

FOREWORD

The 2017-2018 edition of the Faculty Handbook is dedicated to Kutztown University's teacher-scholars, individuals who are teachers, academic advisors, mentors, researchers, writers, and consultants. It is designed to provide faculty with a resource for accessing Kutztown University policies and information from a variety of University offices. It is not meant to replace the *Agreement Between the Association of Pennsylvania State College and University Faculties (APSCUF) and Pennsylvania's State System of Higher Education (State System)*.

This handbook includes the Chambliss Faculty Research Award recipients from 2005 to 2017. The Award was established by Dr. Carlson R. Chambliss who served in the Department of Physical Sciences from 1970 to 2003. The award is given to a faculty member who has made outstanding scholarly contributions to his or her discipline.

The Faculty Handbook is reviewed and updated annually.

CHAMBLISS FACULTY RESEARCH AWARDS
(Spring 2005 – Fall 2017)

1. Dr. Allan Bäck: Spring 2005*

Seeking Wisdom at Kutztown University

The lecture focused on Dr. Bäck's books, *On Reduplication* and *Aristotle's Theory of Prediction*. Topics included: the history and philosophy of logic; ancient philosophy; medieval philosophy; Islamic philosophy; and, the philosophy of the martial arts. The academic atmosphere and reputation of Kutztown University and how to improve were also discussed.

*Poster not created for lecture during this semester.

2. Dr. Edward Vitz: Fall 2005*

A Modest Proposal (Scientifically Demonstrated): Chemistry is the Only Necessary General Education Requirement

Surprising chemical processes were demonstrated first-hand, while their relevance to the philosophical issues of reductionism and demarcation were discussed semiseriously.

*Poster not created for lecture during this semester.

3. Dr. Yong Huang: Spring 2006*

Understanding the Other: Two Models

In terms of the purpose of understanding the other, there are two different models. The first aims to understand the other for the sake of oneself: to enrich oneself by learning from the other; the second aims to understand the other for the sake of the other: to find the morally appropriate ways in one's actions (or lack thereof) affecting the other. This talk focused on the necessity and possibility of the second model in a culturally and religiously plural society.

*Poster not created for lecture during this semester.

4. Dr. Francis Vasko: Fall 2006

Metaheuristics: What are They and What are They Used for

In spite of the significant increase in computing speed in recent years, there are still many important problems that are intractable to efficient solution on a computer. This talk gave examples of problems that cannot be solved efficiently on current computers. Then, after defining metaheuristics, the talk focused on how metaheuristics are used to attack these problems.

5. Dr. Willis Rapp: Spring 2007*The Folk Song Tradition*

In his Recorder Tutor *The Fontegara* (1535 Venice), Sylvestro Ganassi states, “Be it known that all musical instruments in comparison to the human voice are inferior to it. For this reason, we should endeavor to learn from it and imitate it.” Throughout history, vocal/choral pieces have been used as source material for wind band works, but little has been done to analyze the connection between the two. This lecture investigated the relationship of vocal/choral music to selected wind band masterworks of Gustav Holst, Ralph Vaughan Williams, and Percy Aldridge Grainger.

6. Dr. Michael Gambone: Fall 2007*Private Military Corporations in the New Century*

Private military contractors nearly outnumber conventional forces deployed in Iraq today. The recent controversy over Blackwater security personnel highlights the often-troubled role that modern “mercenaries” play in modern day diplomacy and warfare. Dr. Gambone discussed the origins of the 21st century corporate military and the implications that this institution has for contemporary American security policy.

7. Dr. Edward Simpson: Spring 2008*The Dinosaur Shake Rattle and Roll*

Dr. Simpson highlighted recent work in southern Utah during the Cretaceous - time of the dinosaurs. Highlighted was the reconstruction of earthquakes and possible epicenters that shook, rattled, and rolled these giants of the past.

