 203 and 204 or ACC 205 and 206; HRM 311; SBM 301, 310, 320, 330; and one (1) course (3 credits) in SBM 398/399.

### ***Supply Chain Management (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 307; BUS 235, 338, 365; FIN 362; MKT 309; PSY 321 or 345; MATH 203 and 204 or MATH 207 and 208 or MATH 217 and 219. (With special permission, PHI 384 may replace BUS 338.)

ACC 203 and 204 or ACC 205 and 206; BUS 315, 327, 333; COM 200 or 350; SCM 310, 320, 330, 340, 350, and 398 or 399.

## **BUSINESS AND ACCOUNTING MINORS AND CERTIFICATES**

### **Accounting**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 203, 204, 303, 304, 317; and two (2) courses (6 credits) chosen from ACC 305, 313, 334, 421, 425; ECO 201, 203

### **Business Administration**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 201 or ACC 205 or ACC 203 and 204; BUS 360; ECO 203 or ECO 201 and 202; and choice of four (4) business electives (12 credits) from specified list (no more than one course from any of the following categories): *Finance:* FIN 306 or 362; *Marketing:* MKT 309; *Human Resources:* HRM 311 or 318 or BUS 366; *Law:* BUS 315 or 348; or *Global:* BUS 345 or FIN 363 or CSS 340 or 341

### **Economics**

(Minor)

**GRADUATION REQUIREMENTS:** ECO 201, 202, 327, 328; and two (2) courses (6 credits) chosen from ECO 319, 320, 322, 380, 381, 386, 387, 389; FIN 306, 362

### **Entrepreneurship**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 201 or ACC 205, BUS 324, 360, MKT 309; for non-business majors two (2) courses (6 credits) chosen from BUS 315, 327, FIN 362, HRM 311; for business majors two (2) courses (6 credits) chosen from COM 224, MKT 331, PSY 219, SOC 245

### **Finance**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 203 and 204 or ACC 205 and 206; ECO 201, 202; FIN 362; and two (2) courses (6 credits) chosen from: FIN 306, 325, 326, 363, 367, 368, 370, or 372

### **Financial Planning**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 203 and 204; ECO 201, 202; FIN 362, 367; one (1) course (3 credits) chosen from: FIN 310, 320, or 350

### **Human Resource Management**

(Minor)

**GRADUATION REQUIREMENTS:** BUS 338; HRM 311, HRM 318 or 344, HRM 348 or BUS 315; two (2) courses (6 credits) chosen from: COM 305; BUS 320,327; HRM 318, 335, 336, 347; PSY 219; SOC 245

### **International Business**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 201; BUS 345, 360; CCS 340 or 341; ECO 203; two (2) courses (6 credits) chosen from ECO 322, ECO 381, FREN 323, 336, 339, FIN 363, POL 206, SPAN 314, 232, 328, THE 314; non-department majors may also select from BUS 365, MKT 309, FIN 362

### **Leadership**

(Minor)

**GRADUATION REQUIREMENTS:** BUS 366; COM 350; PSY 321 or 345; and three (3) courses (9 credits) from the following: BUSL 375, 378, 393, 394, 395; HRM 376

### **Management Information Systems**

(Minor)

**GRADUATION REQUIREMENTS:** BUS 327, 360, CIS 105, INFO 215; and two (2) courses (6 credits) chosen from: COM 200; BUS 340, CIS 218, 224, 326, 335; INFO 120, 230, 310, 404

### **Marketing**

(Minor)

**GRADUATION REQUIREMENTS:** MKT 309, 331, 364; and three (3) courses (9 credits) chosen from: COM 218, 239; FMD 328, 345; MKT 350, 351, 352, 354, 355, 357, 359

### **Military Leadership**

(Minor)

**GRADUATION REQUIREMENTS:** (from ROTC courses offered at WCUPA) – MS 101, 102, 201, 202, 301, 302, 401, and 402; (from Immaculata University) – BUS 366, HIST 297.

### **Supply Chain Management**

(Minor)

**GRADUATION REQUIREMENTS:** BUS 327, 360; SCM 310; and three (3) courses (9 credits) chosen from: BUS 353; SCM 320, 330, 340.

### **Sport Management**

(Minor)

**GRADUATION REQUIREMENTS:** BUS 324, 360; SBM 301, 330; and two (2) courses (6 credits) chosen from: EXS 202; INFO 151; PSY 357; SBM 310, 320.

### **Management**

(Certificate)

**GRADUATION REQUIREMENTS:** ACC 201 or ACC 205; BUS 235, 315, 324, 360, 365, 366; COM 200 or 350; ECO 203; FIN 362; HRM 311; and MKT 309



## EMERGENCY PLANNING AND MANAGEMENT DEGREE

### PROGRAM OUTCOMES:

Through successfully completing courses in the Emergency Planning and Management program, students will be able to:

- Demonstrate ability to research and analyze the rapidly-changing field of emergency management.
- Employ critical thinking and ethical problem-solving techniques in response to issues related to emergency management.
- Describe the various federal, state and local regulatory issues that impact all facets of emergency planning and management.
- Develop emergency response plans utilizing the National Response Framework and the Incident Command System.
- Evaluate the human dimension of emergency management and recommend how to properly respond in a range of situations.
- Employ leadership skills to successfully deal with both internal and external constituencies in the public safety environment.
- Utilize appropriate oral/written communication negotiation skills, and the ability to learn from the experience of others.

### *Emergency Planning and Management (BS)*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** BUS 366; BUSL 378; CCS 341 or SOC 267; ENG 242 or COM 239; EPM 301, 303, 310, 312, 315, 350, 390; HRM 311; ORBH 315 and 325 or EPM 401 and 405; PHI 384 or 312; POL 354; and THE 381 or 335 or 317. Requirements beyond program by advisement to complete core courses and electives as needed to meet graduation requirements for college.

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## FASHION MERCHANDISING DEGREES

### PROGRAM VISION

The Fashion Merchandising Program at Immaculata University offers students both a creative and analytical curriculum, which contains industry-driven courses, taught by experts in the business of fashion, where the relationships between design, merchandising, and marketing are explored.

### PROGRAM OUTCOMES:

Upon completion of the fashion merchandising degree program, students will earn a Bachelor of Science degree and be able to:

- exhibit creative problem-solving, global awareness and technical aptitude.
- apply business knowledge, an aesthetic view point and comprehensive decision making within the fashion industry
- effectively communicate verbally and visually to merchandise, market and distribute product in a global marketplace
- demonstrate the ability to work independently and as part of a team;
- model principles of business ethics.

**PROGRESSION REQUIREMENTS:** The following are standards for retention in the program:

- a) Minimum GPA of 2.5 in major area; maintenance of at least a B- grade in every course in the minor sequence.
- b) A grade of C or better in Retail Math
- c) A presentation of a well-defined and realistic short and long term career goals during advising appointment first semester sophomore year.
- d) Evidence of ongoing fashion work experience including two fashion related work references due during advising appointment first semester sophomore year.

### *Fashion Merchandising (AS)*

(Associate of Science)

**GRADUATION REQUIREMENTS:** BIOL 113; FMD 101, 106, 126, 127, 309, 320, 324, 328, 334, 337, 339, and 345; MKT 309; and PHI 220. ECO 203 is recommended for social consciousness core; COM 224 is recommended for humanities.

### *Fashion Merchandising (BS)*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** BIOL 113 (also fulfills natural & physical world core); BUS 360, 366; COM 250 or 350; FMD 101, 106, 126, 127, 309, 320, 324, 328, 334, 337, 338, 339, 345; MATH 205(also fulfills quantitative reasoning core requirement); and MKT 309. Additionally, the following courses are highly recommended: BUS 338 (ethics); COM 224; ECO 203 (social consciousness); PHI 220 (pursuit of wisdom) and THE 218 (pursuit of faith).

## FASHION MERCHANDISING MINORS

Fashion Merchandising students may also utilize available elective hours to pursue one or two minors related to their major. With the exception of the "Fashion Merchandising" minor below, options include:

### **Buying**

(Minor)

**GRADUATION REQUIREMENTS:** ACC 201; BUS 324, 345; FMD 328, 344; and one class (3 credits) from among the following: MKT 350, 351, 352, 354, or 355.

### **Entrepreneurship**

(Minor)

(see [\*Business and Accounting Minors\*](#))

### **Fashion Merchandising**

(Minor)

(for non-Fashion Merchandising majors)

**GRADUATION REQUIREMENTS:** FMD 126, 337; MATH 205; three courses (9 credits) from among the following: FMD 101, 106, 127, 206, 208, 209, 320, 321, 328, 344.

### **Graphic Design for Fashion**

(Minor)

**GRADUATION REQUIREMENTS:** ART 302; one class (3 credits) from ART 102, 200, 215, 218; FMD 208, 209, 320; and INFO 120 or 214.

### **Marketing**

(Minor)

(see [\*Business and Accounting Minors\*](#))

### **Product Development**

(Minor)

**GRADUATION REQUIREMENTS:** FMD 206, 207, 208, 209, 310, and 344.

### **Public Relations and Journalism**

(Minor)

(see [\*Communications Minors\*](#))

### **Visual Merchandising**

(Minor)

**GRADUATION REQUIREMENTS:** ART 211, 302, one class (3 credits) from ART 102, 200, 215, 218; FMD 209, 321, and 321.

## **CIVIC ENGAGEMENT**

Joshua J. Weikert, Department Chair

### **FACULTY**

Lisa Brown  
John S. Hill  
Tonya Lupinacci  
William E. Watson  
Joshua J. Weikert

### **PROGRAMS OFFERED:**

#### **Degrees - Majors**

Associate of Arts (AA) in History/Politics

Bachelor of Arts (BA) in Criminology

Bachelor of Arts (BA) in History

Bachelor of Arts (BA) in Political Science and International Relations

Bachelor of Arts (BA) in Social Studies (Secondary Education Certification)

Bachelor of Arts (BA) in Sociology

Bachelor of Arts (BA) in Social Work

#### **Minors**

American and Industrial Archeology

Criminology

History

Legal Studies

Middle East Studies

Military History

Politics

Pre-Law

Social Work

Sociology

#### **Certificate**

Middle East Studies

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### **VISION**

The Department of Civic Engagement provides programs that enabling students to develop a value based, service-oriented approach to their chosen field of endeavor. The Department offers a comprehensive selection of courses that incorporate Immaculata University's vision of caring, service, and integrity while providing academically challenging programs to a highly diverse student body. Each student has the opportunity to engage in a direct supervised experience working with people that is applicable to and complements careers in politics and government, law and advocacy, management and personnel, history, social sciences education, social work, criminology, psychology and any of the allied medical/mental health fields.

The Civic Engagement faculty is committed to helping students select courses in other departments according to their interest and the goals of liberal arts education. The department will help and encourage majors to develop their skills of critical thinking, effective speaking, and clear writing.

## HISTORY-POLITICAL SCIENCE & INTERNATIONAL RELATIONS DEGREES

### PROGRAM VISION

Programs in History, Political Science, and International Relations will foster an understanding of both the historical and political disciplines and the complexity of contemporary international and national issues. Faculty will help students to engage in research and interpretation, and to respond to the human condition in an informed manner through an appreciation of the influence of the many cultures that have contributed to the transmission of the human heritage. Through these programs, the faculty seek to prepare students for graduate study, law school, government service, and a wide range of other careers.

### HISTORY PROGRAM OUTCOMES:

Upon completion of the programs in History, students will be able to:

- utilize various types of historical sources, including primary documents; secondary interpretations, contemporary literature and art, and quantitative data;
- locate and reliably report on historical evidence, with the ability to evaluate the evidence in terms of credibility;
- compare and contrast the different interpretations offered by historians or political scientists in terms of questions asked and sources employed;
- evaluate the major debates within the academic discipline of history;
- construct a written historical narrative integrating original research with existing literature on the subject

### POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAM OUTCOMES:

Upon completion of the programs in Political Science and International Relations students will demonstrate mastery in the following areas:

- **KNOWLEDGE:** Students will be well-versed and conversant in the principal facts, key theories, institutions, practices, processes, and contemporary issues of major subfields (American Politics, Comparative Politics, International Relations) of the discipline.
- **CRITICAL THINKING AND INFORMATION LITERACY:** Students will demonstrate an advanced capacity for critical thinking through the development of a base of methodological, research, and communication (especially written and multimedia presentation) skills. Students will benefit from information literacy instruction that enables them to develop logically sound and empirically supported arguments.
- **CITIZENSHIP:** Students will be active citizens, promote within themselves and their communities an ethical and responsible approach to citizenship, and an understanding of the value questions inherent in politics.
- **GLOBAL CONNECTIONS:** Students will cultivate an appreciation and understanding of cultural and political diversity, world affairs, and global interconnectedness.

### *History/Politics (AA)*

(Associate of Arts)

**GRADUATION REQUIREMENTS:** HIST 311, 312; one course (3 credits) from HIST/ POL 335, 342, 345, 346, 347; and three courses (9 credits) in additional HIST electives.

### *History (BA)*

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** HIST 115, 116, 207; two European courses (6 credits) from: HIST 219, 228, 231, 234, 235, 238, 304, or 360; 311-312; HIST 359; HIST/POL 371 (Junior Seminar); HIST/POL 415 (Senior Seminar); GEO 101; POL 201; and one course (3 credits) chosen from HIST/POL Third World history: 335, 342, 345, 346, or 347. THE 218 counts for required ethics course.

### ***Political Science and International Relations (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** GEO 101; POL 201, 202, 205, 206, 233; POL 203 or 319; POL 207 or COM 338; POL 229 or 311; POL 317 or 318 or 338; HIST 359; POL 371; POL 415; THE 218; and two courses (6 credits) in elective political science (POL) courses.

### **Social Studies – Secondary Education (BA)**

(Bachelor of Arts – Secondary Education Certification)

**GRADUATION REQUIREMENTS:** HIST 115, 116, 207, 311, 312; choice of any two courses (6 credits) from European sequence HIST 219, 228, 231, 234, 235, 238, 304, or 360; 311, 312; one HIST elective; one course (3 credits) chosen from HIST/POL Third World history: 335, 342, 345, 346, or 347; HIST/POL 371 (Junior Seminar); HIST/POL 415 (Senior Seminar); and four courses (12 credits) from two of the following areas: Economics, Sociology, or Politics.

