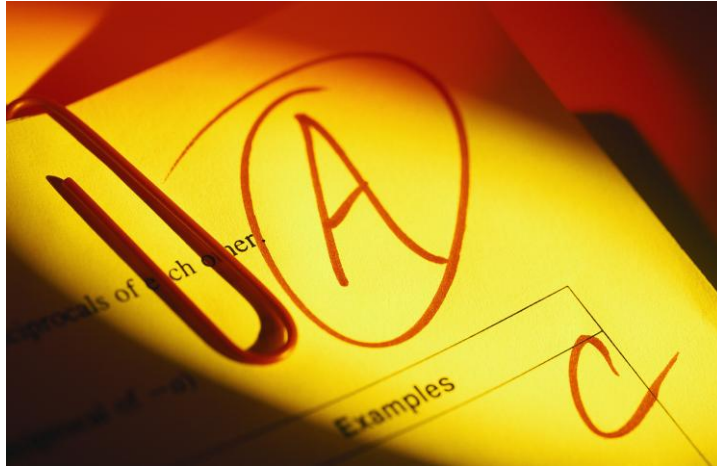


Academic Advising Handbook



Academic Advisement Center
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ACADEMIC ADVISING PHILOSOPHY

Statement of Philosophy

Academic advising is an important part of Bloomsburg University's commitment to the process of educating the student. Advising involves both the development and communication of accurate information regarding course selection, degree programs, resources, university policies/procedures and career opportunities intended to help students in attaining educational goals.

At Bloomsburg, faculty provides the academic advisement services to the students in their academic majors. Undeclared students (those students who have not yet declared a major) are advised in the Academic Advisement Center. Advisement is a process of continuing consultations between the student and the assigned advisor.

Advisors serve as facilitators of communication, sources of information, coordinators of academic planning, assistants in helping the student to solve academically related concerns and as agents of referral to other individuals and campus resources. ***Both the advisee and the advisor share the responsibility of being active participants in the advisement process.***

The success of the academic advising mission hinges on the extent to which advisors carry out their responsibilities and the extent to which the advisees take the responsibility in making decisions regarding their personal and educational goals.

1. The advising process for students who have declared a major needs to involve faculty members who have the knowledge, experience and interest in developing communication with students that is genuine, sincere and confidential.
2. The advising of individual students involves being available to assist students in a variety of their life activities while at Bloomsburg University. Recognizing that students differ in terms of the variety and urgency of their need for help, advisors should be particularly interested in the academic planning, scholastic achievement, career planning and social adjustment of their assigned students. Such advising should be based on the evaluation of skills and abilities and the identification of student's personal priorities.

The foundation of the advising process is the relationship between the advisor and the student. The advisor should encourage the advisee to maintain regular contact with him/her in order to promote a more meaningful undergraduate experience and to foster a strong and continued relationship. In this process, the advisors help students to review and develop their educational objectives in a professional, helpful and mutually respectful atmosphere that allows students to . . .

- become well informed about policies and procedures, curricular options and academic program requirements;
- clearly define their educational objectives;
- plan programs which incorporate their interests, abilities and career goals; and
- make full use of the facilities and resources available at Bloomsburg University.

The Importance of Advising

As an advisor, you are important to students because . . .

- ✓ You are a **principal contact** between new students and the university.
- ✓ You **personalize the university** for your students. In a real sense you, as advisor, are an embodiment of the institution, linking BU to its students.
- ✓ You provide students a **lifeline to the administration**.
- ✓ You are a **role model**.
- ✓ You are a **coordinator of your students' educational experience**.

Your effective advising benefits your students by helping them to . . .

- ✓ Attain their educational and career objectives.
- ✓ Achieve GPAs consistent with their ability and various program requirements.
- ✓ Develop a meaningful relationship with you.

Your effective advising benefits BU. Effective advising results in . . .

- ✓ Students having a satisfying educational experience and developing a positive attitude towards BU.
- ✓ Higher retention rates by providing a bond to BU. Students having a personal acquaintance with faculty and staff can develop a lifelong association with BU.

Guidelines for Academic Advising

Role/Responsibilities of the Advisor . . .

- **Know the names of advisees that he/she is responsible for advising.**
- **Clearly define advisor/advisee responsibilities for an advisee.**
- **Inform advisees of appropriate deadlines.**
- **Become well acquainted with each advisee's academic and educational needs.**
- **Help evaluate a student's academic abilities/grades (match with the student's selected major).**
- **Discuss a student's education plans (interests).**
- **Actively obtain/maintain current information on each assigned student.**
- **Provide students with current academic information about procedures, policies and requirements for their degree program.**
- **Assist the student in developing course schedules and offer advice on student choices of General Education courses and electives.**
- **Provide advisees with information concerning alternatives, limitations and possible outcomes of academic choices.**
- **Direct students to available campus resources according to their individual needs.**
- **Encourage students to review their academic progress regularly, searching for possible conflicts or omissions.**
- **Listen to personal (non-academic) concerns of advisees and refer, if necessary.**
- **Provide advice about graduate/professional school and job opportunities.**

Critical Contact Times

There are critical times during the semester for you to meet with your advisees.

- MAP-Works reports – at-risk students are identified by means of a comprehensive survey and appropriate faculty and staff reach out proactively as a result of this early-warning system.
- Prior to scheduling - before the student is able to schedule using ISIS it is important to discuss their progress and be sure they are on track for graduation. Check the BU website: <http://bloomu.edu/isis/student>
- Academic Probation - when a student has a QPA below a 2.0 he/she is placed on academic probation. The student has two semesters to get his/her grades to a 2.0 or will be academically dismissed. Discuss the situation with them and teach them how to compute their QPA (see page 21 for a sample worksheet).
- Prior to making schedule changes, you should review their progress toward graduation.
- When a student is experiencing personal or academic adjustment problems it is important to speak with them and possibly refer them to campus resources.