8. Dr. Marilyn Stewart: Fall 2008*Considering Victors, Cave Dwellers, and Curriculum in Art*

The presentation considered ways of rethinking curriculum, drawing upon ideas put forward in the presenter’s book, *Rethinking Curriculum in Art*. In addition, Dr. Stewart demonstrated how her co-authored elementary and middle school textbook programs and other curriculum projects aim toward deep understanding of enduring ideas about art and shared human lives.

9. Dr. Al Pisciotta: Spring 2009*Lynching: Historical Reflections on the Deconstruction of Black America*

This lecture provided an overview of the history of lynching in America. The lynching files of the National Association for the Advancement of Colored People, along with a variety of other sources, including lynching photographs, were examined to explore the psychological, economic, political, social, and legal causes of extra-legal murder. The historical consequences of the terror of lynching, including the deconstruction of black America, were considered to analyze how the injustices of the past have continued to shape modern race relations – a devastating commentary on the promise of freedom, equality, and justice in America.

10. Professor Evan Summer: Fall 2009*Prints, Drawings, and Influences*

The lecture focused not only on Professor Summer's artwork but also things that have influenced its creation, things that have been important in his career as an artist, and the teaching of his students.

11. Dr. William Towne: Spring 2010*The Honey Bee's Navigational Toolkit*

Honey bees have a sun compass: they know the sun's daily pattern of movement and use that information to orient in any desired compass direction at any time of day. Dr. Towne reviewed the sun compass and other orientation mechanisms in bees. He also reviewed recent work by students on the bees' backup compass systems, that is, the compass systems that bees rely on when the sun itself is not visible, as on overcast days.

12. Dr. Marc Renzema: Fall 2010*Electronic Monitoring: Did 1984 Come Early?*

In the 1990s, satellite tracking for criminal offenders was introduced, paving the way for the "the surveillance society," one of the issues Dr. Renzema discussed during this lecture. He also talked about the history of offender monitoring and what it has and has not achieved.

13. Professor Matthew Daub: Spring 2011

Absence is Presence: Matthew Daub's Kempton

The title of this illustrated lecture was taken directly from Carl Little's essay on Daub's current exhibition of works on paper that “explores a small rural Pennsylvania town in all its quotidian glory – and mystery. The portrayal is at once candid and darkly romantic, unflattering and poignant, humble and dramatic.”

14. Dr. Patricia Kelleher: Fall 2011

Lay Me Down and Save the Flag

The lecture title quoted the command supposedly issued to the men of the Illinois “Irish Brigade” by their mortally-wounded colonel, James A. Mulligan, on July 24, 1864. Dr. Kelleher used that quote as an entry point for an exploration into the fierce contestation over what it meant to be “Irish” in Civil-War-era America. Established Americans generally viewed the Irish through a negative lens of prejudice while the Irish in America struggled among themselves over questions of identifications and loyalties. Undoubtedly, “Lay me down and save the flag” proved to be a useful phrase, whether Mulligan uttered it may be doubted.

15. Dr. John Lizza: Spring 2012

Defining the End of Life

Advances in medical technology have posed many ethical and social problems, but perhaps none more fundamental and challenging than the problem of defining death. In this talk, Dr. Lizza examined the current debate over whether “brain death” is death and whether individuals in persistent vegetative state should be counted among the living “we.”

16. Dr. Michael Gabriel: Fall 2012

Civilians in Wartime: The 1777 Saratoga Campaign, “It was an awful time”

Civilians, caught in the path of war, faced many hardships. They had to decide whether they should remain at home or flee out of harm's way. Those who stayed faced the possibility of encountering one or both armies, including British General John Burgoyne's dreaded German and Native American allies, who caused a profound fear among civilians, regardless of political affiliations. Those who fled had to decide where to go and what to do with their property. Civilians also faced disease and possible retaliation from either Whig or Loyalist neighbors. Many women were forced to deal with these difficulties without the presence of their

husbands or fathers, while some males believed that they faced forced conscription.