Secondary Certification course requirements include: EDU 201, 202, 203, 204, 290 or 291(H), 302, 310, 328, 330, 381, 384; one course (3 credits) ENG 200-level literature (ENG 272 recommended strongly for English 7-12 majors); and PSY 324. **\*Note: Secondary certification students major in the certification content area.** For specific Education Requirements, see [Education](#) Section of this catalog.

## **HISTORY-POLITICAL SCIENCE & INTERNATIONAL RELATIONS MINORS AND CERTIFICATES**

### **American and Industrial Archeology**

(Minor)

**GRADUATION REQUIREMENTS:** ARCH 201, 301, 302; SOC 353; HIST 200 or 220; and HIST 311 or 312.

### **History**

(Minor)

**GRADUATION REQUIREMENTS:** HIST 311 or 312; one course (3 credits) from HIST 219, 228, 231, 234, 235, 236, 238, 304, or 360; one course (3 credits) from HIST 335, 342, 345, 346, 347; POL 201; GEO 101; and one elective course (3 credits) in history.

### **Legal Studies**

(Minor)

**GRADUATION REQUIREMENTS:** PHI 209; POL 201, 338; one elective course from EDU 291, HIST 116, PHI 312, POL 204, 317, 318, SOC 245; one elective course from ACC 313, 314, BUS 315, 316, COM 308, ECO 389, HCM 340, HRM 348, POL 233, 319, 339, 352; and one elective course from COM 200, 250, 305, 350, 355, ENG 241, 242, HIST 371, HPM 312, 320, 390, POL 371, MATH 307.

### **Middle East Studies**

(Minor)

**GRADUATION REQUIREMENTS:** HIST/POL 346; PHI 310 or THE 314; ARA 101,102; two courses (6 credits) of Middle Eastern Literature in translation (MES 200); and two courses (6 credits) from MES 200, 201, 301, 302, 303, 304, 305 or 306.

### **Military History**

(Minor)

**GRADUATION REQUIREMENTS:** HIST 219, 228; POL 206; and three courses (9 credits) from ENG 275, HIST 205, 206, 224, 295, 296, POL 312, or MES 201.

### **Politics**

(Minor)

**GRADUATION REQUIREMENTS:** POL 201, 202 or 206, 203 or 319; and three elective courses (9 credits) in Politics.

## **Pre-Law**

(Minor)

### **PRE-LAW CURRICULUM**

The Law School Admissions Council does not recommend any specific major in preparation for graduate legal study, but it does emphasize certain skills that should be developed during undergraduate study. The Pre-Law curriculum is open to all majors and is a preparatory sequence that emphasizes skills necessary to both earn acceptance to and succeed in a law school course of study for the Juris Doctor degree. Students in this minor program complete 18 credits of content with topics including:

- Public Speaking
- Logic and Inferential Reasoning
- Government and Law
- Ethics

Pre-Law students also have access to LSAT preparation, Pre-Law advising services, and Pre-Law Honor Societies, events, and information sessions. IU's partnership with Widener University's Delaware Law School guarantees academically qualified students early admission to Delaware Law as well as a renewable merit scholarship. The minor is open to all students, both those pursuing IU's "3+3" accelerated program with Delaware Law and those seeking admission to conventional law school programs.

**GRADUATION REQUIREMENTS:** COM 250 or 350; PHI 209; POL 201; POL 338 or BUS 315; ECO 307 or PSY 208; one course (3 credits) from among the following: BUS 338, POL 201, 202 or 206, 203 or 319; and three elective courses (9 credits) in Politics.

## **Middle East Studies**

(Certificate)

**GRADUATION REQUIREMENTS:** HIST/POL 346, PHI 310 or THE 314, ARA 101, 102 or 6 credits of Middle Eastern Literature; 2 electives chosen from Middle East Studies courses.

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## SOCIOLOGY-CRIMINOLOGY-SOCIAL WORK DEGREES

### PROGRAM OUTCOMES

Upon successful completion of the courses and programs in sociology-criminology-social work, students will be able to:

- employ the basic conceptual tools, methods, and theories necessary to address social behavior, social groups and society;
- demonstrate ability to document a deepening awareness of society's needs and to exercise their commitment to social justice;
- evidence proficiency for working with diverse populations in the public or private sector;
- display skills in working with and helping people in the sociology, social work or criminology professions;
- exhibit a knowledge base appropriate for graduate study in sociology, social work, criminology and degree programs in other related fields.

### *Criminology (BA)*

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** Sociology, Social Work, and Criminology majors take SOC 202 and SOC 321.

Required program courses are as follows: SOC 249, 307, 312, 314, 317, 345, 348, 352, 354; PSY 208; and five courses (15 credits) chosen from among the following: SOC 213, 247, 248, 250, 255, 256, 258, 264, 267, 275, 343/346, 402/403, or 405. Criminology majors are encouraged to take SOC 343 and 346 as two of their electives.

### *Social Work (BA)*

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** Sociology, Social Work, and Criminology majors take SOC 202 and SOC 321.

Required program courses are as follows: SOC 223, 245, 250, 251, 262, 275, 306, 312, 328, 343, 345, 346, 352, 354; and PSY 208.

### *Sociology (BA)*

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** Sociology, Social Work, and Criminology majors take SOC 202 and SOC 321.

Required program courses are as follows: SOC 212, 230, 245, 246, 262, 270, 306, 312, 328, 345, 352, 353, 354; and PSY 208.

## SOCIOLOGY-CRIMINOLOGY-SOCIAL WORK MINORS

### **Criminology**

(Minor)

**GRADUATION REQUIREMENTS:** SOC 307, 312, 314, 317, and two courses (6 credits) from the following: SOC 213, 247, 248, 249, 250, 255, 256, 258, 264, 267, 275, 345, 348, 402, 403 and 405.

### **Social Work**

(Minor)

**GRADUATION REQUIREMENTS:** SOC 202, 245, 306, 328, 343, 346.

### **Sociology**

(Minor)

**GRADUATION REQUIREMENTS:** SOC 202, 245, 312, 321; two courses (6 credits) chosen from the following: SOC 212, 223, 230, 246, 262, 270, 306, 307, 314, 328, 345, 353.



## EDUCATION

Melissa Reed, Division Chair

David Brennan, Emeritus, Undergraduate Education Program Director

### FACULTY

Joseph J. Corabi  
Sister Carol Anne Couchara  
Kelly Ann Doyle  
Laura Eisemann  
Sister Ann Heath  
Karen Miscavage  
Melissa Reed  
David Parkyn  
Cathy Taschner  
Leah Bustra (Certification Officer)

David W. Brennan, *Emeritus*  
Sister Anne Marie Burton, *Emerita*  
Mary D. Calderone, *Emerita*  
Kathy Nolan, *Emerita*

### PROGRAMS OFFERED

#### Degree – Majors

Associate of Arts (AA) in Education

Bachelor of Arts (BA) in Education:

- PreK-4 Certification\*
- Special Education (PK-12)
- Education (non-certification track)

*\*May also be completed as post-baccalaureate certification – see below.*

#### Certifications\*\*

K-12 certification in the following areas:

- Business, Computers and Information Technology
- Music Education

Secondary certification in the following areas:

- Biology
- Chemistry
- English
- Social Studies (History)

*\*\*May be pursued with undergraduate degrees – see above.*

PreK-4 Certification (CAPS students only)

#### Minor

Education

### EDUCATION PROGRAM/DIVISION VISION

The Education Division will foster academic excellence and professional preparation through practical and theoretical framework aligned with the Pennsylvania Department of Education competencies. Our outstanding faculty promote and support student achievement and preparation for global awareness by fostering academic rigor and the continued professional growth of our graduates. We are committed to our relationships with local education communities with which we partner. The Division of Education develops opportunities to apply 21st Century Learning Skills including technology, critical problem solving, and collaboration.

### **EDUCATION PROGRAM OUTCOMES**

Upon successful completion of the teacher education programs, students will be able to:

- demonstrate competence in teaching required in their field
- manifest knowledge of the integrity and dignity demanded within their profession
- evidence understanding of the obligations, responsibilities, and standards of the teaching profession
- exhibit skills responsive to the learning process for the individual student
- display ability to address educational issues in contemporary society
- ability to adapt educational knowledge, skills and abilities to a variety of industries, organizations, and communities outside of the traditional classroom environment.

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## **EDUCATION DEGREES**

### **FIELD EXPERIENCES AND STUDENT TEACHING**

A fee is charged for EDU 201, EDU 202, and EDU 203. No refund is made to anyone who withdraws from a field experience after pre-registration has been completed.

#### **EDU 201-202**

During the sophomore year, students observe and participate in classroom settings for one morning each week. Students are placed in a different setting each semester.

#### **EDU 203-204**

During the junior year, students observe and participate in the classroom setting for one morning a week during the first semester. During the second semester students spend one day a week in the same classroom setting in which they will have their student teaching experience in the fall term of the senior year. This preliminary experience is guided and directed by the University staff in conjunction with the principals and teachers of the cooperating schools. Students are responsible for their own transportation.

#### **EDU 328 or EDU 348 Student Teaching Experience**

##### **College of Undergraduate Studies (CUS) Students**

The student teaching experience is scheduled for the first semester of senior year and is a full-time, daily experience for CUS students. Applications for student teaching must be made by the date designated prior to student teaching, which occurs fall semester of junior year for CUS students.

##### **College of Adult Professional Studies (CAPS) Students**

CAPS students may student teach either in the fall or spring. Students enrolled in the College of Adult Professional Studies (CAPS) must make their application for spring student teaching in early January and in early September for fall student teaching.

##### **All Students**

Students are responsible for their own transportation. Students spend full time in the schools during the time of student teaching. During this time the student teachers participate in a weekly seminar conducted by members of the University staff. Through lectures and discussions led by local school personnel, the prospective teachers are given the opportunity to become familiar with their professional obligations and benefits. Current trends in curricula and methods are considered and explained. A fee is charged for student teaching. No refund is made to anyone who withdraws from student teaching after pre-registration has been completed for this assignment.

## GENERAL REQUIREMENTS

The Pennsylvania Department of Education (PDE) has established requirements for certification to teach in Pennsylvania. To prepare candidates to meet these requirements, Immaculata University has developed criteria for formal admission to undergraduate teacher preparation programs leading to certification. Formal acceptance is conditional upon meeting and maintaining requirements throughout the degree program.

In October 2014, the Pennsylvania General Assembly enacted Act 168 (24 P.S. § 1-111.1). Specifically, Act 168 requires an assessment of basic skills to be completed by preparation candidates prior to entry into a Pennsylvania baccalaureate teacher preparation program. Students with 48 or more credit hours must achieve the following to be formally admitted to the program:

- Earn a minimum cumulative 3.0 GPA  
NOTE: Due to COVID restrictions, Fall 2022 applications for enrollment are standardized test (SAT/ACT) optional.
- Meet Basic Skills Testing Requirement:
  - SAT Minimum Combined Score, for tests completed prior to March 1, 2016, 1500: at least 500 per section in Critical Reading, Math, and Writing. For tests completed March 2016 or later, total of 81 with at least 27 in Reading, 26 in Mathematics, and 28 in Writing and Language.
  - ACT Minimum Combined Score of 23: Scoring 22 on English/Writing and 21 on Math also applies
  - PAPA Passing Composite Score of 633: 220 Reading; 220 in and Writing; and 193 in Mathematics
  - CORE Passing Composite Score of 460: 156 in Reading; 142 in Mathematics; and 162 in Writing.

NOTE: COVID Restrictions will govern availability and process regarding the PAPA testing:  
PDE has recalculated the minimum composite score for each series as follows:

- 663 PAPA composite with a 176 minimum mathematics
- 460 CORE Academic Skills composite with a 132 minimum mathematics. The other composite minimum scores remain unchanged.

Individuals who have not been formally admitted by the time they have earned 60 credits will not be permitted to continue in education majors. The following courses are restricted to those students who have fulfilled the above assessments of basic skills: EDU 203, 204, 310, 317, 318, 319, 320, 328, 348, 352, 355, 365, 366, 384, SPED 385, 386, 388, 389.

**Please note:** MATH 109 and MATH 111 may be taken instead of the Math Basic Skills test. A passing score of B is required. The minimum composite scoring method cannot be used when the Math requirement is met via MATH 109 and MATH 111. Individuals who have not been formally admitted by the time they have earned 60 credits will not be permitted to continue in education majors. The following courses are restricted to those students who have fulfilled the above assessments of basic skills: EDU 203, 204, 310, 317, 318, 319, 320, 328, 348, 352, 355, 365, 366, 384, SPED 385, 386, 388, 389.

### Basic Skills Testing

If students are unable to qualify for test exemption by way of SAT or ACT combined score method, they may choose to take either the PAPA or CORE tests. Students can take any combination of PAPA or CORE subtests, and use the passing result. Please visit [www.ets.org](http://www.ets.org) to register for the CORE basic skills tests and for study guide information. Please visit [www.pa.nesinc.com](http://www.pa.nesinc.com) to register for the PAPA basic skill tests and for study guide information. NOTE: testing requirements may be delayed/waived as a result of COVID restrictions. Please consult with your education program advisor/certification officer.

In addition to specific standards of each certification area and the above PDE requirements, general initial admission criteria include:

- a) satisfactory completion of interview by the Teacher Education Committee;
- b) satisfactory completion of six semester hours in mathematics and six semester hours of English (composition and literature);
- c) completion of 30 hours of volunteer activities (CUS students only).

### The following are standards for retention in the program:

- a) maintenance of at least a 3.0 average in major area;
- b) maintenance of at least a B- grade in every course in the professional sequence, and
- c) a 3.0 average in the professional sequence.

## CERTIFICATION REQUIREMENTS

To become eligible for PDE certification, an Immaculata University student shall:

- complete all Immaculata degree requirements while:
  - attaining a minimum cumulative GPA of 3.0 ;
  - maintaining at least a 3.0 average in the specific area of certification;
  - maintaining a grade of at least B (3.0) in every course taken in the professional course sequence;
  - attaining a grade of at least B (3.0) for the student teaching experience;
  - attaining at least the criterion level of 3 (good) for each of the competency areas on the checklist of the professional course sequence;
- present evidence of having passed the [PDE-prescribed testing requirements](#) for the student's specific teaching certification program.

**PLEASE NOTE:** All professional educator programs must include the components of field experiences (or prior classroom experience equivalency) and student teaching. Field experiences are on-going throughout the program, aligned with coursework, infused in EDU 290, EDU 302, EDU 310, and EDU 384, and include varied experiences in diverse environments.