Tips and Tools

Before Seeing Students:

If possible, increase your office hours during peak registration periods. Have on hand . . .

- The advisement folder for each student
- The majors and minors worksheets
- **The BU website:** <http://www.bloomu.edu/registrar> – please **read carefully, it contains:**
 - a. Information on General Education requirements (see page 10-11)
 - b. Scheduling access dates and times
 - c. Areas of study with restrictions for admissions
 - d. A section on advisement information
 - e. University procedures for adding courses, withdrawal from the university, changing majors, holds, pass-fail options, repeating courses, etc.
 - f. Current policies
- Understand how to access the on-line undergraduate college catalog for information on majors and course descriptions on the [website: www.bloomu.edu/catalog](http://www.bloomu.edu/catalog)

Academic Advisement Program Summary

Advisement at Bloomsburg University is provided by our faculty and the Academic Advisement Center. The university is genuinely committed to this concept; all of our students have a right to this type of knowledgeable advisement.

The following is a breakdown of the various components and stages of the overall program:

I. Fall Freshmen

- A. First semester class schedules are prepared by the Registrar's Office for all new fall freshmen and reviewed by the appropriate chairs to make any necessary revisions. The schedule is based on the student's major requirements, courses available and their listed preferences.

The student receives a copy of this schedule at the summer orientation session. This provides an additional opportunity for the student to review and revise it with the approval of the advisor. The intent of this system is to remove any burden of scheduling from the new students and provide them with an appropriate freshman schedule. **Encourage students to check their schedule on ISIS prior to attending class to ensure no changes have been made (room location, class time, etc.).**

- B. New students are assigned an academic advisor very early in their first semester. This assignment is made within the department of their major. This advisor will generally stay with the student throughout their tenure at the university, although the student does have a right to request a change of advisors. This request should be made to the chairperson of the department.

- C. The summer orientations include sessions specifically designed to begin the academic advisement process. Topics of discussion should include - -

1. Introduction to major and department
2. General Education requirements
3. Career pathways
4. Free electives
5. Information on faculty
6. Advisement in general
7. Minors/career concentrations

II. Upper-class Students

- A. Upper-class students are advised by the faculty in their major area. However, these students are expected to prepare their own class schedules with the assistance, advice and approval of their assigned advisors. Students are encouraged to contact their advisor on a regular basis to discuss various academic and career issues, not just for scheduling of classes.
- B. All upper-class students who have remained undeclared are the responsibility of the Academic Advisement Center (excluding ACT 101, Trio and EOP). Assignment of advisors to this group will be done through the Academic Advisement Center.

III. Undeclared Students

The university has a significant number of students who have not chosen a major. Some are truly undecided while many are unable to enter the major of their choice. They are the responsibility of the Academic Advisement Center. The AAC reviews fall schedules for new students, assigns their advisors and meets with them periodically in groups and individual sessions (excluding ACT 101, Trio and EOP).

These advisement sessions with the undeclared students include:

1. Assignment of advisor
2. Scheduling process
3. Selection of major/alternate choice
4. General Education requirements
5. Minors/career concentrations
6. Review of academic policies
7. Maintaining advisor contact
8. Program entry requirements

Undeclared students are urged to select a major as soon as possible that is reasonable and compatible with their skills, abilities, aptitudes, etc. They are strongly encouraged to declare a major by the time they have earned 45 credits.

This is a group of students that require close attention and particularly sensitive advisement. As with other students, the undeclared may also request a change of advisor. This request is made in the Academic Advisement Center.

IV. **Declaration/Change of Area of Study**

- A. Any declaration or change in the area of study (major, minor, career concentration, advisement area) must be officially recorded in the Academic Advisement Center. This must be done in person by the student, preferably while school is in session.

In addition to the first major, which is the minimum required to graduate, a student may also declare a second major, a minor, a career concentration or an advisement area. Any combination is allowed as long as the student understands that it may require additional time and/or credits to complete along with the permission of the appropriate chair(s) and/or dean(s). The final verification of the completion of any of the above is to be provided by the department(s) or area(s) involved.

- B. The following is included for informational purposes:
1. Major - area/program of study
 2. Minor - completion of a minimum of 18 credit hours within an academic discipline as prescribed by that discipline (only in approved areas)
 3. Career concentration - completion of 9 to 11 courses selected to help develop the basic competencies essential for entry into and mobility within a career area or profession
 4. Advisement area - a group of courses taken (beyond the major) to increase the likelihood of acceptance into and success in various professional areas, e.g. pre-law, pre-med, pre-dentistry, etc.

V. **Academic Advisement Center**

- A. The Academic Advisement Center is responsible for organizing, developing and implementing a comprehensive advisement program to be utilized throughout the university. The Director reports to the Assistant Vice President for Academic Affairs.
- B. The Academic Advisement Center will - -
1. Gather and disseminate appropriate academic advising materials to the faculty advisors of the various departments
 2. Be familiar with campus-wide advising problems and make suggestions for the improvement of the advising program
 3. Act as a reference service and respond to questions from faculty advisors and students
 4. Be responsible for and coordinate the academic advising program for undeclared students
 5. Provide academic advising in-service training for all new faculty
 6. Be responsible for recording all changes and/or declaration of area of study

7. Maintain constant dialogue with the appropriate departments, chairs, deans, faculty and staff
8. Strive to continually update and improve the overall advising program at Bloomsburg University

VI. **Other Advisors**

Although teaching faculty are the primary academic advisors at Bloomsburg University, there are others involved to support the overall program. Administrative faculty and peer advisors may be utilized with special populations or where the advisor/advisee ratios are extremely high.

VII. **Other Groups With Unique Needs**

- A. Transfers
- B. Summer freshmen
- C. January freshmen
- D. Non-Degree-credit
- F. Non-Traditional-age

Although all of these students have an opportunity to attend at least a brief orientation session, they are entering the university with individual needs. The Academic Advisement Center staff makes an attempt to see all of the above, either in groups or in individual sessions. The purpose of these sessions is to define, explore and respond to these specific needs.