17. Dr. Kunal Das: Spring 2013

The Quantum Guide to Life: The Laws of Physics Applied to Everyday Life

This lecture presented ideas from Dr. Das's new book, *The Quantum Guide to Life: How the Laws of Physics Explain our Lives from Laziness to Love*, which seeks out the hidden connections between the rules and paradigms that define our lives on one hand and the fundamental laws of physics on the other. In doing so, a completely different and novel perspective on familiar life issues was sketched out, while framing the abstract concepts of quantum physics in terms that all could relate to. Two realms, that have always been considered antipodal and absolutely un-relatable, came together: the realm of everyday life (personal, social, relational, and financial) and the realm of the fundamental laws of physics.

18. Dr. Maximiliano Zúñiga: Fall 2013

The Narrative Voices of Alfredo Bryce Echenique

Alfredo Bryce Echenique's narratives, written between 1967 and 2010, have been widely discussed and acclaimed by the European and Latin-American critical communities. The full corpus of his work embodies an important contribution to the development and enrichment of both Peruvian and Latin-American literatures during the so-called "post-boom" period. The purpose of this lecture was to give a brief overview of important aspects of the narrative voices that appear in his short stories and novels between 1967 and 1988, focusing mainly on the analysis of some aspects of *Un mundo para Julius'* narrative voice.

19. Dr. James Delle: Spring 2014

The Ruins of Babylon: Archaeological Perspectives on Caribbean Slavery

For over 300 years the social and economic realities of the region we call the Caribbean were defined by plantation slavery. Now largely abandoned, the ruins of sugar, coffee, indigo, and cotton plantations cover the landscapes of the islands. This talk explored the material complexities of the plantation system as they can be interpreted from archaeological investigations of plantations in Jamaica, a system the enslaved came to call Babylon.

20. Dr. Kim Shively: Fall 2014

Investing in the Afterlife: Charity and Salvation in a Turkish-Muslim Religious Movement

Charitable giving is one of the basic requirements of Islam and has thus been an important component of both popular piety and traditional economic practices found in Muslim societies such as Turkey. But the rapid expansion and liberalization of markets in Turkey in the last two decades have transformed the character and goals of faith-based charities there. Dr. Shively discussed charitable activities that are carried out by the Hizmet movement, a Turkish philanthropic organization formed by the followers of theologian, Fethullah Gulen, who now resides in Pennsylvania. The focus of the talk was on how developments in Hizmet's charitable practices are linked to changes in popular ideas about the perfectibility of this world and potential rewards in the afterlife.

21. Dr. Todd Underwood: Spring 2015

How to Avoid Raising Another Bird's Chicks: Behavioral Defenses Against Brood Parasitism

This lecture explored brood parasitism, which is an unusual reproductive strategy in birds where females lay their eggs in other birds' nests and leave all parental care to these foster parents or hosts. Because raising parasitic young is costly to host birds, this favors the evolution of behavioral defenses against parasitism. Dr. Underwood focused on his experimental research on how and why some host birds can recognize and eject a parasite's eggs.

22. Professor Cheryl Hochberg: Fall 2015

How Strange! Recent Creative Projects and Collaborative Endeavors

Working in both studio and travel settings, Professor Hochberg uses animal subjects as a platform to explore the often unsettling and unknowable nature of the physical world. Her lecture addressed her recent projects including painting, prints, constructions, and collaborative endeavors. Professor Hochberg also situated this work within the larger context of her other academic and community creative activities.

23. Dr. Avidan Milevsky: Spring 2016

The Complexity and Promise of the Sibling Bond: Creating Closeness in Childhood and Repairing Strife in Adulthood

The most long-lasting and enduring relationship an individual can develop is with a sibling. Sibling closeness has been shown to impact lifelong psychological

well-being. Dr. Milevsky's lecture highlighted his research on sibling relationships throughout life. It specifically examined what parents can do to enhance the sibling relationships of their children and suggested ways adults can repair strained sibling connections.