All certification candidates must complete nine (9) credits of special education and three (3) credits of teaching English Language Learners. All certification programs incorporate these credits in required courses.

All certifications (including courses requirements) are subject to change to comply with the most current Pennsylvania Department of Education regulations and requirements. At the time of application for certification, students must be in compliance with the most current University requirements as well as PDE requirements. Students seeking Pennsylvania state certification in any specialized area are required to complete all requirements for certification including state-mandated tests and to submit completed forms to the Certification Officer at Immaculata University.

## TEACHER CERTIFICATION

All teacher certification programs offered at Immaculata University are pending approval by the Pennsylvania Department of Education. Graduates who have successfully completed an approved program and have been recommended by Immaculata University are eligible for a Pennsylvania Certificate to teach. Students not recommended for certification may appeal through the Campus Review Committee. All College of Adult Professional Studies (CAPS) and transfer students seeking certification should contact their designated academic advisor. Immaculata University makes every effort to help a student prepare to teach in a state other than Pennsylvania. However, the student is responsible for ascertaining and completing the requirements of that state.

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### *Education (AA)*

(Associate of Arts)

**GRADUATION REQUIREMENTS:** BIOL 106, COM 250, EDU 201, 202, 290 or 291(H), 302, 310, 331, 338, 345, 381; ENG 106, 107, 272; HIS 115 or 116; MATH 109; PSY 205; and SOC 306.

### *Education (BA)*

(Bachelor of Arts – PreK 4 Certification)

**GRADUATION REQUIREMENTS:** BIOL 106; EDU 201, 202, 203, 204, 290 or 291(H), 302, 310, 317, 318, 319, 320, 331, 338, 345, 348, 352, 355, 365, 366, 381, 384; one (1) course (3 credits) ENG literature (ENG 272 recommended); MATH 109, 111; PSY 205; and SOC 306.

### *Education - Special Education (BA)*

(Bachelor of Arts – PK – 12 Special Education Certification)

**GRADUATION REQUIREMENTS:** BIOL 106; EDU 095, 201, 202, 203, 204, 290 or 291(H), 302, 310, 317, 318, 319, 330, 331, 338, 345, 348, 352, 355, 365, 366, 381, 384; ; one (1) course (3 credits) ENG 106, 107, 272; MATH 109, 111; PSY 205; SOC 306; SPED 385, 386, 388, and 389.

## Education (BA)

(Non-certification track)

**GRADUATION REQUIREMENTS:** BIOL 106; EDU 201, 202, 203, 204, 290 or 291(H), 302, 310, 317, 318, 319, 320, 331, 338, 345, 352, 355, 365, 366, 381, 384, and four courses (12 credits) in education electives; one (1) course (3 credits) 100 or 200 level ENG literature course; MATH 109, 111; PSY 205; SOC 306; SPED 385, 386, 388, and 389.

## EDUCATION CERTIFICATIONS (w Majors in Other Departments)

### Education - K-12 Certification

(Certification + Degree\*)

**GRADUATION REQUIREMENTS:** K-12 certification\* is available for students in the following areas:

- Business, Computers and Information Technology
- Music Education

K-12 Certification course requirements include: EDU 201, 202, 203, 204, 290, 302, 310, 328, 330, 381, 384; one course (3 credits) ENG 100 - or 200-level literature (ENG 272 recommended); MATH 109, 111 (those pursuing a concentration in Business, Computers and Information Technology may be required to take higher level mathematics courses); and PSY 324. Those pursuing concentration in Music Education are not required to take EDU 310, 330, and 381.

**\*Note:** K-12 certification students **major in the content area** of their certification.

### Education - Secondary Education Certification

(Certification + Degree\*\*)

**GRADUATION REQUIREMENTS:** Secondary Education Certification\*\* is available for students preparing to teach in a secondary school in the following areas:

- Biology (7-12)
- Chemistry (7-12)
- English (7-12)
- Social Studies (History) (7-12)

Secondary Certification course requirements include: EDU 201, 202, 203, 204, 290 or 291(H), 302, 310, 328, 330, 381, 384; ENG 271, plus one additional course (3 credits) ENG 100 - or 200-level literature (ENG 272 recommended for English 7-12 majors); and PSY 324. In addition, students majoring in English or History must also take MATH 109 and 111.

**\*\*Note:** Secondary certification students **major in the certification content area**.

## POST BACCALAUREATE CERTIFICATION

### PreK-4 Education

(Certification ONLY; CAPS students only)

**GRADUATION REQUIREMENTS:** Post-baccalaureate certification requirements for PreK-4 education include: EDU 201, 202, 203, 204, 290, 302, 317, 318, 319, 320, 338, 345, 346, 352, 355, 366, 381, 384; and PSY 205.

### K-12 Education

(Certification ONLY)

**GRADUATION REQUIREMENTS:** Post-baccalaureate certification requirements for K-12 education include: EDU 201, 202, 203, 204, 290, 302, 310, 328, 330, 381, 384; and PSY 324.

### Secondary Education

(Certification ONLY)

**GRADUATION REQUIREMENTS:** Post-baccalaureate certification requirements for secondary education include: EDU 201, 202, 203, 204, 290 or 291(H), 302, 310, 328, 330, 381, 384; and PSY 324.

## EDUCATION MINOR

**GRADUATION REQUIREMENTS:** EDU 201, 202, 290 or 291, 302, 331, 338, 345; PSY 205

## HEALTH, NUTRITION AND EXERCISE SCIENCES

Kelly Stalker, Department Chair and Program Director – Athletic Training

Cecile Adkins, Program Director – Didactic Program in Dietetics

Laurie DiRosa, Program Director – Exercise Sciences

Danielle Kronmuller, Program Director – Dietetic Internship

Anne Marie McCauley, Program Director – Allied Health and Health Care Management

### FACULTY

Cecile Adkins

Laurie DiRosa

Qian Jia

Danielle Kronmuller

Anne Marie McCauley

Michele Monaco

Christine Naegle

Nicholas Racich

Kelly Stalker

Barbara Gallagher, *Emerita*

Sister M. Carroll Isselmann, *Emerita*

### PROGRAM ACCREDITATION

The Didactic Program in Dietetics program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. Phone: 312-899- 0040. The DPD program provides the academic preparation necessary for entering supervised practice, leading to eligibility to become an entry level registered dietitian nutritionist (RDN).

### PROGRAMS OFFERED

#### Degrees - Majors

Bachelor of Science in Allied Health (BS) with tracks in:

- Clinical Professionals
- Professional Health Sciences

Bachelor of Science in Allied Health (BS) – with partnership specializations\* in:

- Cardiovascular Technology
- Diagnostic Medical Sonography
- Medical (Clinical) Laboratory Sciences
- Nuclear Medicine Technology
- Pre-Pharmacy
- Radiology Technician
- Respiratory Therapy Technician
- Surgical Technician
- Vascular Sonography Technician

*\*Please Note: not all specializations are available at all the partnership affiliations. Please consult the Allied Health Program Director prior to the start of enrolled first semester.*

Bachelor of Science (BS) in Exercise Science – with concentrations in:

- Movement Science
- Pre-Athletic Training
- Pre-Occupational/Pre- Physical Therapy
- Pre-Physician Assistant

Bachelor of Science (BS) in Health Care Management (degree completion – for CAPS students only)

Bachelor of Science (BS) in Nutrition and Dietetics

Bachelor of Science/Doctor of Pharmacology (BS/Pharm.D.) in Allied Health - Pharmacology (Pharm.D. program with Thomas Jefferson: 3 Years + 4 Years – Thomas Jefferson awards Pharm.D. degree)

### **Minors**

Health Care Management

Movement Science

Nutrition

Pre-Physical Therapy

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## **ALLIED HEALTH DEGREES**

### **PROGRAM VISION**

The programs in Allied Health strive to promote positive lifestyles for all students through education of the mind and body. The program recognizes the need to prepare students to become successful professionals by offering a variety of educational and practical opportunities. The program will ensure the needs of students and university are met by providing students with excellent academic experiences, hands-on practical experiences and internships.

### **PROGRAM OUTCOMES:**

Upon successful completion of the Allied Health curriculum at Immaculata, students will be able to:

- apply theories and principles of the liberal arts with content specific health care clinical and management situations;
- utilize critical thinking and problem-solving skills in the management of health care issues and the care of clients;
- identify and assess the spiritual, cultural, biological, psychological, social, and economic concepts of health/illness as it applies to health care consumers;
- evidence effective oral, written, and information technology skills when interacting with clients, health team members, healthcare organizations, and the public

Allied Health majors must also meet the specific outcomes associated with the areas of specialization as determined by the partner institutions.

### **Pursuing a Major in Allied Health**

While many programs may be flexible enough to accept students who choose a major by the end of freshman year, Allied Health students are encouraged to pursue their major as early possible in their studies at Immaculata because of the number of requirements which must be satisfied by the junior year.

Transfer students may be accepted into the major on a case by case basis. Because of the limitations in specialization placements, no guarantee can be made for choice of specialization.

Students interested in the major are encouraged to become informed about the curriculum and to contact the Allied Health Program Director.

## PROGRESSION REQUIREMENTS

To remain in the major, students must maintain an overall GPA of 2.33 (C+) and a minimum of 2.33 (C+) in all mathematics, natural science and department courses. Students are encouraged to review specific admissions criteria for the certification/specialization area they plan to pursue.

### ***Allied Health (BS)***

(Bachelor of Science)

(IU + Partner Institution: 3 years + 1 to 2+ years, program dependent)

**GRADUATION REQUIREMENTS:** AHS 100, 200, 300; BIOL 208, 209, 210; CHE 101, 102, 201, 202\*; HCM 120, 201, 421; CIS 226; MATH 203 and 204 or MATH 207 and 208\* (meets math requirement); PHY 152 and 153 or PHY 203 and 204; PSY 101, 208; SPAN 150, 152; and THE 218. For Johns Hopkins concentrations, students must also take COM 250 and achieve a B or higher final grade in the course.

\* Clinical (Medical) Laboratory Science has different requirements for Chemistry: (CHE 103, 104, 202, 211, and 212) and Mathematics (MATH 207 and 208 or MATH 301 and 302). Also, Radiologic Science tracks may require MATH 301 and 302.

### **Selection of Allied Health Specialization**

Students are encouraged to make an initial selection of specialization at the time they begin their study in the major. Selection of specialization is subject to the approval of the Allied Health Program Director, as are any changes in specialization. Students must meet application criteria for the site and certification/specialization area for which they are applying.

Programs of specialization within the Allied Health major include:

- Cardiovascular Technology
- Diagnostic Medical Sonography
- Medical (Clinical) Laboratory Sciences
- Nuclear Medicine Technology
- Pre-Pharmacy
- Radiology Technician
- Respiratory Therapy Technician
- Surgical Technician
- Vascular Sonography Technician

In addition, advanced training in CT and MRI is available at affiliated institutions.

### **PARTNER INSTITUTIONS:**

- **Bucks County Community College** offers a clinical program in Radiology Technician.
- The **Johns Hopkins University Schools of Medical Imaging** offers clinical programs in Radiography, Nuclear Medicine Technology, and Diagnostic Medical Sonography.
- **Pennsylvania College of Health Sciences (PCHS)** offers a clinical program in Radiology Technician, Diagnostic Medical Sonography, Nuclear Medicine Technician, Cardiovascular Technology, Respiratory Therapy Technician, Surgical Technician Clinical (Medical) Laboratory Sciences and Vascular Sonography Technician.
- The **Widener/Crozer** Program offers students the opportunity to study Radiology Technician as well as Diagnostic Medical Sonography Technician.

At the conclusion of the third year of study at Immaculata, the allied health student will transfer to a selected partner school program for study in the clinical field. After successfully completing the first year of study at the partner institution, a minimum of 30 credits will be transferred back to Immaculata University and the student will be awarded a BS in Allied Health Science from Immaculata University.

### ***Allied Health - Pharmacology (BS-Pharm.D.)***

(Bachelor of Science – IU & Pharm.D. - TJU)

(IU + Thomas Jefferson University: 3 Years + 4 Years)

**GRADUATION REQUIREMENTS:** AHS 100, 200, 300; BIO 209, 210, 233, 234, 323; CHE 103, 104, 211, 212; CIS 226; HCM 201, 421 (meets ethics requirement); MATH 207 and 208 or 301 and 302; PHY 203, 204; PSY 101, 208 (meets social science requirements); SPAN 150, 152 (meets foreign language requirement); and THE 218.



## **PARTNERSHIP REQUIREMENTS**

A program in Pre-Pharmacy leading to a Doctorate in Pharmacy (Pharm.D.) (3 Years + 4 Years):

Students complete the specified program requirements at Immaculata before moving to Thomas Jefferson's program to complete a total of four (4) years of study at Jefferson. After year one, a minimum of 30 credits are transferred back to Immaculata in order to grant the BS Degree for Immaculata University. After four years, all credits earned at Thomas Jefferson are applied to the Pharm.D. (Doctor of Pharmacology) degree granted by Thomas Jefferson University.

### ***Allied Health Science (BS) - Clinical Professionals Track***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** CIS 226; HCM 302, 321, 326, and 421 OR 340 (meets ethics requirement); MATH 217; ORBH 315, 325, 395; SPAN 150, 152 (meets foreign language requirement); and six credits (2 courses) in laboratory science.

## **CLINICAL PROFESSIONALS OVERVIEW**

For students who have completed a clinical training program at a community college or an accredited training program, this track provides a collaborative transfer/advanced placement option to completion of a baccalaureate degree.

Applicants seeking admission to this track must have the equivalent of 30 academic credits within an allied health clinical field. Credits must be completed at a regionally-accredited institution or a program approved by the American Council on Education. Additionally, when a state or national exam is required to practice in the clinical field, the applicant must provide documentation of successful completion of the required exam. Applicants seeking admission to the B.S. in Allied Health Science Clinical Professionals track must be practicing clinicians, documented in a current resume, or have completed their training programs within 5 years of application for admission.

### ***Allied Health (BS) - Professional Health Sciences Track***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** AHS 404, BIOL 209, 210, one course (3-4 credits) in CHE; HCM 302, 321; PSY 101, 208; two courses (7-8 credits) from BIOL 104, 204, 205, 207, 208, 233, 234, 335, PHY 152, 153, 203, or 204; and three courses (9 credits) in AHS, ATEP, EXS, FNU, HCM, or NUR (Note that these courses may not count elsewhere, and all 9 credits must be completed in the same area of study/discipline – e.g. 9 credits in HCM or 9 credits in NUR).