G. Student-Athletes: Conflict Avoidance Scheduling

When advising student-athletes, it may be helpful to know that they will be given an advantage in scheduling to minimize conflicts with practices and competitions.

Athletes should be directed to contact their coach(es) for specific times and dates to begin scheduling.

Advisement at Bloomsburg University is considered to be an integral part of the academic climate and curriculum. As such, the university provides a strong commitment to and is constantly reviewing the overall program and striving to make it more complete, efficient and effective.

General Education Requirements

Introduction

Effective Fall, 2003. The College of Liberal Arts, College of Science and Technology, College of Business and College of Professional Studies at Bloomsburg University of Pennsylvania administer undergraduate curricula.

Each curriculum, leading to a baccalaureate degree, requires successful completion of at least 120 semester hours in the major, general education and free electives. This section deals with general education; requirements for each major are listed under department headings on the BU website. While electives are unrestricted, it's helpful to consult with a faculty adviser.

When a student makes a tentative choice of a major, preliminary or prerequisite courses required in that major are assigned. Admission is selective or restrictive at the junior year entry level for some curricula. The university is not bound to admit the student if the student is not admissible according to the competition for available spaces or other selective criteria.

Students who plan to major in two departments must have a major adviser in each department and meet all of the major requirements of each department and all of the general education requirements. Double majors in some departments may require more than the minimum 120 semester hours for graduation. Double majors in departments in two colleges must have the permission of both college deans to declare a double major.

Goals

The goals of the present general education program at Bloomsburg University are to develop:

1. An ability to communicate effectively;
2. An ability to think analytically and quantitatively;
3. A facility to make independent and responsible value judgments and decisions according to high ethical values and life-long goals;
4. An appreciation of the need for fitness and life-long recreation skills;
5. A capacity for assessing the validity of ideas and an understanding of the approaches used to gain knowledge through development of critical thinking abilities;
6. A greater appreciation of literature, art, music, and theater through stimulation of one's creative interests;
7. An understanding of our society and the relative position of an individual in this society;
8. An understanding of the relationship between an individual to her/his physical and biological environments;
9. A familiarity with the major contributions of human knowledge in the humanities, social sciences, and mathematics;
10. An awareness and global understanding of the relative position of the individual in the world community.

Specific Requirements:

- 1. Communication (Goal 1) 9 credits**
 - a. Two courses (6 credits) consisting of Composition 1 (20.101) and one of the University approved second level writing or writing-intensive literature courses.
 - b. One additional course (3 credits) from the approved list of communication courses.
- 2. Quantitative/Analytical Reasoning (Goal 2) 3 credits**

Three credits from the approved list of quantitative/analytical reasoning courses.
- 3. Values, Ethics, and Responsible Decision-Making (Goal 3) 3 credits**

Three credits from the approved list of values, ethics, and responsible decision-making courses.
- 4. Fitness and Recreation Skills (Goal 4) 2 credits**

Two credits from the approved list of fitness and lifelong recreation skill courses.
- 5. Diversity Requirement (Goals 7 & 10) 6 credits**

Six credits (two courses from different departments) which are from an approved list of diversity focused courses. Diversity courses are to focus wholly on topics related to gender, race, ethnicity, religion, language, and/or global perspectives that provide an in-depth knowledge and understanding of cultural diversity. Diversity courses may be taken in general education, in the major, or as free electives.

****Approved General Education courses can be found at www.bloomu.edu/catalog - click on semester you are interested in.**

Distribution Requirements

Thirty six (36) credits are required with 12 credits required from each of the three general academic areas of humanities, social sciences, and natural sciences and mathematics. No more than six credits from a given academic major may count toward this distribution requirement.

At most one course which an individual uses to satisfy the Specific Requirements in communication, quantitative/analytical reasoning or, values/ethics, may be used to satisfy distribution requirements in the Distribution Requirements Humanities (A), Social Sciences (B), or Natural Sciences and Mathematics (C). The Bloomsburg University Curriculum Committee (BUCC) or an individual academic department with the approval of the BUCC may exclude any of its courses from being counted as a distribution requirement.

Group A—Humanities & the Arts **12 credits**

Twelve credits from courses developing an understanding of approaches to gain knowledge in the humanities (Goal 5), creative interests in and appreciation of art, literature, music, and theater (Goal 6), knowledge of major contributions in the humanities (Goal 9), and global awareness (Goal 10). At least three different humanities departments must be represented in these 12 credits with two or more credits taken from each department selected. Humanities departments include:

LANGCULT Languages and Cultures	THEATRE Theatre Arts
ART, ARTHSTRY, ARTSTDIO Art	
ENGLISH English	MASSCOMM Mass Communications
MUSIC Music	COMMSTUD Communication Studies
PHIL Philosophy	HISTORY History

Group B--Social & Behavioral Sciences **12 credits**

Twelve credits from courses developing an understanding of approaches to gain knowledge in the social sciences (Goal 5), an understanding of our own society and the place of an individual in that society (Goal 7), knowledge of the major contributions in the social sciences (Goal 9), and global awareness (Goal 10). At least three different social sciences departments must be represented in these 12 credits with two or more credits taken from each department selected. Social sciences departments include:

ECONOMIC Economics	POLISCI Political Science	PSYCH Psychology
GEOG Geography	SOC Sociology	SOCWORK Social Work
CRIMJUST Criminal Justice	ANTHRO Anthropology	

Group C--Natural Sciences & Mathematics **12 credits**

Twelve credits from courses developing an understanding of approaches to gain knowledge in the natural sciences (Goal 5), an understanding of the relationship of the individual to her/his environment (Goal 8), and knowledge of the major contributions in the natural sciences and mathematics (Goal 9). At least three different natural sciences and mathematics departments must be represented in these 12 credits with two or more credits taken from each department selected. Natural sciences and mathematics departments include:

BIOLOGY Biological and Allied Health Sciences	MATH Mathematics
--	-------------------------

GEOSCI Geosciences

CHEM Chemistry

PHYSICS Physics

Suggested Guidelines for Students when Choosing General Education Courses

Consider taking a course to - -

1. Build on a strength
2. Improve yourself in a weak area
3. Complement your major
4. Investigate a new area and broaden your horizons
5. Increase your awareness of social and environmental problems/concerns and cultural diversity
6. Improve your communication skills, both written and oral
7. Improve your analytical skills
8. Speak, write and understand a second language
9. Become computer literate

General Do's and Don'ts to Share with Advisees:

DO

- treat General Education courses as important part of the educational experience
- consider them in conjunction with or as an extension of chosen major
- consider them to be an opportunity to do more than the minimum

DON'T

- choose these courses on the basis of avoiding certain times, departments or professors
- choose only “easy” courses and avoid those with higher standards and requirements



**Academic Advisement Center
General Education Course Requirements**

Name _____ ID# _____ Date _____

SPECIFIC COURSE REQUIREMENTS

1. Communication (9 credits)

20.101 English Composition 1 _____ 3 _____

_____ 3 _____

One second level writing or writing-intensive literature course from the approved list*

_____ 3 _____

Any communication course from approved list*

2. Quantitative-Analytical Reasoning (3 credits)

Any course from approved list*

_____ 3 _____

3. Values, Ethics & Responsible Decision Making (3 credits) Any course from approved list*

_____ 3 _____

4. Fitness & Recreation Skills (2 credits)

Any course(s) from approved list*

_____ _____

_____ _____

Cultural Diversity Requirements

Each student must successfully complete two courses (6 credits) from different departments on the approved list of Diversity Focused courses.* **These courses may be applied toward courses for the major, general education, or free electives.**

DISTRIBUTION REQUIREMENTS

_____ 3

_____ 3

* = See www.bloomu.edu/catalog for the approved list of General Education requirements.

The BIG Picture	
General Education Requirements	_____ 53 _____ credits
Required Courses for a Major	_____ credits
Electives	_____ credits
Total needed to earn a Bachelor's degree	_____ 120 _____ credits

DISTRIBUTION REQUIREMENTS

Group A - Humanities and the Arts (12 credits)

Must have 4 courses from 3 different departments.

30-32 Art _____ 25 Communication

Studies _____ 20 English

42 History _____ 10-19 Language &

Culture _____ 27 Mass Communications

35 Music _____ 28 Philosophy _____ 26 Theatre Arts

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

BU MAJORS, MINORS AND CAREER CONCENTRATIONS

(August 2011)

* indicates permission slip needed and/or GPA requirement

College of LIBERAL ARTS

Undeclared (must be under 45 cr)
 Anthropology
 Art History
 Art Studio
 Communication Studies
 Interpersonal
 Leader and Social
 Organizational
 Criminal Justice*
 Economics*
 Economics *
 Business Economics*
 Political Economics*
 English*
 Creative Writing*
 Liberal Arts*
 English Secondary Education*
 French
 German
 History* (2.0 gpa)
 Mass Communications*
 Journalism*
 Public Relations*
 Telecommunications*
 Music *
 Liberal Arts*
 Audio Video Recording*
 Music Education *
 Philosophy
 Political Science
 Legal Studies
 Psychology*
 Sociology*
 Pre-Social Work*
 Social Work*
 Spanish
 Theatre Arts
 Design
 Performance
 Integrated*

College of SCIENCE & TECHNOLOGY

Audiology & Speech Pathology*
 Biology (BA & BS) *
 Bio (BA) Natural History*
 Bio (BS) Micro*
 Bio (BS) Molecular*
 Bio (BS) Pre-Med Science*
 Bio (BS) Environmental Bio*
 Chemistry (BA & BS) *
 Biochemistry (BS) *
 ACS (BS) *
 Clinical Lab Science (BS) *
 Nanotechnology Option (BS) *
 Computer Forensics*
 Computer Science*
 Elect Engineering Technology (BS)
 Engineering Sci 3+2/Physics (BA)
 Exercise Science*
 Geography
 Geography General (BA)
 Urban/Regional Planning (BA)
 Environmental Planning (BA)
 Geosci: Earth Science (BS)
 Geosci: Environmental Science (BS)
 Geosci: Planetary Science (BS)
 Geosci: Geology (BS)
 Health Physics
 Health Science (BS) *
 Clinical Lab Science (BS) *
 Pre-Physical Therapy (BS) *
 Pre-Physician Asst (BS) *
 Math (BA & BS) *
 Math (BA) Statistics*
 Medical Imaging (BS)*
 Nursing*
 Physics (BA & BS) *

 Pre-Cytotechnology + transfer
 Pre-Occupat Therapy+transfer
 Pre-Pharmacy + transfer*

College of BUSINESS * * (permission required for all)

Bus – Accounting	Bus – Computer Info Systems <i>moratorium</i>
Bus – Information & Technology Mngmt	Bus – Management Info Systems: Systems Design & Development
Bus – Finance	Bus: Management Info Systems: Managerial Applications
Bus - Legal Studies	
Bus – Management	
Bus – Marketing	
Bus – Business Education	

*Management & Marketing accepts applications with 2.0 GPA or higher, during first 2-3 weeks of sp & fall semesters only.