24. Dr. Andrew Arnold: Fall 2016

Sensical Absurdities. Electoral College – Labor Contracts – Home Run

25. Dr. Sarah Tindall: Spring 2017

Minerals, Mountains, and Microcracks

Based on laboratory experiments with sand, clay, plaster, and wax, 3D graphs of very small cracks, and extensive field excursions, this lecture explored Earth processes from the microscopic to the mountain-scale, spanning millions of years. Dr. Tindall wandered from the 1.4 billion-year-old gemstones of her childhood, through the Mesozoic Era deserts and dunes of Arizona and Utah, and into her Kutztown University modeling laboratory where she dissects the ancient history of the Appalachians.

26. Dr. Glenn Walters: Fall 2017

Understanding the Age-Crime Curve

This lecture presented an analysis of the age-crime nexus using data from some of Dr. Walters's own research on social cognitive mediators of important crime relationships. He examined possible explanations for both the left (rapid increase in delinquency in early adolescence) and right (gradual decline in offending during late adolescence/early adulthood) legs of the age-crime curve.

Kutztown University 2017-2018 Faculty Handbook Table of Contents

	<u>Page</u>
Foreword	1
Chambliss Faculty Research Awards	2
400-Level Courses	14
Academic Advisement	14
Academic Calendar	14
Academic Honesty – Graduate Students	14
Academic Honesty – Undergraduate Students	15
Academic Forgiveness	16
Academic Freedom and Responsibility	17
Academic Policies	17
Academic Program Proposal Process	17
Academic Warning, Probation, and Dismissal – Graduate Students	17
Academic Warning, Probation, and Dismissal – Undergraduate Students	18
Acceptable Use of Information Technology Resources	19
Accreditations	19
Admissions	20
Advanced Placement	20
Advising of Students	20
Alcohol and Other Drugs	20
Americans with Disabilities Act	20
Anti-Discrimination	21
Anti-Harassment	21
APSCUF (Association of Pennsylvania State College and University Faculties)	21
Assessment	21
Attendance (Class)	21
Auditing – Graduate Courses	22
Auditing – Undergraduate Courses	22
Benefits Program	22
Bias Response Task Force	22
Campus Map of Kutztown University	22
Campus Police	23
Career Development Center	23
CASA (Center for Academic Success and Achievement)	23
Center for Academic Success and Achievement (CASA)	23
Center for the Enhancement of Teaching	23
Change a Major, Minor, or Academic Advisor	23
Civility in the Classroom	24
Class Attendance	24
Class Cancellations	24

Class Cancellations (making up canceled evening classes)	25
Class Coverage	25
Classification of Students	25
Class Lists	26
Class Times and Locations	26
Classroom Technology Help	26
College Level Examinations	26
Commencement Ceremony Regalia	26
Confidentiality of Student Records	27
Conflict of Interest	27
Connections (Orientation for New Students)	27
Copyright Infringement	27
Counseling Services	28
Course Grading	28
Course Guides	28
Course Numbering System	29
Course Repeats – Graduate Students)	29
Course Repeats – Undergraduate Students)	29
Course Syllabi	30
Course Withdrawals	30
Credit by Examination/Course Challenges	30
Criminal Background Investigations	30
Criminal Record Check (Students)	30
Crisis Management	31
Curriculum Routing Procedures	31
Dean’s List	31
Declaring a Major	31
D2L (Desire2Learn)	31
Disability Services	31
Disorderly Conduct (Students)	31
Double Majors	32
Dual Degrees/Simultaneous Degrees – Undergraduate Students	32
Emeritus/Emerita Status	32
Emergency Information and Procedures	33
Exploratory Studies Students (declaring a major)	33
Export Control	33
Facilities Information	33
Faculty Awards and Honors	33
Faculty Hiring	34
Faculty Tenure and Promotion	34
Family Educational Rights and Privacy Act of 1974 (FERPA)	34
Field Trips	34
Final Examination Conflict Policy – Undergraduate Students	34
Final Examinations	35
Financial Aid Services	36
Food Services/Ordering	36