## **PROFESSIONAL HEALTH SCIENCES OVERVIEW**

The goal of this program is to guide students with a well-rounded background in health sciences through a culminating program of coursework that will provide broad information across health-related disciplines, allowing such students to apply most of their professional or pre-professional degree course credits to this track. Graduates from this program should be suited to work in a variety of health-related venues (hospitals, medical centers, pharmaceutical firms, long-term care facilities, health insurance companies, physician's offices). This program is only open to students in their junior or senior year who are transferring out of another Immaculata healthcare program.

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## EXERCISE SCIENCES DEGREES

### PROGRAM VISION

The programs in Exercise Sciences strive to promote positive lifestyles for all students through education of the mind and body. The program recognizes the need to prepare students to become successful professionals by offering a variety of educational and practical opportunities. The program will ensure the needs of students and university are met by providing students with excellent academic, hands-on, and practicum experiences.

### PROGRAM OUTCOMES

Upon completion of the Exercise Science curriculum, students will be able to:

- effectively communicate issues which relate to health, fitness, and sport performance;
- demonstrate an ability to design and implement fitness, rehabilitative and sport programs for the general and athletic populations;
- critically analyze concepts of the basic sciences, nutrition, and psychology related to human movement;
- demonstrate health and safety techniques in the prevention of injuries in the sport and fitness setting;
- exhibit professional behaviors through practical experiences in the field of exercise science

### PROGRESSION REQUIREMENTS – ALL EXS MAJORS

Students in **any exercise science track** must successfully complete EXS 201 or an equivalent with a minimum of a 'C' to continue in the major.

#### PROGRESSION REQUIREMENTS - Pre –Professional tracks

Students preparing for careers in athletic training, physical therapy, occupational therapy, or physician assistant must maintain a high degree of academic excellence to be considered for the competitive graduate school process. Students in these programs should earn a 'C' or above in all department, science and social sciences courses. Students earning below a 'C' in any of these courses should re-take the course in order to remain competitive in the graduate school process.

#### PROGRESSION REQUIREMENTS – Pre-Athletic Training (3+2 BS/MAT)

Students accepted into the accelerated 3+2 pre-athletic training program must maintain a 3.0 cumulative GPA and a C+ or higher in all pre-requisite courses in order to remain in the accelerated pre-athletic training track.

#### *Exercise Science (BS) – Movement Science Track*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** BIOL 209, 210; CHE 100; EXS 201, 204, 301, 302, 303, 304, 305, 310, 406, 407, 408, two courses (6 credits) in EXS core; FNU 208, 317; HCM 201; MATH 203 and 204 or 207 and 208 or 301 and 302; PHY 152; PSY 101, 208, 324, and 250 or 357.

#### *Exercise Science (BS) – Pre-Athletic Training Track*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** ATEP 312; BIOL 209, 210; CHE 100; EXS 201, 301, 302, 303, 304, 305, 403, 406; FNU 208, 317; HCM 201; MATH 203 and 204; PHY 152; PSY 101, 208, and 250 or 357.

#### *Exercise Science (BS) - Pre-Physical Therapy/Pre-Occupational Therapy Track*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** BIOL 209, 210, 233, 234; CHE 103, 104; EXS 201, 204, 301, 302, 303, 305, 310, 403, one course (3 credits) in EXS core; FNU 208; HCM 201; MATH 207 and 208 or 301 and 302; PHY 152 and 153 or 203 and 204; PSY 101, 208, 324, one elective course (3 credits) in PSY; SOC 328 or 345 or 353.

#### *Exercise Science (BS) – Pre-Physician Assistant Track*

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** BIOL 209, 210, 233, 234, 323; CHE 103, 104, 201 and 202 or 211 and 212; EXS 201, 204, 210, 302, 303, 403, two courses (6 credits) in EXS core; HCM 201; MATH 207 and 208 or 301 and 302; PHY 203, 204; PSY 208, 324.

## EXERCISE SCIENCES MINORS

### Movement Science

(Minor)

**GRADUATION REQUIREMENTS:** EXS 201, 302, 303; and three courses (9 credits) chosen from EXS 202, 301, 304, 305, 310, 406.

### Pre-Physical Therapy

(Minor)

**GRADUATION REQUIREMENTS:** Prerequisites: Biology major or special permission of the department; BIOL 209-210; CHE 103, 104; PHY 203, 204. Requirements: EXS 301, 302, 303, 304, 305, and 310.

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## HEALTH CARE MANAGEMENT DEGREE AND MINOR

### PROGRAM OUTCOMES:

Upon completion of the Health Care Management program, students will be able to:

- lead and manage human resource and healthcare professionals in multifaceted and diverse organizational environments.
- use various information technologies to access and manage healthcare information in a variety of healthcare settings.
- conduct financial management processes for budgetary operations at various levels within a healthcare operation.
- lead and manage organizational effectiveness and identify and promote organizational and clinical virtues.
- analyze the health status of various populations served by healthcare organizations and be able to identify and address service needs.
- identify legal, regulatory and ethical considerations of the United States healthcare delivery system and how they affect providers, policies, and payments in a variety of social environments.
- understand the qualities of the qualitative and quantitative factors involved in the management of healthcare delivery and healthcare outcomes in the United States.
- effectively communicate with internal and external stakeholders involved within a healthcare organization.
- utilize information and organizational knowledge to identify and create effective outcomes that deal with strategic, tactical, and operational issues in the management of healthcare operations
- understand the complexities of the United States Healthcare system, including factors that influence healthcare outcomes, delivery modalities, performance, and growth in healthcare resources.

### *Health Care Management (BS)*

(Bachelor of Science)

(Accelerated Degree Program – CAPS Students Only)

**GRADUATION REQUIREMENTS** The BS in Health Care Management is an accelerated degree completion program for the working adult (available to students in CAPS only) and includes the following program requirements: BUSL 378; CCS 341; COM 355; ENG 242; HCM 302, 306, 307, 311, 314, 315, 321, 326, 340; ORBH 315, 325, 395; PHI 384; and THE 381 or 335. Requirements beyond accelerated program, by advisement, to complete core courses and electives as needed for a total of 126 credits.

### Health Care Management

(Minor)

**GRADUATION REQUIREMENTS:** HCM 120, 201 or 307, 302, 321, 326, 340, 421, and one (1) elective course from HCM 306, 311, or 314.

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# NUTRITION AND DIETETICS DEGREE AND MINOR

## PROGRAM MISSION

The mission of the Didactic Program in Dietetics (DPD) at Immaculata University is to provide educational excellence that prepares graduates for supervised practice, leading them to be eligible for the CDR credentialing exam to become registered dietitian nutritionists. The Didactic Program also strives to promote a lifelong appreciation for the attributes of a liberal arts education beyond graduation, encompassing ethical integrity, service, justice, and peace.

## PROGRAM GOALS AND OBJECTIVES

To accomplish this mission, the DPD Program has the following goals:

**Goal #1** – Graduates will be well prepared in the field of nutrition and dietetics, demonstrating logical and critical thought, independent study, and integration of knowledge.

**Objective 1.1:** At least 80% of program students complete program/degree requirements within 6 years (150%) of the program length.

**Objective 1.2:** Graduates who respond to the post-program completion survey will rank program satisfaction as a minimum overall mean score of 4.0 out of 5.0.

**Objective 1.3:** 80% of supervised practice program directors will indicate overall satisfaction with graduate's preparation for supervised practice.

**Goal #2** – Graduates who successfully complete the DPD program will be eligible for supervised practice, graduate school, or employment.

**Objective 2.1:** 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

**Objective 2.2:** 70% of program graduates are admitted to a supervised practice program within 12 months of graduation.

**Objective 2.3:** The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

**Objective 2.4:** Graduates who respond to the post-program completion survey will indicate that the program promoted mastery of subject material to prepare them for employment as a minimum overall mean score of 4.0 out of 5.0.

**Goal #3** – Graduates will be prepared to communicate ideas effectively in a multicultural society, while respecting diversity, exhibiting personal integrity, and displaying ethical conduct.

**Objective 3.1:** Graduates who respond to the post-program completion survey will rank preparedness to work professionally and communicate within a multicultural society as a minimum overall mean score of 4.0 out of 5.0.

**Objective 3.2:** Graduates who respond to the post-program completion survey will rank overall coursework relating to professional growth as a minimum overall mean score of 4.0 out of 5.0.

## PROGRESSION REQUIREMENTS

Undergraduate students in the Nutrition and Dietetics program are required to have a minimum overall GPA of 2.6 and earn a minimum grade of B- in all FNU courses to graduate and receive the Verification Statement. This document is required to apply for a dietetic internship to become a registered dietitian or to be eligible to take the exam to be a Nutrition and Dietetics Technician, Registered (NDTR).

Transfer students must meet the same GPA, grade, and course requirements as all other Nutrition and Dietetic majors. Transfer students are required to complete a minimum of 12 credits at Immaculata University to be able to complete the DPD program and receive the Verification Statement.

Students that meet the minimum GPA requirement but have earned lower than a B- in any FNU course(s) must repeat

the course(s) before graduation and earn the minimum grade requirement of B- to receive a Verification Statement. If a student does not meet the minimum overall GPA of 2.6, and/or does not meet the minimum grade requirement of B- in all FNU courses, they may still graduate but will not earn a Verification Statement.

\*For those students who have a baccalaureate degree, regardless of the area of study, the DPD program can be completed without earning an additional degree. Courses required will vary based on transcript evaluation by the academic advisor.

### ***Nutrition and Dietetics (BS)***

(Bachelor of Science)

*The courses in this program are adapted to meet the requirements of The Academy of Nutrition and Dietetics (ACEND) by means of the accredited Didactic Program in Dietetics\*.*

**GRADUATION REQUIREMENTS:** BIOL 204, 205, 209, 210; CHE 101, 102, 201, 202; ECO 201 or 202 or 203; FNU 109, 206, 208, 212, 220, 305, 310, 320, 322, 325, 326, 353, 357, 358, 359, 362, 370, 372; one (1) FNU elective course (three credits) from the following: FNU 200, 315, or 317; and one (1) elective course (three credits) from the following: PSY 101 or 324 or SOC 202.

\*For those students who have a baccalaureate degree, the program can be completed without earning an additional degree. Courses required will vary based on transcript evaluation. It may be possible to take some courses at the graduate as well as undergraduate levels. (A minimum of 6 credits must be taken at Immaculata University including one semester of Medical Nutrition Therapy at the graduate or undergraduate level.)

### **Nutrition**

(Minor)

**GRADUATION REQUIREMENTS:** FNU 109, 208, 220; three courses (nine credits) from among the following: FNU 200, 212, 315, 317.

## MUSIC

Joseph Gehring - Department Chair and Program Director – Music/Music Education

Corey Olver, Program Director – Music Therapy

### FACULTY

Daniel Benonis  
William Carr, Steinway Artist  
Joseph Gehring  
Corey Olver  
Adrian Smith  
  
Sister Kathleen Doult, *Emerita*

### PROGRAM ACCREDITATION/APPROVAL

- Immaculata University is accredited by the National Association of Schools of Music (NASM) (all music programs).
- The Music Therapy program is approved by the American Music Therapy Association (AMTA) and the Certification Board for Music Therapists (CBMT).
- The Music Education program is in compliance with the Pennsylvania Department of Education (PDE).

### PROGRAMS OFFERED

#### Degrees - Majors

Bachelor of Arts (BA) in Music  
Bachelor of Music (BMus) in Music Education (with K-12 Certification)  
Bachelor of Music (BMus) in Music Therapy

#### Minor

Music

### MUSIC DEPARTMENT VISION

The Immaculata University Music Department is committed to developing an understanding and appreciation of the power and place of music in the world by maintaining music as a primary discipline among the liberal arts; by preparing students to recognize and experience the power of music to teach, heal, and worship and to enrich the lives of all people; and by promoting the art of music as a spiritual and cultural force in society.

### MUSIC PROGRAM OUTCOMES

Upon successful completion of the Music Department programs, students will be able to demonstrate:

- the ability to foster an environment for the musical arts within the community;
- a broad awareness of the historical, cultural, aesthetic, psychological, and applied qualities of music as a discipline among the liberal arts;
- integrated knowledge of music theory, music history, and music performance
- theoretical and clinical knowledge and skills integral to service in the fields of music therapy and music education;
- aesthetic and technical knowledge integral to music performance;
- knowledge of music technology specific to educational, therapeutic, and compositional practices;
- professional competence in both music and music-related fields.

## MUSIC DEGREES

### REQUIREMENTS FOR ENTRY INTO MUSIC MAJORS

In addition to all other admission requirements for the university, all students wishing to study in any of the music majors must demonstrate sufficient aptitude through a comprehensive music audition and interview.

### REQUIREMENTS FOR CONTINUATION IN MUSIC MAJORS

Students majoring in Music must earn at least a grade of C- or higher at Immaculata University in all required MUSC and MUA courses. In accordance with current university policy, grades from all transfer music courses must be a C or higher. Students earning lower than a grade of C- in any MUSC or MUA course or lower than a grade of C in any MTR course must repeat that course until a higher grade is earned in that course.

Students must maintain a cumulative GPA of 2.00, which permits them to maintain satisfactory academic progress as stated in the Academic Life section of this catalog. Students who are on academic probation for 2 semesters without achieving a GPA of 2.00 in the second semester may not continue in the music program. At the completion of sophomore year (four semesters) all music majors will be assessed qualitatively and quantitatively in CORE music courses according to NASM standards.

### Ensemble Participation

- Voice, piano and guitar majors participate in MUSC 180 Chorale a minimum of four semesters (2 credits).
- String, wind and percussion majors participate in MUSC 180 Chorale a minimum of two semesters (1 credit), ideally during the freshman year.
- String majors participate in MUSC 185 Symphony Orchestra (participation by audition) a minimum of two semesters (1 credit).
- Wind and percussion majors participate in MUSC 188 Concert Band a minimum of two semesters (1 credit).

**All music majors take a minimum of two semesters (1 credit) of a small ensemble.**

**Exception:** Music Education majors and B.A. students adding the performance emphasis must take an additional two semesters (1 credit) of the appropriate large ensemble.

### Music Convocation (MUSC 090)

All music majors must enroll in and pass Music Convocation the required number of semesters based on major.