College of EDUCATION * * (permission required for all)

Elementary Education	
Early Childhood (PK-4 only)	
Education – Mid Level Studies	
Special Education OR Special Education/Early Childhood <i>dual</i>	
Special Ed/Early Childhood w/Deaf Hard of Hearing	
Special Ed/Early Childhood w/Math	
American Sign Language/English Interpreting	
Secondary Education + concentration area* (see advisors or sec ed to discuss concentration areas available)	

Minors: * * (permission required for all)

Accounting	Electronics
American Sign Language	English
Anthropology	Entrepreneurship
Art History	Ethnic Studies
Art Studio	Exceptionalities (<i>concentration/minor: see special ed</i>)
Audio & Speech Pathology	French
Biology	Gender and Women’s Studies
Business	Geography
Chemistry	Geology
Chinese	German
Communication Studies	History
Computer and Information Systems (Bus)	Information and Technology Management
Computer Forensics	Latin American Studies
Computer Science (S/T)	Legal Studies
Computer Science - Web Development	Management
Creative Writing	Marketing
Criminal Justice	Mathematics
Dance	Mathematics - Statistics
Economics	Music
Educational Technology	Philosophy

Physics
Political Science
Professional Writing
Psychology
Sociology
Spanish
Theatre Arts

Career Concentrations: ***permission required
for all*

Audio Recording Technology
Chinese
Community Services
Environmental Planning

Family, Children & Youth
Fraud Examination
Gerontology
Human Resource Management
Information Assurance
International Business
Organizational Relations
Outdoor Leadership
Personal Financial Planning
Physical Recreational Leader
Public Administration Management
Supply Chain Management
Exceptionalities/Special Ed

ACADEMIC POLICIES

ACADEMIC GRIEVANCES (PRP 3592)

Procedures have been established to provide students with a system by which to grieve complaints of alleged academic injustices relating to grades or other unprofessional conduct in the traditional teacher/pupil relationship. They are outlined in the student handbook, the Pilot.

NON-ACADEMIC GRIEVANCES (PRP 4862)

Procedures are also available to provide students with a system to grieve complaints of alleged injustices relating to violation, misinterpretation or discriminatory application of non-academic policies and procedures, and/or the conduct of professional non-professional and student employees. These procedures are outlined in the Pilot.

WITHDRAWAL FROM A COURSE (PRP 3462)

After the schedule change period and continuing until three weeks past mid-term, if a student withdraws from a course a grade of "W" will be recorded. As a means of notification of the instructor to the intent to withdraw, a student is required to obtain his/her instructor's, or chair of instructor's department, signature on the withdrawal form.

No withdrawals will be permitted after the close of the work day three weeks after the middle day of the semester.

Prior to the last week of classes, in exceptional circumstances, for compelling, justified and documented reasons, the Dean of the College in which the course is being taught may waive these restrictions. Poor academic performance will not constitute grounds for late withdrawal.

A limit of four (4) withdrawals during the degree program shall apply. (Withdrawal from the University is an exception). Faculty are encouraged to include the University late withdrawal policy on the syllabus distributed to students at the beginning of the semester.

WITHDRAWAL FROM THE UNIVERSITY (PRP 3581)

A student may withdraw from the university by completing a withdrawal form available at the Office of the Registrar. Students withdrawing in absentia must submit a written request to the Office of the Registrar.

When students withdraw during the semester, the grade of W is recorded for each course on the student's schedule if the withdrawal occurs prior to the beginning of the final examination period. Students may not withdraw during the final examination period.

The effective date of the withdrawal is the date on which the student signs the official withdrawal form in the Office of the Registrar or the date on which the written request is received by the Office of the Registrar for a student withdrawing in absentia.

Note (FYI): A student who does not officially withdraw from the university is automatically withdrawn if the student does not register during the next fall or spring semester. In this instance, the withdrawal date becomes the last business day prior to the beginning of the new semester.

A student may request a leave of absence for a specified period by completing the appropriate forms at the Registrar's Office or the Admissions Office. To be eligible for a leave of absence a student must be in good academic standing or making minimum progress toward good standing and must request the leave of absence prior to the registration date of the intended period of absence. A student on a leave of absence is assured a place in the semester designated.

CHANGE OF AREA OF STUDY (PRP 3424)

A student who wishes to change from one area of study to another must file a request in the Academic Advisement Center. Please keep in mind that no such change is valid until this transaction is formally completed in the AAC. Permission to enter the new curriculum may require approval of the dean of the college (or his/her designate) in which it is offered. In this case, approval will depend on available space and may depend on recommendations from advisors.

PASS-FAIL POLICY (PRP 3454)

There are two circumstances in which the usual grading scheme (A, A-, B+, etc.) may be replaced by Pass/Fail (P/F). The first is the Pass/Fail Option for Students which may be elected by a student. The second is Pass/Fail Only Courses which allows a department to offer a course only pass/fail when appropriately approved.

I. Pass/Fail Option for Students

After attaining sophomore standing, a degree student may elect courses on a pass/fail basis until the final day of registration in accordance with the following rules:

1. A maximum of two courses (not more than eight semester hours in total) may be included as part of the minimum graduation requirement of 120 semester hours. No more than one Pass/Fail Option course may be taken in any one semester.
2. Courses taken using the Pass/Fail Option must be free electives. No required courses may be taken using the Pass/Fail Option. Required courses are those used to satisfy requirements for majors (including required cognate courses), minors, or general education.
3. The instructor is not informed that the course is being taken on a Pass/Fail Option basis.
4. Grades are translated later into grades of "P" or "F" with the grade of "P" recorded for a grade of "D" (1.0) or higher and the grade of "F" recorded for "E."
5. A grade of "P" and "F" does not enter the computation of a quality point average.
6. If, subsequent to the completion of a course on a Pass/Fail Option basis, the student should change his/her major to one in which the instructor's original grade is required, he/she may request that the chairperson of the academic department be notified of the actual letter grade earned.
7. A student who has received a grade of "F" in a course may not take it later on a Pass/Fail Option basis.
8. The student may revoke a decision to take a course on a Pass/Fail Option basis. The revocation must be completed by the close of the business day three weeks after the middle day of the semester. This will allow the pass/fail option to be used again.