GLBTQ Resource Center	36
Golden Bear Guide	36
Governance Structure	37
GPA Calculations	37
Grade Appeals	37
Grade Reporting	37
Grading	37
Graduate Admissions	38
Graduate Course Repeats, Grades, and CGPA	38
Graduate Courses – Auditing	38
Graduate Faculty	39
Graduate Students – Academic Progress and Standing	39
Graduate Students – Admission to Candidacy	40
Graduate Students – Graduate Requirements	40
Graduate Students – Grant Applications	40
Graduate Students – Residency Requirements	41
Graduate Students – Second Degrees	41
Graduate Students – Simultaneous Degrees	41
Graduate Students – Time Limitations	41
Graduate Students – Transfer Credits	42
Graduate Students – Visiting Students	42
Graduation Requirements – Graduate Students	42
Graduation Requirements – Undergraduate Students	43
Graduation with Honors	43
Grants	43
Higher Education Opportunity Act of 2008	43
History of Kutztown University	43
Holidays	44
Honors	44
Human Resources	44
Human Subjects Research	44
Inclement Weather	44
Independent Study	44
Individualized Instruction	45
Information Technology Resources	45
Intellectual Property	45
International Students	46
Internships	46
Kutztown University Core Values	46
Kutztown University Curriculum Committee	46
Kutztown University Foundation	46
Kutztown University Governance	46
Kutztown University Mission	46
Kutztown University Purpose	46
Kutztown University Strategic Plan	47
Kutztown University Vision	47

Kutztown University Women’s Center	47
Kutztown University Writing Center	47
Leave of Absence – Faculty	47
Leave of Absence – Undergraduate Students	47
Library	48
Major (change a major)	48
Mail Services	48
Map of Kutztown University	48
Middle States Commission on Higher Education	48
Minors	49
Multicultural Services	49
New Academic Program Proposal Process	50
Nondiscrimination Statement	50
Office Hours	50
Parking Facilities and Privileges	50
Parking Permits (Special)	50
Pass/Fail Grading	51
Pass/Fail Grading – Doctoral Students	52
Pennsylvania’s State System of Higher Education	
Academic Program Proposal Process	52
Personal Response Devices	52
Plagiarism	52
Police Services	53
Posthumous Degrees	53
Promotion	53
Public Safety	53
Records Retention	53
Repeating Courses – Graduate Students	53
Repeating Courses – Undergraduate Students	54
Research Misconduct	54
Residency Requirements – Graduate Students	54
Residency Requirements – Undergraduate Students	54
Retired Persons (tuition waiver)	54
Right to Know	55
Rohrbach Library	55
Sabbatical Leave	55
Second Degree – Graduate Students	55
Second Degree – Undergraduate Students	55
Senate	55
Sexual Harassment	56
Shared Governance	56
Shuttle Bus	56
Simultaneous Degrees – Graduate Students	56
Simultaneous Degrees – Undergraduate Students	56
Smoking	56
Social Equity	57

Sponsored Project Personnel Certification	57
Strategic Plan	57
Student Code of Conduct	57
Student Consumer Information	57
Student Preferred Name	57
Student Records	58
Study at another College or University	58
Technology Transfer	58
Telephone Services	58
Tenure	58
Ten Year Rule	59
Time Limitations – Graduate Students	59
Title IX Reporting Obligations	59
Transfer Credits – Graduate Students	60
Transfer Credits – Undergraduate Students	60
Travel and Reimbursement	60
Tuition Waiver for Retired Persons	60
Undeclared/Exploratory Studies Students (declaring a major)	60
Undergraduate Academic Forgiveness	61
Undergraduate Students – Graduation Requirements	61
Undergraduate Students – Residency Requirements	62
Undergraduate Students – Second Degree	62
Undergraduate Students – Visiting Students	62
University Closing	63
University Counseling Services	63
University Curriculum Committee	63
University Senate	64
University Strategic Plan	64
University Vehicles	64
University Withdrawals	64
Veteran and Active Duty Military – Course Scheduling	64
Visiting Students – Graduate	65
Visiting Students – Undergraduate	65
Weather Cancellations	66
Withdrawal from a Course	66
Withdrawal from Kutztown University	67
Women’s Center	67
Writing Center	67

400-Level Courses

Courses at the 400-level are designed to be flexible to the needs of students and programs. By definition, they are at a higher level of difficulty than 300-level courses and at a lower level than 500-level courses, but 400-level courses may be used or required for either undergraduate or graduate degree programs, depending on the curricular requirements of the degree program.