- B.A. in Music = 7 semesters
- B.Mus. in Music Education = 6 semesters
- B.Mus. in Music Therapy = 4 semesters

### Applied Lessons (MUA)

- B.A. Music majors and Music Education majors must enroll in 60-minute applied lessons in the major performance area a minimum of eight semesters.
- Music Therapy majors must enroll in 60-minute applied lessons in the major performance area a minimum of six semesters.

### Proficiency Exams

- **Piano Proficiency Exam (PPE):** All Music Majors must pass a Piano Proficiency Exam (MUSC 333) before graduation. This exam may be taken in sections at different times or it may be completed all in one session. The four semester piano lab sequence is designed to enable students to fulfill this requirement. It is advisable that the PPE should begin in junior year and be completed by senior year in order to graduate.
- **Guitar Proficiency Exam (GPE):** The Pennsylvania Department of Education (PDE) requires that all music certification candidates demonstrate functional performance skills in acoustic guitar. In accordance with this requirement, all Music Education majors must pass the guitar proficiency exam (MUSC 334) by the end of senior year in order to graduate. MUSC 117 (Guitar Class) is designed to enable students to fulfill this requirement.

- **Music Skills Proficiency Exams:** All music therapy majors must pass three music skills evaluations during their degree program (MTR104, 105, 106). Exams are scheduled in sophomore, junior and senior years. Competence must be demonstrated on guitar, piano and voice. Students may not enroll in internship (MTR400) until passing all music skills proficiency evaluations. Further details of specific exam requirements can be found in the undergraduate Music Therapy Handbook.

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## **Music (BA)**

(Bachelor of Arts)

### **GRADUATION REQUIREMENTS:**

MUSC 090, 118, 130, 131, 132, 133, 135, 136, 140, 230, 231, 232, 233, 235, 236, 239, 317, 333, 341, 342, 344, 441; large (primary) and small (secondary) ensembles, and applied lessons (MUA). (See below for specific requirements for ensembles and applied lessons.)

MUSC, 242 or 321. Note: Only 9 elective credits may be MUSC, MUA or MTR prefixes. Total hours: 130.

Bachelor of Arts students may choose a **performance emphasis** with department approval. Courses required for the performance emphasis include: two (2) classes (1 credit) in MUSC 180-198, 105 or 106, 306, 307 or 308, 332, and six (6) classes (6 credits) in 404. Note: All courses beyond the music core and performance emphasis must be outside music. Total hours: 130.

*See "REQUIREMENTS FOR CONTINUATION IN MUSIC MAJORS" section for details regarding Ensemble participation, music convocation, applied lessons, and piano proficiency examination requirements for the program.*

## **Music Education (B.Mus.)**

(Bachelor of Music– K-12 Certification)

### **MUSIC EDUCATION PROGRAM OUTCOMES**

Graduates of the Immaculata University Bachelor of Music in Music Education program will demonstrate:

- Musical, pedagogical, organizational and creative competence needed to teach K-12 music in an exemplary manner
- Artistry in performance on at least one primary instrument
- Habits that foster lifetime musical development and involvement
- Professional activity that includes ongoing membership in State and national music education organizations, specifically the Pennsylvania Music Educators Association (PMEA) and the National Association for Music Education (NAfME)
- Initiative as advocates for music education and performance programs and spokespersons for the essential place of music in contemporary culture

### **GRADUATION REQUIREMENTS**

MUSC 090, 118, 130, 131, 132, 133, 135, 136, 140, 230, 231, 232, 233, 235, 236, 239, 317, 333, 341, 342, 344, 441; large (primary) and small (secondary) ensembles, and applied lessons (MUA). (See below for specific requirements for ensembles and applied lessons.)

MUSC 105 or 106, 107, 108, 207, 208, 306, 313, 314, 315, 321, 334, 391. For Education **Department K-12 certification and related requirements**, see the [Education](#) section of this catalog. Total hours: 143

Bachelor of Arts students may choose a performance emphasis with department approval. Courses required for the performance emphasis include: 2 classes (1 credit) in MUSC 180-198, 105 or 106, 306, 307 or 308, 332, and six classes (6 credits) in 404. Note: All courses beyond the music core and performance emphasis must be outside music. Total hours: 135-140.

*See "REQUIREMENTS FOR CONTINUATION IN MUSIC MAJORS" section for details regarding Ensemble participation, music convocation, applied lessons, and proficiency examination requirements for the program.*



## ***Music Therapy (B.Mus.)***

(Bachelor of Music)

### **MUSIC THERAPY PROGRAM OUTCOMES**

Graduates of the Immaculata University Bachelor of Music in Music Therapy program will:

- Demonstrate an understanding and implementation of the principles and methods of music therapy assessment, treatment, evaluation, and termination for the populations specified in the American Music Therapy Association (AMTA) Professional Competencies
- Identify and assess clients' therapeutic needs and develop treatment goals to meet these needs taking into account each client's culture and its impact on therapeutic expectations and process.
- Design and implement music therapy experiences using the four methods of music therapy to address clients' therapeutic needs across various clinical settings.
- Competently and expressively create live music experiences with keyboard, guitar, and voice using a large variety of repertoire to meet clients' therapeutic needs.
- Complete appropriate documentation of client responses, progress, and outcomes with evidence-based data collection for outcome evaluation.
- Effectively apply research, clinical, and theoretical literature in clinical practice.
- Recognize the impact of self and the music on the client-therapist dynamic.
- Utilize the dynamics and processes of groups to achieve therapeutic goals.
- Adhere to the AMTA ethical standards of professional practice.

### **GRADUATION REQUIREMENTS:**

BIOL 207 (Natural & Physical World Core); MTR 100, 103 - four (4) credits/ eight (8) classes, 104, 105, 106, 107, 200, 201, 202, 203, 204, 255, 256, 300, 301, 302, 345, 400 (2 classes), 406, 415; MUA XXX – Applied Music – Six (6) classes (see above for specific requirements for ensembles and applied lessons); MUSC 090, 102 (Global Society Core), 105 or 106, 108, 117, 130, 131, 132, 133, 135, 136, 140, 230, 231, 232, 233, 235, 236, 239, 317, 333, 341, 342, 344, 391, 441; Three (3) credits in Small and Large Ensembles (collectively meets Human Creativity Core Component):

- 1 credit in MUSC 180 (Chorale: 2 classes)
- 1 credit in MUSC 180 and/or 185 and/or 188 (Large Ensemble: 2 classes)
- 1 credit from MUSC 181-198 (Small Ensemble – 2 classes).

PSY 101 (Social Consciousness Core), 208 (Quantitative Reasoning Core), 320, 324. Total hours for degree: 129.

### **PROGRESSION REQUIREMENTS**

The Bachelor of Music in Music Therapy prepares students to practice music therapy in a range of clinical settings. The program provides training in the musical, clinical, and theoretical components of music therapy, emphasizing multiple dimensions of promoting health through music experiences and therapeutic relationships that develop therein. Upon completion of all music therapy course work from MTR 100-MTR 406 with a grade of C or higher in each, along with demonstration of musical proficiency on piano, guitar, and voice by receiving a passing grade in yearly clinical skills evaluations administered by music therapy faculty; (consult department handbook for specific guidelines), the student becomes eligible to enroll in MTR 400 (Music Therapy Internship). Upon successful completion of MTR 400 and verification of all professional music therapy competencies, the student becomes eligible to take the examination administered by the Certification Board for Music Therapists (CBMT). Upon successful passage of the CBMT examination, the student earns the national credential of Music Therapist-Board Certified, or MT-BC. The Bachelor of Music in Music Therapy is approved by the American Music Therapy Association (AMTA).

***See "REQUIREMENTS FOR CONTINUATION IN MUSIC MAJORS" section for details regarding Ensemble participation, music convocation, applied lessons, and proficiency examination requirements for the program.***

## **MUSIC MINOR**

Graduation Requirements: MUSC 130, 131, 132, 133, 135, 136: three credits from 102, 341, or 342; two credits in Applied Music; three credits selected from ensembles 180-198.

## NATURAL SCIENCES

Sister Susan Cronin, Department Chair, Program Director – Biology

Sister Rose Mulligan, Program Director - Chemistry

### FACULTY

Sister Susan J. Cronin

Daniel Ginsburg

Elie Hsiao

Stephen Mason

Sister Rose Mulligan

James K. Murray, Jr.

Kelly A. Orlando

Carl R. Pratt, Jr., retired

Jean M. Shingle

Jiangyue (Luna) Zhang

Sister Ann Immaculata Gallagher, *Emerita*

Kathryn A. Lysko, *Emerita*

### PROGRAMS OFFERED

#### Degrees - Majors

Associate of Arts (AA) in Biology

Associate of Science (AS) in Biology

Bachelor of Arts (BA) in Biology

Bachelor of Arts (BA) in Biology with Secondary Certification

Bachelor of Arts (BA) in Biology-Chemistry

Bachelor of Arts (BA) in Biology-Psychology

Bachelor of Arts (BA) in Chemistry

Bachelor of Arts (BA) in Chemistry with Secondary Certification

Bachelor of Arts (BA) in Chemistry with Minor in Business Administration

Bachelor of Arts (BA) in General Science

Bachelor of Science (BS) in Biology

Bachelor of Science (BS) in Chemistry

#### Minors

Biology

Chemistry

Pre-Med

Pre-Vet

## BIOLOGY AND CHEMISTRY PROGRAMS

### VISION

The Biology and Chemistry programs of Immaculata University are guided by the University's motto - "Scientia Floret Virtute" (Knowledge Flourishes in Virtue"). Aiming to meet the challenges of the world around them, our students learn to live this motto through engagement in our rigorous curriculum rooted in theory and application. Through faculty mentorship, our students learn to organize, collaborate, integrate, and problem-solve by creatively using their knowledge and skills thus ensuring our students are well-equipped for future study and careers.

### DEPARTMENT OUTCOMES

Upon successful completion of department programs, students will be able to:

- Apply the scientific method, utilizing statistics, models, graphs, and computers to analyze and interpret data and information;
- Apply careful reasoning and critical thinking to accurate and effective oral and/or written communication;
- Evaluate the ethical considerations of advances in the STEM fields and their interdisciplinary concerns;
- Appraise and evaluate current STEM topics and develop, relate and apply creative and analytical applications to those topics;
- Exhibit knowledge and skills sufficient to facilitate success in future careers or further educational endeavors

## BIOLOGY DEGREES

### BIOLOGY PROGRAM OUTCOMES

- Employ a basic scientific knowledge of themselves and their surroundings.
- Demonstrate a basic understanding of living systems and biological concepts.
- Exhibit proper and safe procedures for the setup of laboratory equipment and preparation of specimens.
- Apply the scientific methods, use of statistics, models, graphs, computers and/or spreadsheets to the analysis and interpretation of data.
- Evaluate the ethical considerations in modern biological research.
- Develop skills in critical thinking and written expression.
- Demonstrate understanding and appreciation of current topics in biological sciences.
- Exhibit knowledge and skills foundation sufficient to undertake graduate studies, enter careers in industry and education, or enter training in the medical profession.

### GENERAL PREREQUISITES

Students (except as noted below) must satisfactorily complete the following prerequisite sequence before taking any biology majors' courses above BIOL 233 or higher):

- MATH 203, 204 (Intermediate College Mathematics I, II)
- CHE 101, 102 (Basic College Chemistry I, II)

These prerequisite courses can be taken simultaneously; otherwise, the MATH must be taken before the CHE.

### General Prerequisite Exemptions

Students will be exempted from the prerequisite sequence if, in the previous 5 years, they have:

1. completed a one-year high school chemistry course with a grade of B or higher –OR– satisfactorily completed a one-year college general chemistry course  
–AND–
2. satisfactorily completed a pre-calculus course in high school or college.

### PROGRESSION REQUIREMENTS

#### Scheduling Requirement

Students taking these general prerequisites courses must obtain a grade of C (2.0) or above before proceeding into the biology program:

- MATH 203, 204 (Intermediate College Mathematics I, II)
- CHE 101, 102 (Basic College Chemistry I, II)

Students must satisfactorily complete the following sequence before taking any biology major's courses (300 or higher) with a grade of C (2.0):

- BIOL 233, 234 (Cell Biology; Genetics)
- CHE 103, 104 (Fundamental Chemical Concepts I, II)
- MATH 207, 208 (Applied Calculus I, II)

Biology majors must earn a grade of C (2.0) or higher in all biology courses taken to satisfactorily fulfill all major requirements. Students with a course grade below must retake the class with a two times limit.

### ***Biology (AA)***

(Associate of Arts)

**GRADUATION REQUIREMENTS:** BIOL 090 (four semesters); CHE 101, 102, 201, 202; MATH 101, 102; sixteen elective credits from Biology 100, 200, and/or 300-level courses.

### ***Biology (AS)***

(Associate of Science)

**GRADUATION REQUIREMENTS:** BIOL 090 (four semesters); BIOL 233, 234, 305; BIOL 307 or 309 or 366; CHE 103, 104, 211, 212; MATH 207 and 208

### ***Biology (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** BIOL 090 (six semesters), 233, 234, 305, 307, 309, 320, 366, 396, 397; four (4) credits from 300-level biology courses (may take CHE 330 to fulfill this 4-credit requirement); CHE 103, 104, 201 and 202 or 211 and 212; MATH 207 and 208 or 301 and 302; MATH 307 or SCI 250; PHY 203 and 204

*A capstone experience as defined by the major or the minor is also required; for biology, the capstone experience is biology 396 and 397.*

### **Biology (BA) with Secondary Certification**

(Bachelor of Arts)

**Secondary Education Certification.** Students preparing for a career in biology teaching will complete all the requirements for the BA degree in biology. Biology majors seeking secondary education certification may take SCI122 in lieu of one biology elective. **Specific Education Requirements:** see [Education](#) section of this catalog.

**Post-baccalaureate Certification.** Students who have earned a baccalaureate degree in a field other than biology and who are seeking biology teaching certification. **Specific mathematics/natural science requirements for biology:** CHE 101, 102, MATH 203, 204; PHY 152, 153; and biology electives in the following areas (one course in each area):

- cell/molecular biology (BIOL104, 205, 208, or 366)
- genetics (BIOL104, 205, or 234)
- physiology (BIOL103, 207, 209, 210, 309, or 335)
- evolution/diversity (BIOL305)
- ecology (BIOL112 or 307), or SCI 122 in lieu of one biology elective.