II. Pass/Fail Only Courses

1. A department may apply to have one (or more) of its courses to be offered on a Pass/Fail Only basis. (Approval must be given by the college curriculum committee, college dean, university curriculum committee and provost. See the Omnibus Course and Program Development Cover Sheet.)

2. A course that is offered on a Pass/Fail Only basis is exempt from all the restrictions except I-4 listed under Pass/Fail Option for students.
3. In particular, such a course may be used to meet general education requirements or requirements of a major when appropriately approved). Furthermore, a course which is offered on a Pass/Fail Only basis shall not be included in the two course maximum of the Pass/Fail Option for Students.
4. A grade of "P" and "F" does not enter the computation of a quality point average.

NORMAL LOAD AND OVERLOAD

The normal load of a student in any semester is 15 semester hours. A student in good standing is limited to 18 semester hours unless he/she receives permission for an overload by his/her academic advisor. A grade point average of 3.00 or higher is required of the student before permission can be granted for an overload.

GRADES, QUALITY POINTS AND QUALITY POINT AVERAGES (PRP 3522)

1. Definition of Grades

The grades given at Bloomsburg University are defined as follows:

A - Excellent

B - Above Average

C - Average

D - Minimum Passing Grade

F - Failure

W- Withdrawn

I - Incomplete. This grade is given only when the student has been unable to complete certain of the obligations of the course due to circumstances beyond his/her control and when a plan for completion of the course requirements is developed by both the student and the instructor. When the work has been completed a permanent grade is submitted by the instructor to replace the grade of "I". Unless specifically stated in a written plan filed in the Registrar's Office, it is assumed that the work will be completed prior to the end of the next semester. If the plan is not fulfilled within the time specified, the instructor has the option of replacing the grade of "I" with an appropriate grade during the semester which follows the termination date of the plan. Otherwise, the grade of "I" remains a part of the student's record (it is not subject to change at a later time). In the case of graduate students, the grade of "I" is replaced by the symbol N which remains permanently on the student's record.

A request for extension of time for the removal of a grade of "I" may be granted upon approval of the instructor and the dean of the college after suitable documentation has been presented indicating that circumstances above and beyond the control of the student persist or new circumstances of that nature have developed.

- P - Passed. Applied when the student has taken a course on a pass-fail basis.
- F - Failed. Applied when a student has taken a course on a pass-fail basis.
- V- Audit
- R- Research in Progress
- N- No Credit (applies to graduate courses)
- X- No Grade Reported

2. Quality Points

Grades are awarded on the following scale:

<u>Grade</u>	<u>Quality Points</u>
A	4.00 (superior attainment)
A-	3.67
B+	3.33 (above average)
B	3.00
B-	2.67
C+	2.33
C	2.00 (average attainment)
C-	1.67
D+	1.33
D	1.00 (minimal attainment)
F	0.00 (failure)
F	pass-fail (failure)
P	pass-fail (pass)
W	withdrawal
V	audit
X	no grade reported

3. Quality Point Average

To compute cumulative quality point average, multiply the quality point value of the grade received in a course by the number of credits the course is worth. This gives the number of quality points per course. Total the quality points and divide into the total number of credits. (Grades of I, R, W, P, F, V or X are not included.) For example:

<u>Course</u>	<u>Grade</u>	<u>Credit</u>	<u>Quality Points</u>
General Psych	B+ x	3	= 3.33 x 3 = 9.99
World Geog	A x	3	= 4.00 x 3 = 12.0
Comp 1	B- x	3	= 2.67 x 3 = 8.01
Concepts Bio	C+ x	<u>4</u>	= 2.33 x 4 = <u>9.32</u>
TOTALS		13	39.32 QP

Divide **39.32** by **13** to arrive at a **3.02** cumulative Quality Point Average.

Semester QPA is computed by including only the courses of a single semester.
Cumulative QPA is computed by including all courses taken to date at BU.

If a course has been successfully repeated, the credits are counted only once in the computation. If a course is successfully repeated at another accredited institution of higher education, the credits for the failure at Bloomsburg University are deleted from the computation.

**Academic Advisement Center
 Grade Point Average Computation Sheet**

Name _____ ID# _____ Date _____

Semester _____ Cumulative GPA to Date _____ Possible Major _____

Subject	Grade	Quality Points per grade*	Credits per class	Quality Points per class	Class Repeat QPs
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
Semester TOTAL (A) _____					(B) _____
Credits					Quality Points

Semester GPA = _____
 (B ÷ A)

Projected Cumulative GPA at End of Semester:

Credits this semester	_____	- (_____) = _____	Quality Points this semester	_____
	(A)	Repeat Credits		(B)
		+		+

Credits Attempted to date	_____	Quality Points to date	_____
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$$\text{Total Credits Attempted} \quad \frac{\text{_____}}{\text{(C)}} \div \text{Total Quality Points} \quad \frac{\text{_____}}{\text{(D)}}$$

$$\text{Cumulative GPA} = \frac{\text{_____}}{\text{(D} \div \text{C)}}$$

_____ Required to avoid probation

_____ Required to avoid dismissal

*Quality Points per Grade			
A = 4	B+ = 3.33	C+ = 2.33	D+ = 1.33
A- = 3.67	B = 3	C = 2	D = 1
	B- = 2.67	C- = 1.67	F = 0

ACADEMIC RETENTION STANDARDS (PRP 3446)

Criteria For Evaluating Undergraduate Academic Retention

Undergraduate academic retention is evaluated on the basis of two criteria:

- a student's ability to earn a minimum number of credit hours;
- a student's ability to maintain academic good standing or academic probation at the conclusion of each grading period.

Earned Credit Hours

Full-time continuously enrolled undergraduate degree students: to maintain satisfactory progress toward the completion of a degree, the student must earn a minimum of 24 credit hours in any given 12 month period (including credit hours earned in developmental studies courses).