Courses at the 400-level that are taken for credit in an undergraduate program cannot be used or repeated for credit in a graduate program. However, 400-level courses may be used for credit as part of a combined bachelor's/master's program.

Individual master's programs may limit the number of 400-level credits that can apply to the degree or require a specific number of 500-level credits for the degree. Students should consult with their advisors before taking 400-level courses. (See *Kutztown University Policy ACA-017 400 Level Courses* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-017>)

Academic Advisement

See *Agreement Between the Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania System of Higher Education (State System)* Article 4.B. Duties and Responsibilities of Faculty Members, which states “conferring with and advising students and advisees.”

Academic Calendar

See *Academic Calendar* at

<http://calendar.kutztown.edu/CalendarNOW.aspx?fromdate=1/1/2013&todate=1/31/2013&display=Month&more=1/1/0001>.

Academic Honesty – Graduate Students

Graduate students at Kutztown University are expected to be honest and forthright in their academic endeavors. Any acts of academic dishonesty by students, such as plagiarism on written papers/projects, falsifying the results of research, or cheating on examinations, threaten to undermine the educational and ethical goals of the University for its students. Such violations are of the utmost seriousness. Academic dishonesty is any action that constitutes a violation of the Academic Honesty Policy and includes, but is not limited to, the following:

1. Fabricating or falsifying information, including, but not limited to research findings, data, or statistical analyses; forging signatures; or altering dates.
2. Plagiarizing or representing someone else's words, either spoken or written, ideas, formulas, solutions, or data as one's own work.
3. Engaging in academic misconduct such as tampering with grades or participating in the distribution and/or receipt of any part of a test before its administration.
4. Altering or adding or expanding upon answers on exercises, examinations, or quizzes after the work has been graded.

5. Misrepresenting a mastery of subject matter in an academic project or attempt to gain an advantage by the use of illegitimate or unauthorized means, such as misrepresentation of one's credentials.
6. Presenting material to fulfill course requirements that was researched or prepared by others (such as commercial services) without the knowledge of the professor.
7. Gaining unauthorized access to the computer system and/or electronic devices of Kutztown University or another person. Violations include tampering with or copying programs or data or access codes associated with coursework.
8. Making fraudulent statements or claims to gain academic credit or influence testing or grading.
9. Taking examinations or quizzes under the identity of another person or arranging to have another person take examinations or quizzes in place of the person registered for the course.
10. Using the same paper or work more than once without faculty authorization.
11. Intentionally evading Kutztown University academic policies and procedures; for example, improperly processing course withdrawals, grade changes, or other academic procedures.
12. Buying, selling, stealing, or engaging in the unauthorized exchange of, or improperly acquiring and/or using, any assignments, papers, or projects.
13. Using unauthorized materials/resources during examinations.
14. Providing or receiving unauthorized assistance in coursework or examinations.

(See *Kutztown University Policy ACA-087 Academic Honesty – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-087>)

Academic Honesty – Undergraduate Students

Undergraduate students at Kutztown University are expected to be honest and forthright in their academic endeavors. Any acts of academic dishonesty by students, such as plagiarism on written papers/projects, falsifying the results of research, or cheating on examinations, threaten to undermine the educational and ethical goals of the University for its students. Such violations are of the utmost seriousness. Academic dishonesty is any action that constitutes a violation of the Academic Honesty Policy and includes, but is not limited to, the following:

1. Fabricating or falsifying information, including, but not limited to research findings, data, or statistical analyses; forging signatures; or altering dates.
2. Plagiarizing or representing someone else's words, either spoken or written, ideas, formulas, solutions, or data as one's own work.
3. Engaging in academic misconduct such as tampering with grades or participating in the distribution and/or receipt of any part of a test before its administration.
4. Altering or adding or expanding upon answers on exercises, examinations, or quizzes after the work has been graded.
5. Misrepresenting a mastery of subject matter in an academic project or attempt to gain an advantage by the use of illegitimate or unauthorized means, such as misrepresentation of one's credentials.