### ***Biology (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** BIOL 090 (six semesters), 233, 234, 305, 307, 309, 320, 366, 396, 397; twelve (12) credits from 300-level biology courses (may take CHE 330 to fulfill part of this 12-credit requirement); CHE 103, 104, 211, 212; MATH 207 and 208 or 301 and 302; MATH 307 or SCI 250; PHY 203 and 204

### ***Biology-Chemistry (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** BIOL 090 (six semesters), 233, 234, 305, 307, 309, 320, 366, 396, 397; four (4) credits from 300-level biology courses (may take CHE 330 to fulfill this 4-credit requirement); CHE 103, 104, 201 and 202 or 211 and 212; MATH 207 and 208 or 301 and 302; MATH 307 or SCI 250; PHY 203 and 204. *A capstone experience as defined by the major or the minor is also required; for biology, the capstone experience is biology 396 and 397.*

CHE 103, 104, 200, 211, 212, 304, 313, 314, 317, 320 OR 327, 330, 350, 351; one course from CHE 310, 315, 318, 326, or 331; MATH 207 and 208 or MATH 301 and 302; PHY 203, 204; SCI 250; and THE 218 or 408 (ethics requirement)

Students pursuing the double major need only take the biology or the chemistry seminar sequence and the required CHE 330 can be counted as one of the biology concentration electives.

### ***Biology-Psychology (BA)***

(Bachelor of Arts)

(Cross-listed with Psychology and Counseling Department)

**GRADUATION REQUIREMENTS:** BIOL 090 (6 semesters), 233, 234, 305, 309, 320, one course (4 credits) from 300-level biology courses; CHE 103,104, 201; MATH 207 and 208 or 301 and 302; PSY 101, 208, 219 or 312, 303, 311, 313, 314, 320, 324; BIOL 396 and 397 or PSY 418 and 419 (capstone experiences); and one course (3-4 credits) from Biology or Psychology 300-level courses

### ***General Science (BA)***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** BIOL 090 (6 semesters), 233, 234, 305, 307; CHE 103,104; MATH 207 and 208 or 301 and 302; PHY 203-204; PSY 208; SCI 122; three courses (9-12 credits) from BIOL, CHE, or PHY 200 or 300 level courses; 5 to 7 credits from BIOL, CHE, PHY, or SCI 200 or 300 level courses; and 2 credits in research/seminar courses (BIOL 391, 392, 396, 397, CHE 350, 401, 402)

## **BIOLOGY MINORS**

### **Biology**

(Minor)

**GRADUATION REQUIREMENTS:** BIOL 233; CHE 103, 104; MATH 207, 208; and two courses (8 credits) from among BIOL 234 and 300-level BIOL courses.

### **Pre-Med**

(Minor)

**GRADUATION REQUIREMENTS:** BIOL 233, 234, 291 or 292, 309, 310 or 335 or 366; CHE 103, 104, 211, 212, 330; MATH 207, 208; PHY 203, 204; PSY 101; and SOC 345 or 263.

### **Pre-Vet**

(Minor)

**GRADUATION REQUIREMENTS:** BIOL 233, 234, 291 or 292, 305, 309, 335, 340; CHE 103, 104, 211, 212, 330 or BIOL 366; MATH 207, 208; PHY 203 and 204.

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## **CHEMISTRY DEGREES**

### **CHEMISTRY PROGRAM OUTCOMES:**

Upon completion of courses in the chemistry program, students will be able to:

- demonstrate an understanding of the physical and chemical processes of living and non-living systems at the molecular level;
- exhibit foundational knowledge of chemical concepts and develop analytical skills;
- demonstrate awareness and understanding of historical and current topics in chemical sciences;
- exhibit proper and safe procedures for the setup and use of laboratory equipment, conduct experiments, and report the results in a meaningful manner;
- apply the scientific method, use of statistics, models, graphs, computers and/or spreadsheets to the analysis and interpretation of experimental data;
- demonstrate proficiency in the planning, development, and organization of research results;
- develop chemical literature research ability, scientific writing and public speaking skills;
- exhibit a knowledge and skills foundation sufficient to either undertake graduate studies, enter careers in industry, government research, and education, or enter training in the medical professions.

## GENERAL PREREQUISITES

Students (except as noted below) must satisfactorily complete the following prerequisite sequence before taking any chemistry majors' courses (CHE 103 or higher):

- MATH 203, 204 (Intermediate College Mathematics I, II)
- CHE 101, 102 (Basic College Chemistry I, II)

These prerequisite courses can be taken simultaneously; otherwise, the MATH must be taken before the CHE.

It is possible to complete a course of study for a baccalaureate degree in chemistry in four years of normal full-time study from the time the specified prerequisites are met; students who need to take courses to meet the specified prerequisites may take longer.

## General Prerequisite Exemptions

Students will be exempted from the prerequisite sequence if, in the previous 5 years, they have:

1. completed a one-year high school chemistry course with a grade of B or higher –OR– satisfactorily completed a one-year college general chemistry course  
–AND–
2. satisfactorily completed a pre-calculus course in high school or college

## PROGRESSION REQUIREMENTS

In order to continue as a chemistry major, students must:

1. attain at least 45 credits by the end of the first semester of sophomore year with a minimum overall GPA of 3.0\*;
2. maintain a minimum GPA of 3.0 averaged over the following courses or accepted equivalents: CHE 103, 104, 211, 212, and MATH 207 and 208.
3. earn a grade of C (2.0) or higher in all college mathematics and science courses taken to fulfill major requirements.
4. students with a course grade below C (2.0) must retake the class with a two times limit.

*\* Minimum GPA of 3.0 is required if also seeking secondary education certification.*

## Chemistry (BA)

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** CHE 103, 104, 200, 211, 212, 304, 313, 314, 317, 320 OR 327, 330, 350, 351; one course from CHE 310, 315, 318, 326, or 331; MATH 207 and 208 or MATH 301 and 302; PHY 203, 204; SCI 250 (statistics); SCI 090 (six semesters); and THE 218 (ethics requirement).

## Chemistry (BA) – Biology (BA)

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** CHE 103, 104, 200, 211, 212, 304, 313, 314, 317, 320 OR 327, 330, 350, 351; one course from CHE 310, 315, 318, 326, or 331; MATH 207 and 208 or MATH 301 and 302; PHY 203, 204; PSY 208 (statistics); and THE 218 (ethics); SCI 090 (six semesters), BIOL 233, 234, 305, 307, 309, 320, 366, 396, 397; four (4) credits from 300-level biology courses (may take CHE 330 to fulfill this 4-credit requirement); CHE 103, 104, 201 and 202 or 211 and 212; MATH 207 and 208 or 301 and 302; MATH 307 or SCI 250; PHY 203 and 204.

A capstone experience as defined by the major or the minor is also required; for biology the capstone experience is biology 396 and 397.

Students pursuing the double major need only take the biology or the chemistry seminar sequence and the required CHE 330 can be counted as one of the biology concentration electives.

## Chemistry (BA) with Minor in Business Administration

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** CHE 103-104, 200, 211-212, 313-314, and two upper division courses from the following: CHE 304, 310, 315, 318, 330; ACC 201, 203, 204, or 205; BUS 315 or HRM 348; BUS 345 or FIN 363; BUS 366 or HRM 311 or 318; ECO 201 and 202, or 203; FIN 306 or 362; MKT 309; MATH 207 and 208 or 301 and 302 (depending upon placement); and THE 218 (ethics requirement).

### ***Chemistry (BA) with Minor in Information Systems***

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** CHE 103,104, 200, 211, 212, 313, 314, and two upper division courses from the following: CHE 304, 310, 315, 318, 330; CIS 105, 218, 224; INFO 404; two from the following: CIS 317, 326, 335, 343, or 345, INFO 110, 215, 310, or 410; MATH 207 and 208 or MATH 301 and 302; and THE 218 (ethics requirement).

### ***Chemistry (BA) with Secondary Certification***

(Bachelor of Arts – Secondary Education Certification)

**GRADUATION REQUIREMENTS:** CHE 103,104, 202, 211, 212, 304, 313, 314 or 327, 317; MATH 207 and 208 or 301 and 302; PHY 203, 204; CIS 105 or 218; ; SCI 250; SCI 090 (six semesters); and THE 218 (ethics requirement)

Secondary Certification course requirements include: EDU 201, 202, 203, 204, 290 or 291(H), 302, 310, 328, 330, 381, 384; one course (3 credits) ENG 200-level literature (ENG 272 recommended strongly for English 7-12 majors); and PSY 324. For specific **Education Requirements**, see [Education](#) Section of this catalog.

### ***Chemistry (BS)***

(Bachelor of Science)

**GRADUATION REQUIREMENTS:** CHE 103,104, 200, 211, 212, 304, 313, 314, 317, 320 OR 327, 330, 331, 350, 351, 401, 402; two courses from CHE 310, 315, 318, or 326; MATH 207 and 208 or MATH 301 and 302; PHY 203, 204; SCI 250 (statistics); and THE 218 (ethics requirement).

## **CHEMISTRY MINOR**

**GRADUATION REQUIREMENTS:** CHE 103, 104, 211, 212, 313, 314 OR 327, 330; and MATH 207 and 208 or 301 and 302.

## NURSING

Jane Tang, Division Chair

Celina Siwula, Program Director – Pre-Licensure Track

Maria Toth, Program Director – RN to BSN Track

### FACULTY

Charity Adedokun

Sharon Barnes

Alessandra Calderone

Linda Fritzinger-Hearn

Pamela Hudson

Sister Paula Jameson

Carole Lorup

Sandra Nolan

Susan Norris

Celina Siwula

Venus Smith

Jane Tang

Cristina Tansey

Maria Toth

Suzanne Wurster

Margaret Lacey, *Emerita*

Kathleen Lawler, *Emerita*

Stephanie Trinkl, *Emerita*

### PROGRAM ACCREDITATION/APPROVAL



The Baccalaureate Degree Program in Nursing at Immaculata University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The pre-licensure track is approved by the Pennsylvania Department of Education, the Pennsylvania State Board of Education, and the Pennsylvania State Board of Nursing.

### PROGRAMS OFFERED

#### Degrees - Majors

Bachelor of Science in Nursing (BSN) with the following tracks:

- Pre-licensure BSN and 2nd Degree Accelerated BSN
- RN to BSN (degree completion – CAPS students only)

### MISSION

The Immaculata University Division of Nursing is dedicated to the holistic preparation of professional nurse scholars and leaders through the empowerment of all individuals to pursue the Catholic values of faith, community, service, knowledge, virtue and truth.



## PROGRAM OUTCOMES

Upon successful completion of the BSN Program, students should be able to:

- demonstrate a holistic perspective in all areas of professional practice;
- value the dignity of self and others in professional practice by seeking truth, acting justly, and fostering peace;
- exhibit professional values based on ethical, legal, and moral standards for professional nursing practice;
- act as a change agent to promote the health and welfare of all people;
- integrate evidence, clinical judgment, inter-professional perspectives, and patient preferences in planning, implementing, and evaluating outcomes of care;
- identify the impact of cultural forces, particularly the social, economic, and political aspects, on the health of individuals, families, neighborhoods and the global community;
- employ inter-and intra-professional communication and collaborative skills to deliver safe, evidence-based, patient-centered care;
- exhibit skills in using patient care technologies, information systems, and communication devices that support safe nursing practice;
- apply teaching-learning principles in promoting health;
- evidence an awareness of and interest in lifelong learning.

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## NURSING DEGREES

### *Nursing (BSN) – Pre-licensure BSN Track*

(Bachelor of Science in Nursing)

**GRADUATION REQUIREMENTS:** BIOL 205, 208, 209, 210; CHE 100; FNU 208; MATH 110; NUR 200, 202, 304, 307, 308, 311, 314, 404, 405, 408, 410, 435; and one elective course (3 credits) in NUR; NUR; PHI 209\*; PSY 101\*, 208, 324; SOC 202\*; and THE 408.

\*For 2nd Degree Accelerated BSN Track, PHI 209, PSY 101, SOC 202 are fulfilled by initial Bachelor Degree as part of transferred core block.

### ADMISSION REQUIREMENTS

Immaculata University views each application based on a holistic approach taking into account all of the admission criteria. Application materials are based on the candidate's current status: prospective, transferring (external transfer), or current Immaculata University student (internal transfer).

#### Prospective Students must meet the following criteria (Traditional BSN track only):

- Fulfillment of basic requirements for admission to the College of Undergraduate Studies.
- High school transcript with a GPA in the general range of 3.0 or higher with courses to include three (3) units of mathematics (one of which is algebra) and two (2) units of science, with related laboratory or the equivalent.
- Acceptable SAT or ACT scores (optional for Fall 2022).
- Two (2) letters of recommendation from: teacher(s), coach(es), employer(s), or counselor(s).
- Essay explaining the choice to pursue a career in nursing.
- Evidence of legal authorization to work for any employer in the United States. \*
- Application to Immaculata University online at [www.immaculata.edu/apply](http://www.immaculata.edu/apply) OR through The Common Application at [www.commonapp.org](http://www.commonapp.org)

#### External Transfer Students must meet the following criteria:

- Transcripts from high school and previous college(s) documenting successful completion of at least 24 credits of study at an accredited institution.
- College GPA of 3.0 or higher on a 4.0 scale.
- In addition to meeting the general University requirements, all science courses must be completed with a grade of "C+" or better. Required science courses must be taken within five years of admissions. Students are

permitted only two attempts to complete a science course successfully and it must be completed at Immaculata University. A withdrawal is considered an attempt.

- A minimum grade of C+ is required in MATH 110 or equivalent course
- Two letters of recommendation from: teacher(s), coach(es), employer(s), or counselor(s).
- Essay explaining the choice to pursue a career in Nursing.
- Evidence of legal authorization to work for any employer in the United States. \*
- Application to Immaculata University online at [www.immaculata.edu/apply](http://www.immaculata.edu/apply) OR through The Common Application at [www.commonapp.org](http://www.commonapp.org)
- All External transfer applicants are reviewed by the Division of Nursing Admissions and Progression Committee.