Part-time undergraduate degree students: to maintain satisfactory progress within any 12 month period, the student must earn credit hours as follows:

Up to eight credit hours attempted: One-half of all credit hours attempted must be earned.

Above eight credit hours attempted: Two-thirds of all credit hours attempted must be earned.

NOTE: Credit hours earned for a repeated undergraduate course are counted as earned once and recorded as attempted once.

Academic Good Standing

To be in academic good standing a student must possess a 2.00 or higher cumulative quality point average.

Academic Probation

Students who fail to meet the above stated earned credit hour requirements are granted an additional fall or spring grading period on probation in which they must earn a minimum of eight (8) credit hours.

Any student with a cumulative quality point average below 2.00 is on academic probation. Students who are on academic probation have twelve months to obtain academic good standing provided they make progress toward academic good standing at the conclusion of the first fall or spring probationary grading period (possess a higher cumulative quality point average than the cumulative quality point average that placed them on probation initially).

Academic Dismissal

Earned credit hour probation students who fail to earn a minimum of eight (8) credit hours during the next fall or spring grading period are placed on academic dismissal.

Students who are on academic probation due to low cumulative grade point average who also fail to make progress towards academic good standing after one grading period or fail to achieve academic good standing after twelve months are excluded from registration and their academic records are marked "academic dismissal".

Unless reinstated by the Academic Review Board, students under academic dismissal are ineligible to attend any courses in any capacity offered by the university for a period of at least one calendar year. At the conclusion of this period of separation, they are eligible to seek readmission.

Appeal To Academic Dismissal

Appeals to academic dismissal are adjudicated by the Academic Review Board (ARB) which consists of all College Deans, the Director of Admissions, the Registrar, the Coordinator of

Academic Advisement, a designee of the Vice-President for Student Life, and the Director of the Center for Counseling and Human Development. In its evaluation of a petition for reinstatement the ARB is charged to assess carefully, the likelihood that the petitioning student can reach academic good standing if granted one additional continually enrolled grading period. A student who has been academically dismissed will receive a letter from the Chairperson of the ARB outlining the following appeals process:

The appeal must be in writing to the Chairperson of the ARB within the time frame stated in the dismissal notice.

The appeal must set forth:

- external factors beyond the student's control that temporarily prevented optimum academic achievement
- the likelihood that these or similar factors would not recur if reinstatement were granted
- the plan for attaining good standing proposed by the student
- the likelihood that the student, if reinstated, could complete his or her curriculum successfully within a reasonable extension of the normal four-year period.

If the ARB reinstates the student, the Board will set forth the conditions that must be met by the student.

If the ARB denies reinstatement the dismissal is final.

EVALUATION OF TRANSFER CREDITS (PRP 3343)

Credit by Transfer

Transfer students:

Evaluation of credit earned at other institutions for transfer students is recommended by the Admissions office with final approval by the department chairperson. Credits for acceptable courses transfer. Grades, quality points, and grade point averages do not transfer.

College level courses completed with a grade of C (2.0/4.0) or above from a two-year or four-year institution, accredited by one of the regional accrediting agencies, are usually transferred for a degree student. With the exception of courses covered by the State System of Higher Education Academic Passport Policy, courses taken with a grade of less than C (2.0/4.0) will not transfer to Bloomsburg University.

Transfer credit will be deleted if the student subsequently registers for courses which substantially duplicate the content of courses accepted for transfer.

When the substitution of transfer credit for a required course is in question because the course was taken in an unaccredited institution or because the description of standards of the course is unclear, a student is entitled to an opportunity to validate the course by examination.

Correspondence courses are subject to acceptance to a total that does not exceed fifteen semester hours if taken from a college or university accredited by one of the regional accrediting agencies and acceptable by that institution toward graduation in a baccalaureate degree curriculum.

Courses taken in another institution on a pass-fail basis are acceptable for transfer as free electives, if they conform to the conditions for such grades at Bloomsburg University. (See Policy 3454)

Enrolled Students:

Degree students of Bloomsburg University may take courses in other accredited institutions and submit the credit for transfer, provided the courses satisfy the criteria stated above. (See Policy 3604 concerning Graduation Requirements).

Credit by Advanced Placement Examinations:

The University may award credit for Advanced Placement Exams (AP exams) upon receipt of verification of a score of 3, 4, or 5 by the Office of the Registrar. Evaluation of the AP score and the appropriate credit level and course equivalency, if any, will be determined by departmental policy.

Credit by CLEP Examinations:

The University will award credit for CLEP Examinations upon receipt of verification of a score at or above the 50th percentile by the Office of the Registrar. CLEP General Examinations must be taken before matriculating to Bloomsburg University. CLEP Subject examinations may be taken anytime prior to graduation. Acceptance of credit for CLEP Examinations is subject to departmental approval. The decision for granting credit resides with the departmental chairperson.

Credit for Military Experience:

Bloomsburg University may award college credit for educational experiences of students earned while serving in the armed forces of the United States. The registrar makes a recommendation to

the chairperson of the student's departmental major based upon the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Forces. Recommendations are made provided the credit applies to the student's degree program. The decision for granting credit resides with the departmental chairperson.

The University will transfer two credits in Physical Fitness 05-100 for completing basic training in the armed forces of the United States.

Appeals Process

If a student disagrees with the evaluation of transfer credits, the student may follow the following appeal process:

The appeal must be submitted on the appeal form (available at the registrar's office) to the Chairperson of the department in which the student is a major.

The appeal must set forth:

- a.** the specific transfer course(s) that are being questioned;
- b.** the Bloomsburg University course(s) that the student believes are equivalent; and
- c.** supporting documentation (course descriptions, syllabi, etc.)

The department chairperson, while classes are in session, will make a determination within two weeks of receipt of the appeal and inform the student.