**Internal (Immaculata University) Transfer Students must meet the following criteria:**

- Completion of minimum of 24 credits or two full semesters at Immaculata University.
- Immaculata transcript with GPA of 3.0 or higher on a 4.0 scale.
- In addition to meeting the general University requirements, all science courses must be completed with a grade of "C+" or better. Required science courses must be taken within five years of admissions. Students are permitted only two attempts to complete a science course successfully and it must be completed at Immaculata University. A withdrawal is considered an attempt.
- Two (2) letters of recommendation from: teacher(s), coach(es), employer(s), or counselor(s).
- Essay explaining the choice to pursue a career in Nursing.
- Submission of the Immaculata University application:
- Current CAPS students meet with the CAPS advisor and complete the application for the CUS at [www.immaculata.edu/apply](http://www.immaculata.edu/apply)
- Current CUS students interested in admission to the Division of Nursing complete the application process in consultation with the Director of Advising and Academic Success.
- Evidence of legal authorization to work for any employer in the United States. \*
- All Internal transfer applicants are reviewed by the Division of Nursing Admissions and Progression Committee.

**2nd Degree Accelerated BSN Track**

Cohorts begin each January. The application deadline is July 15.

- Complete an [online application](#) to Immaculata's College of Adult Professional Studies.
- Successfully complete a minimum of 61 credits of the 73 credits of prerequisites prior to the fall semester preceding the cohort start date. You may complete the remaining 12 credits during the fall semester.
- Submit two recommendations from faculty, employers or supervisors.
- Submit all official transcripts to Immaculata University.
- A GPA of 3.0 or higher is preferred.
- Provide evidence of legal authorization to work for any employer in the United States.
- If you are an international student, please review the additional admission requirements at <https://www.immaculata.edu/admissions/international-students/>
- Pass the ATI TEAS (Test of Essential Academic Skills) admission/progression assessment with minimum performance level of 'Proficient'.
- Complete all clearances required by Immaculata's Division of Nursing.
- Complete a physical and all immunizations required by the Division of Nursing.
- Successfully complete all science coursework with a minimum of a C+ within five years of admission courses.
- A minimum grade of C+ is required in MATH 110 or equivalent course.

*Note: Admission to the Nursing Program is competitive. Meeting the minimum admission requirements does not guarantee acceptance to the Pre-licensure program.*

*\* Students who are unable to provide evidence of documented legal immigration status or citizenship will not be able to complete the required clinical experiences, which will impact their ability to meet course outcomes. In addition, they may be unable to obtain a RN license and secure employment in healthcare.*

**Nursing Division Clinical Requirements *(may be revised in order to meet guidelines or requirements of the program's clinical affiliation requirements or regulatory bodies)***

All students enrolled in the Pre-licensure BSN program must meet and maintain the following clinical requirements by the announced due date. Students are responsible for all costs incurred. The Division of Nursing (DON) utilizes a web-based vendor to track these requirements, with an additional fee charged directly to the students by the vendor. Students will receive details regarding the process following enrollment in NUR 200.

**Clinical requirements include the following\*** (See the Pre-licensure BSN student handbook for more details)

- Completed within three (3) months of the first clinical course (i.e. NUR 202)
  - Proof of immunization, as evidenced by a **positive antibody titer** within three (3) months of enrollment in NUR 202
    - Varicella (Chicken Pox)
    - Measles, Mumps & Rubella (MMR): Positive antibody titers for all three (3) components
    - Hepatitis B: All three titers completed or Hepatitis B series (three injections) in progress
      - Hepatitis B core antibody titer
      - Hepatitis B surface antibody titer
      - Hepatitis B surface antigen titer
  - Proof of immunization, as evidenced **by a record of immunization or positive antibody titer** (if applicable) within three (3) months of enrollment in NUR 202
    - Diphtheria & Tetanus Toxoids/Acellular Pertussis (TDaP) vaccine within the past 10 years.
    - Proof of COVID-19 vaccination
- Completed within three (3) months of the first clinical course (i.e. NUR 202) and **repeated annually**:
  - Influenza vaccine
  - Negative QuantiFERON blood test (if positive, student needs to provide evidence of a chest x-ray [normal results])
  - Physical exam, including attention to Performance of Essential Functions (performed by a licensed physician, physician's assistant, or a nurse practitioner)
  - Evidence of current health insurance
  - Evidence of current CPR certification (bi-annual renewal and only American Heart Association- Health Care Provider is acceptable).
  - Evidence of negative 10 panel drug screening
  - PA child abuse clearance\*
  - FBI background check\*
  - PA state police criminal background check\*

\*Note: The Pennsylvania State Board of Nursing requires the Nursing Program to inform applicants that "the Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No.64), known as 'The Controlled Substance, Drug, Device, and Cosmetic Act,' or convicted of a felony relating to a controlled substance in a court of law in the United States or any other state, territory or country unless:

- at least ten (10) years have elapsed from the date of conviction;
- the applicant satisfactorily demonstrates to the Board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- the applicant otherwise satisfies the qualifications contained in or authorized by this act."

"The term 'convicted' shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary" (The Professional Nursing Law, amended Dec. 20, 1985, P. L. 409, No. 109). The PA State Police Criminal Background Check also serves to enforce the Older Adult Protective Services Act-Amend, Act of 1997, P. L. 160, No. 13 of the Commonwealth of Pennsylvania.

## PROGRESSION REQUIREMENTS:

The Pre-licensure BSN Program requires that students:

- Maintain a cumulative GPA of 2.67 or higher
- Achieve a minimum performance level of Proficient on the nursing examination (i.e., ATI TEAS) before enrollment in the first nursing course (i.e., NUR 200); students may repeat this examination one time only per academic year. The second attempt should be taken at least 15 days after the first attempt to allow for remediation. Complete nursing courses in the order listed in the program sequence plan.
  - **Traditional pre-licensure students:** Complete the nursing program within five (5) calendar years of the start of the first nursing course (NUR 200).
  - **2nd degree ABSN students:** Complete the nursing program within four (4) calendar years of the start of the first nursing course (NUR 200).
- **A maximum of only two (2) nursing courses (clinical, non-clinical or elective) may be repeated.**
- **A nursing course (clinical, non-clinical or elective) may only be repeated once.**
- **Students are permitted only two attempts to successfully complete a nursing course. A withdrawal is considered an attempt.**
- Pass the theory, lab and clinical requirements of each nursing course concurrently. A clinical grade of "Unsatisfactory" will result in a clinical failure, which is equivalent to a course grade of "F".
- Pass all nursing courses with a grade of "C+" or better.
- In addition to meeting the general University requirements, all science courses must be completed with a grade of "C+" or better. A required science course may only be repeated once and must be completed at Immaculata University. A withdrawal is considered an attempt.
- A minimum grade of C+ is required in MATH 110.
- Maintain satisfactory personal performance that is consistent with professional responsibility and accountability. Clinical performance and behavior must be in compliance the ANA Nursing Scope and Standards of Practice and the Ethical Code.
- Meet Attendance Requirements: Students are required to attend all scheduled learning activities (class, lab, and clinical) since they are essential to meet the course and program objectives. Excessive classroom absences may jeopardize the student's ability to master the course objectives. All clinical and lab absences must be made up to meet course and program objectives. An additional fee may be charged.

*Note: The nursing progression requirements may be revised in order to meet the guidelines or requirements of the Pre-licensure BSN program's regulatory bodies.*

## Nursing (BS) – RN to BSN Track

(Bachelor of Science in Nursing)

(Accelerated Degree Program – CAPS Students Only)

**GRADUATION REQUIREMENTS:** ENG 241; NUR 312, 350, 370, 426, 434, 451 (minimum of 35 upper division NUR credits required); ORBH 325; PHI 209; POL 352; PSY 101, PSY 324; SOC 202; THE 408; a minimum of 9 credits in natural sciences (must include 6-8 credits of natural sciences with a lab); and 30 credits in Lower Division Nursing (see admissions requirements for RN to BSN above).

Immaculata University's requirements for this BSN degree include the completion of 126 credits and a cumulative grade point average of 2.0 or above (on a 4.0 scale). Students must receive a grade of "C" or higher in all NUR classes to progress in the program.

## RN TO BSN TRACK OVERVIEW

The ACCEL® RN TO BSN nursing program is comprised of the required major core courses, which are necessary for earning a BSN degree. The ACCEL® nursing program delivers 50 of the 126 credits necessary for the Bachelor of Science in Nursing Degree.

The program is open to registered nurses who meet the following criteria:

1. graduate from an accredited diploma or associate degree nursing program
2. current state licensure as a registered nurse

Documentation of all of the above must be submitted with the application for the program.

#### **PROGRESSION AND RETENTION**

Progression and retention in the nursing program requires that the student

- Maintain a GPA of 2.0 or greater
- Obtain a grade of C or greater in all nursing courses—a nursing course with a grade less than a C must be repeated before the student may progress to subsequent nursing courses.
- Submit evidence annually of current registration.
- Students will be dismissed from the program for any violation in the Nurse Practice Act of any state.
- Students may be dismissed from the program if their GPA falls below 2.0.

*Please note: Students must obtain a grade of “C” or higher in all nursing courses. A nursing course with a grade less than a “C” must be repeated before the student may progress to subsequent nursing courses.*

## PSYCHOLOGY AND COUNSELING

David Martinson, Department Chair

Dawn Kriebel, Program Director – Undergraduate Psychology

### FACULTY

Sister Elizabeth Monica Acri

Kristy Brumfield

Maria Cuddy-Casey

Janet Etzi

Ashley Higgins

David Hunt

Julie E. Keaveney

Sister Donna Kelley

Erin Kirschmann

Dawn K. Kriebel

Kimberly Levan

David Martinson

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Francien Richardson

Tracy Stinchfield

Mary Tabit

Kristen Ullrich

Pamela Abraham, *Emerita*

Sister Agnes Hughes, *Emerita*

Janet Kane, *Emerita*

Sister Jeanine O’Kane, *Emerita*

Peter Rondinaro, *Emeritus*

Jed Yalof, *Emeritus*

### PROGRAMS OFFERED

#### Degrees - Majors

Associate of Arts (AA) in Psychology

Bachelor of Arts (BA) in Psychology

Bachelor of Arts (BA) in Biology-Psychology

Bachelor of Science (BS) in Organizational Behavior (degree completion – CAPS students only)

#### Minor

Psychology

## PROGRAM VISION

The undergraduate psychology program in the Psychology and Counseling Department strives to create a holistic understanding of and appreciation for the behavioral sciences by its diverse course offerings, individual advising, and exposure to developmental, experimental, clinical, and research opportunities. This exposure will prepare students for graduate study or for entry-level positions in social service agencies and business settings. Through the study of psychology, students gain a broad background in the major areas of psychological investigation and deepen their concept of the true nature and dignity of the person.

## PROGRAM OUTCOMES

Upon completion of programs in psychology, students will be able to:

1. Identify and utilize aspects of psychological theory to explain human behavior scientifically and objectively.
2. Identify theory and research central to the major domains of the field.
3. Exhibit appreciation for psychological dimensions of human diversity.
4. Employ ethical knowledge and skills appropriate to level of experience and education.
5. Exhibit quantitative literacy and understand the role of statistics in psychological research.
6. Design and conduct a basic study to address a psychological question using appropriate research methods.

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## PSYCHOLOGY AND COUNSELING DEGREES

### *Psychology (AA)*

(Associate of Arts)

**GRADUATION REQUIREMENTS:** PSY 101, 205, 206 or 307, 208, 219, 250, 303, 312, 320, 321, 324, 350.

### *Psychology (BA)*

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** PSY 101, 206 or 307, 208, 303, 311, 312, 313, 314, 320, 324, 360, 418, 419; two courses (6 credits) in psychology electives; one course (3 credits) of mathematics. Note that the PSY courses taken for the major cannot count towards core requirement.

### *Biology-Psychology (BA)*

(Bachelor of Arts)

(Cross-listed with Natural and Computational Sciences Department)

**GRADUATION REQUIREMENTS:** PSY 101, 208, 303, 311, 313, 314, 320, 324, 360, 418, 419; two courses (6 credits) in psychology electives; one course (3 credits) of mathematics; and one course (3 credits) of computer science. Note that the PSY courses taken for the major cannot count towards core social science requirement.

### *Organizational Behavior (BS)*

(Bachelor of Science)

(Accelerated Degree Program – CAPS Students Only)

**GRADUATION REQUIREMENTS:** An accelerated degree completion program for the working adult (available to students in CAPS only). Required courses include: BUSL 378; CCS 341; COM 355; ENG 242; HRM 376; ORBH 307, 315, 325, 350, 352, 354, 356, 358, 395; PHI 384; and THE 381 or 335. Requirements beyond accelerated program, by advisement, to complete core courses and electives as needed for a total of 126 credits.

## PSYCHOLOGY MINOR

**GRADUATION REQUIREMENTS:** PSY 101; and any five courses (15 credits) in PSY. (18 credits total).

## THEOLOGY AND PHILOSOPHY

Stephen Miles, Department Chair, Program Director – Theology

Sister Judith Parsons, Program Director – Philosophy

### FACULTY

Sister Laura Downing

Sister Mary Henrich

Stephen D. Miles

Kenneth Kunno Pak

Sister Judith Parsons

Sister Annette Pelletier

Sister John Sheila Galligan, *Emerita*

Joseph P. Healey, *Emeritus*

Sister Margaret McDonald, *Emerita*

### PROGRAMS OFFERED

#### Degrees - Majors

Associate of Arts (AA) in Theology

Bachelor of Arts (BA) in Liberal Studies (CAPS students only)

Bachelor of Arts (BA) in Theology

#### Minors

Philosophy

Theology

### VISION

The Theology and Philosophy department's Theology program strives to help students acquire an intellectual foundation for the lifelong development of habits of theological, spiritual, and ethical reflection. It pursues this aim as an expression of its commitment to the education of the whole person and in fulfillment of its desire to enable students to live more fully satisfying and integral lives. In keeping with these aims, the Department offers courses and programs that provide students a transformative learning experience by initiating them into the dynamic tradition of Christian theology. Successful completion of the Theology major, combined with knowledge and skills gained through Immaculata's liberal arts core curriculum, prepares students to excel in graduate study in multiple disciplines and in a variety of professional and voluntary lay ministries.

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## PHILOSOPHY DEGREE

### PHILOSOPHY CORE OUTCOMES:

The Philosophy Department offers courses in the liberal arts core through which students

- actively engage in the foundational skill of self-examination;
- identify various forms of ethical reasoning and action;
- analyze written and oral communications for logical argumentation;
- demonstrate the ability to consider critically primary and secondary philosophical sources;
- explore philosophy according to historical and global perspectives;
- evaluate major debates among philosophers.



## ***Liberal Studies (BA)***

(Bachelor of Arts)

(Accelerated Degree Program – CAPS Students Only)

### **LIBERAL STUDIES PROGRAM OUTCOMES:**

Students completing the B.A. in Liberal Studies will be able to:

- Communicate clearly and persuasively, using a wide variety of modalities;
- Read, write, speak, and listen analytically and with logical judgment;
- Analyze, problem-solve, and evaluate in a thoughtful manner;
- Apply the insights of great writers and thinkers from a broad sampling of academic areas;
- Analyze deductive and inductive arguments and explanatory hypotheses;
- Write papers incorporating thesis, evidence, and organization;
- Understand and respect major cultures of the world;
- Organize knowledge to maintain information and facilitate learning;
- Utilize technology to effectively and efficiently find, analyze, store, and communicate information.

### **PROGRAM OVERVIEW**

The Bachelor of Arts in Liberal Studies is an interdisciplinary degree that allows for curriculum and scheduling flexibility. In addition to the Liberal Arts Core and Major Requirement courses, students take advanced-level courses of their choice from either the Humanities or the Social Sciences track. Courses can be taken during the day or in the evening, with many evening courses delivered in a variety of formats. The program provides skills for an ever-changing job market, including critical thinking, effective communication and technology utilization, preparing students for career change, advancement, or graduate study.

**GRADUATION REQUIREMENTS:** ECO 203; ENG 299; INFO 215; COM 250 or COM 350; two courses (6 credits) of MATH (100- level or higher); PHI 100 or 101; PHI 208; PHI 400; and six courses (18 credits) from one of the following clusters:

- **Humanities Track Electives:**
  - **Art:** ART 102, 208, 211, 215, 217, or 218
  - **Communication:** All 200- and 300- level courses, except 240, 306, 337.
  - **English:** All upper level courses, except ENG 271, 272, 400.
  - **Global Languages:** CCS 335, 340; FREN 301, 302, 309, 310, 312, 323, 336, 339; SPAN 301, 302, 304, 305, 314, 315, 316, 319, 323, 328, 329, 330, 331
  - **History:** ALL 100- 200- and 300- level courses, except 204, 359, 370, and 371
  - **Music:** MUSC 100, 102, 104, 117, 134, 180-196
  - **Philosophy:** All 200- and 300-level courses.
  - **Theology:** All 200-, 300-, and 400-level courses, except 450.
- **Social Sciences Track Electives:**
  - **Economics:** ECO 320, 322
  - **Political Science:** All 200- and 300-level courses, except POL 213 AND 371.
  - **Psychology:** PSY 101, any 200- or 300- level courses, except 208, 303, 313, 314, 316, 317.
  - **Sociology:** SOC 245, 247, 248, 250, 262, 275, and all 300-level courses.

## **PHILOSOPHY MINOR**

**GRADUATION REQUIREMENTS:** PHI 101, 209, and four courses (12 credits) of Philosophy from any philosophy electives and/or one independent study (to be approved by the consensus of the members of the Philosophy Department).

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## THEOLOGY DEGREES

### THEOLOGY CORE OUTCOMES:

Successful completion of the **Theology liberal arts core requirement** enables students to do the following:

- acquire a basic working knowledge of the Bible
- recognize major identifying beliefs of the Christian community
- use tools of critical inquiry to interpret theological sources
- reflect upon and interpret contemporary realities in light of a Christian theological vision in dialogue with other major religious traditions
- recognize and explain the meaning of human dignity in Christian theological perspective and explore its implications
- recognize the many manifestations of human suffering and evil, and articulate the basis of the Christian imperative to respond
- discover resources (print and media) to continue to cultivate one's theological development

### THEOLOGY LIBERAL ARTS CORE REQUIREMENT

All students in the baccalaureate program must take two (2) courses (six credits) in Theology to fulfill Core requirements.

- The **first** course must be selected from the following foundational courses: THE 104, 109, or 110.
- The **second** course should be selected from any of the following categories:
  - **Moral Theology:** THE 217, 218, 238, 332, 342, 408
  - **Scripture:** THE 232, 311, 312, 321
  - **Spirituality:** THE 112, 206, 226, 227, 235, 328
  - **Systematic Theology:** THE 211, 212, 224, 230, 303, 306, 333, 340
  - **Theology and Culture:** THE 200, 219, 223, 225, 228, 302, 314, 315, 334, 336

### THEOLOGY PROGRAM OUTCOMES:

Successful completion of the requirements for **the major in Theology** enables students to do the following:

- demonstrate an understanding of Christian revelation and heritage in light of the Catholic intellectual tradition
- display fundamental knowledge in the areas of biblical, systematic, moral, and sacramental theology
- exhibit appreciation of prayer, ministry, Gospel proclamation, and interfaith dialogue
- evidence skill in relating theological principles with the reality of contemporary life

### *Theology (AA)*

(Associate of Arts)

**GRADUATION REQUIREMENTS:** A minimum of eight (8) courses (24 total credits) are required for the associate degree, including THE 109, 110, 218, 222, 306; Two elective theology courses (6 credits) for the liberal arts core; and one course (3 credits) from the following: THE 206, 217, 221, 238, 311, 312

### *Theology (BA)*

(Bachelor of Arts)

**GRADUATION REQUIREMENTS:** Eleven (11) courses (33 total credits) are required for the major, including:

- THE 109, 110, 218, 306, and 311
- One course (3 credits) from **each** of the following clusters:
  - **Scripture:** THE 312, 321
  - **Spirituality:** THE 206, 226, 227, 328
  - **Systematic Theology:** THE 104, 209, 211, 221, 340
  - **Moral Theology:** THE 217, 238, 342
- Two elective theology courses (6 credits).

## THEOLOGY MINOR

**GRADUATION REQUIREMENTS:** A minimum of six (6) courses (18 total credits) are required for the minor, including: two courses (6 credits) selected from THE 109, 110, 218, 221, 222, 306; and four elective theology courses (12 credits).

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 Victoria Huff, A.A. *Admissions Support Specialist*  
 Judy DeCesaris *Graduate Support Specialist*

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 Deb Tischler, B.A. *Lab Assistant (Biology)*

Mauri Dillon, B.S. *Secretary (Music)*  
 Patricia Dudkiewicz *Faculty Support*  
 Katie Endrey *Administrative Assistant (Nursing)*  
 Linda Hampson *Administrative Support (Psychology)*  
 Sr. Susan Kuk *Faculty Support*  
 Andrea Swiggett *Administrative Assistant (Education)*  
 Jeanine Zack *Administrative Support (Psychology)*

### **FINANCE AND ADMINISTRATION**

Bruce Friedman, CPA, M.B.A. M.S.O.D. *Vice President for Finance and Administration*

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Joanne Cristinzio *Director of Finance/Controller*  
 Linda Armstrong *Accounts Payable*  
 Kelli Gerace *Finance/Payroll Manager*  
 Margie McNelly *Sr. Finance/Payroll Specialist*  
 Susan Ross, B.A. *Finance & Business Ops Administrator*  
 Jane Wilson, M.A. *Budget Director*

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Sean Lockard *Dining General Manager*  
 Malcom Whitaker *Executive Chef*

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vacant *Director of Facilities*  
 Anthony McBride *Maintenance Manager*  
 Jennifer Davis *Events Registration Coordinator*  
 James O'Reilly *Environmental Services Lead*

#### **Human Resources**

Claudine Vita, M.S. *Executive Director, Human Resources*  
 vacant *HR Generalist*  
 vacant *HR Generalist*

#### **Student Accounts/Student Billing**

Jill Seacrist *Bursar*  
 Elizabeth Harrison *Student Account Specialist*  
 Joan Sullivan *Student Account Specialist*

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Cassandra Moore *Manager of Copy Center*

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 Robert Marsden, B.S. *Network Operations Manager*  
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 Robert Potter, M.A. *Technical Services Manager*  
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 vacant *Director of Corporate, Foundation, & Government Relations*

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 Karen Matweychuk, B.A. *Director, Alumni Relations*  
 vacant *Assistant Director, Immaculata Fund*  
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Marketing & Communications*  
Melissa Kushner, B.A. *Executive Director of Marketing/Communications*  
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Fr Carl Braschoss O. Praem *University Chaplain*  
Sr. Laura Downing, IHM, M.A., M.T.S., S.T.L. *Director,  
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Jessica Ann Morrell, M.A. *Associate Director,  
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Zena Tracey, M.A. *Director, Student Life*  
Zach Drown, M.Ed. *Assistant Director, Student Life*  
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Nancy Travis *One Card/Parking Coordinator*

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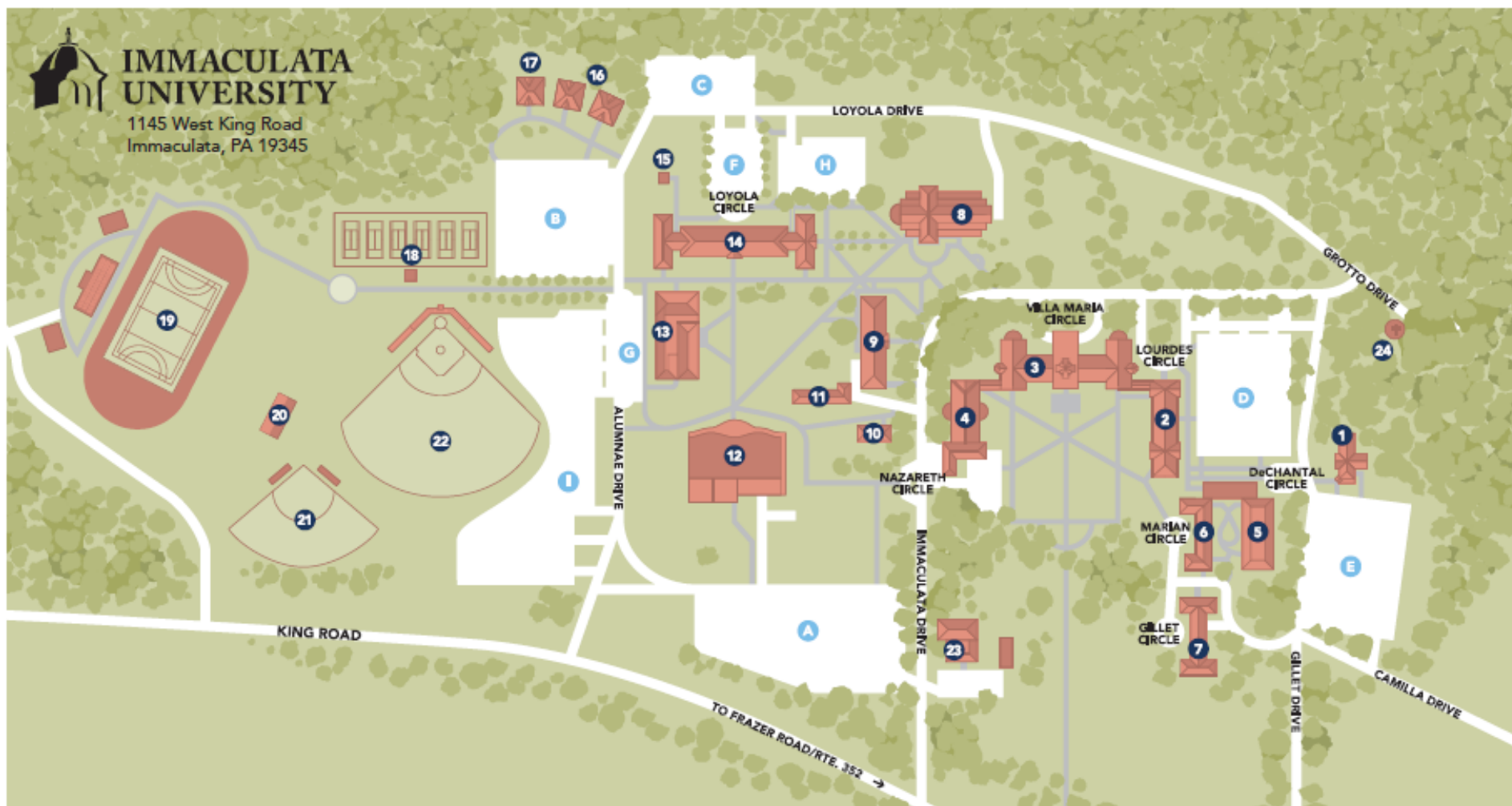
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# Campus Map



# Campus Map (Key)

- 1. Lillian P. Lettiere Center** (Admissions and Financial Aid)
- 2. Lourdes Hall** Campus Ministry, Campus Safety & Protection, Great Hall, Immaculata Room
- 3. Villa Maria Hall** Academic Advisement (Undergrad), Blue Room, Business Office, Campus Mail and Print Center, Green Room, Human Resources, Memorial Hall, Music Hall, One Card Office, Registrar, Residence Halls
- 4. Nazareth Hall** Chapel, Dining Room (Main), Dining Room (Guest), Fashion Classrooms, Foods Labs
- 5. DeChantal Residence Hall** Student Life Offices, Auxiliary Campus Safety Office.
- 6. Marian Residence Hall**
- 7. Gillet Hall** IHM Faculty Residence
- 8. Gabriele Library** Career Development, CASTLE, Duffy's Cut Museum, Help Desk, ImmacuLatté Café, Learning Commons, Media Classroom, Online Learning, Writing Center
- 9. Good Counsel Hall** Campus Store, College of Adult Professional Studies Administrative Offices, Office of Technology Services
- 10. Mary A. Bruder Center** Counseling Services, Student Wellness Center

- 11. Faculty Center**
- 12. Alumnae Hall** Athletic Offices, Athletic Training Facilities, Cue and Curtain Office, Fitness Center, Gymnasiums, Pool, Theater
- 13: Parsons Science Pavilion (2022)**
- 14. Loyola Hall** College of Graduate Studies Administrative Offices, Math Center
- 15. McIntyre Greenhouse**
- 16. West Campus Housing**
- 17. IHM Student Center**
- 18. Tennis Courts**
- 19. Draper Walsh Stadium**
- 20. Mighty Macs Training Facility**
- 21. Softball Field**
- 22. Baseball Field**
- 23. Power House**
- 24. Lourdes Grotto**

## PARKING LOTS

- A.** Alumnae Hall General Parking, Freshmen Resident Student Parking
- B.** General Parking
- C.** General Parking
- D.** Employee and Visitor Parking Area; Open for CAPS, CGS, and Commuter Students between 4 and 11 PM weekdays.
- E.** Upper Class Resident Students Parking Area
- F.** Faculty/Administration Parking Area
- G.** Faculty/Administration Parking Area
- H.** General Parking
- I.** General Parking

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