The student may further appeal a negative decision to the dean of his or her college. The decision of the dean is final.

UNDERGRADUATE GRADUATION REQUIREMENTS (PRP 3604)

A candidate for graduation for the bachelor degree must have earned a 2.00 or higher cumulative quality point average, satisfied the residence requirements, and completed all academic and other applicable requirements.

Graduation from Bloomsburg University requires the successful completion of at least 120 semester hours, to include:

- completion of the curriculum of an approved major program;
- completion of general education requirements;
- an average of 2.00 or higher in all courses required by the major program.

At least 60 semester hours of credit toward graduation must be in courses taken at an accredited four-year degree-granting institution. At least 30 of the last 45 semester hours credited toward a bachelor degree must be earned at Bloomsburg University. At least 50% of courses in the major discipline (excluding cognate courses) must be earned at Bloomsburg University. (See PRP 3602 for requirements for majors and minors.)

Exceptions to residence and curriculum requirements, including course substitutions, will be made only by the college dean with the recommendation of the appropriate department chairperson.

A semester hour is ordinarily defined as the credit for one weekly period of fifty minutes of lecture, discussion, or recitation for one semester. In some cases, as in laboratory, studio, and internship, there may not be a one-to-one correspondence between contact time and credit. The approved course syllabus will specify that relationship.

PRP 3452 – COURSE REPEATS

Undergraduate

A maximum of six course repeats is permitted. The initial grade and all subsequent grades for a repeated course remain on the transcript and are part of the student's permanent record. The most recent grade (regardless of whether it is higher or lower) will be the grade used for QPA calculation. An individual course may be repeated multiple times. However, each repeat of the same course counts as one of the six permitted repeats and an individual course may not be repeated more than 3 times. A course taken at Bloomsburg University and repeated at another institution of higher education is included in the permitted maximum number of repeats. In this case, the most recent grade will be recorded as transfer credit according to PRP3343 Evaluation of Undergraduate Transfer Credits.

TRANSCRIPTS

Students may request official transcripts at the Registrar's Office. Official transcripts bear the university seal and the Registrar's signature. Official transcripts are usually required for prospective employers, graduate and professional schools and when applying to other universities and colleges. A student can generate an unofficial transcript in ISIS.

Each transcript request must be in writing and must contain the signature of the student. A copy can be downloaded from the [Registrar's Office website](#). There is no charge for transcripts. Students should allow a minimum of five days for processing of transcript requests. During certain heavy demand times, such as the end of the semester, a processing time of one to two

weeks might be encountered. An advisor can also produce an unofficial transcript for their advisees using ISIS.

Confidentiality of Records Information: Bloomsburg University adheres to the federal Family Educational Rights and Privacy Act (F.E.R.P.A.) and Pennsylvania’s “Right to Know Law.” Users of confidential student records information must comply with the provisions of both statutes. Information about F.E.R.P.A. can be found on the Office of the Registrar Homepage.

Access to confidential information on the Faculty Information System and the university’s database is limited by security levels:

- faculty: access to course information
- advisor: access to advisee information
- chairperson: access to departmental advisees
- dean: access to majors within the college

Confidential information includes, but is not limited to, student ID numbers, class schedules, grades, grade point averages, etc. Questions regarding disclosure of information should be directed to the Director of Planning, Institutional Research and Information Management or the Registrar.

ISIS - Integrated Student Information System: Is the campus tool used for student registration, payment of tuition, scheduling, viewing of grades, advisement, degree audit etc. ISIS is also used by faculty and advisors to advise, grade, schedule and to perform other student and course-related activities.

Student login: <http://www.bloomu.edu/isis/student>

Faculty login: <http://www.bloomu.edu/isis/logon>

General information: <http://www.bloomu.edu/isis>

Phone numbers and locations you might find helpful...

Academic Advisement Center	216 SSC	389-4271/4003
Accommodative Services	043 SSC	389-4491
Admissions Office	104 SSC	389-4318
Andruss Library		389-4704
Business Office	WAB (main entrance-left)	389-4013
Campus Police	UBS	389-4170/4168
Career Development Center	201 SSC	389-4070
Catholic Campus Ministry	353 College Hill	784-3123
Child Care Center	ERH (rear outside entrance)	389-4547

Community Government Association	421 KUB	389-4467
Counseling & Human Development	240 SSC	389-4255
Developmental Instruction	040 SSC	389-4492
Financial Aid Office	119 SSC	389-4279
Graduate Office	212 CEH	389-4015
Greek Affairs Office	349A KUB	389-4997
Honors Program	LRH (lower entrance)	389-4713
International Education	236 SSC	389-4199
Intramural Sports	Recreational Center	389-4885
Multicultural Center	229 KUB	389-4510
Protestant Campus Ministry	423 KUB	389-4950
Quest Office	Upper Campus	389-4323
Registrar	150 SSC	389-4263
Residence Life Office	ERH (right lower level)	389-4089
ROTC Air Force	BMC Annex	389-2196
ROTC Army	BMC Annex	389-2123
Social Equity Office	115 WAB	389-4553
SOLVE Office	224 SSC	389-4788
Student Health Center	324 KUB	389-4451
Student Life Office	329 KUB	389-5151
Student Support Services	268 SSC	389-3606
Technology Support Services	1221 MCHS	389-4357
Tutorial Services	13 SSC	389-2720
Veterans Affairs	150 SSC	389-4264
VOICE (The)	101 KUB	389-4457
Writing Center (The)	206 BCH	389-5232

BCH – Bakeless Center for Humanities	MCHS – McCormick Ctr. for
Human Services	
BMC – Buckingham Maintenance Center	SiH – Simon Hall
CEH – Centennial Hall	SSC – Warren Student Services
Center	
ERH – Elwell Residence Hall	UBS – University Book Store
KUB – Kehr Union Building	WAB – Waller Administration Building
LRH – Luzerne Residence Hall	