6. Presenting material to fulfill course requirements that was researched or prepared by others (such as commercial services) without the knowledge of the professor.
7. Gaining unauthorized access to the computer system and/or electronic devices of Kutztown University or another person. Violations include tampering with or copying programs or data or access codes associated with coursework.
8. Making fraudulent statements or claims to gain academic credit or influence testing or grading.
9. Taking examinations or quizzes under the identity of another person or arranging to have another person take examinations or quizzes in place of the person registered for the course.
10. Using the same paper or work more than once without faculty authorization.
11. Intentionally evading Kutztown University academic policies and procedures; for example, improperly processing course withdrawals, grade changes, or other academic procedures.
12. Buying, selling, stealing, or engaging in the unauthorized exchange of, or improperly acquiring and/or using, any assignments, papers, or projects.
13. Using unauthorized materials/resources during examinations.
14. Providing or receiving unauthorized assistance in coursework or examinations.

(See *Kutztown University Policy ACA-027 Academic Honesty – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-027>)

Academic Forgiveness

Academic readiness and situational factors may affect the academic performance of undergraduate students, especially first-time students, in the University setting. For a variety of reasons, including poor performance, students separate from the University and involve themselves in work and other life experiences. At present, students with a history of poor performance who choose to return to Kutztown University after years of separation often face obstacles created by their previous academic record.

1. This policy applies to any student who seeks readmission to the University after having been separated from the University for at least four (4) years.
2. Students must submit a completed Academic Forgiveness Application to the Office of the Registrar at the time of readmission to the University.
3. If granted, the student will start the rest of the program of study with a 0.00 GPA.
4. Academic forgiveness may only be applied once to a student's academic record and will only be applied if the student earns a semester GPA of 2.0 or above during the first semester back.
5. A student who receives academic forgiveness must take at least 24 additional credits of graded coursework at Kutztown University before a degree will be granted.
6. The GPA calculations and individual course grades earned during the previous period of attendance will remain part of the permanent transcript record.

7. A notation will be made on the transcript indicating that the Academic Forgiveness Policy was applied and that the calculation of the overall GPA is based solely on grades earned after re-admission to the University.
8. Students would keep credits earned previously in courses for which a final grade of “C” or better was recorded. As is the case for transfer credits from other institutions, credits toward a degree will not be granted for courses in which a grade less than “C” was earned during the previous period of enrollment at Kutztown University.
9. This policy does not replace or alter the “ten-year” rule and so students must be aware that courses in the major taken over ten (10) years prior to re-entry may be judged to be not applicable toward a degree.
(See *Kutztown University Policy ACA-055 Undergraduate Academic Forgiveness* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-055>)

Academic Freedom and Responsibility

See *Agreement Between the Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania System of Higher Education (State System)*, Article 2 Academic Freedom and Article 4 Duties and Responsibilities of Faculty Members.

Academic Policies

See *Kutztown University Policy Register* at <http://www.kutztown.edu/about-ku/administration/governance/policy-register/policies.htm>.

Academic Program Proposal Process

See *PASSHE Board of Governors Policy 1985-01-A Requirements for Initiation or Change of Credit-based Academic Programs* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201985-01-A.pdf.
Also see *PASSHE Board of Governors Policy 1990-06-A: Academic Degrees* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201990-06-A.pdf and *Office of the Chancellor/PASSHE Procedures and Standards for University Operations, Procedure/Standard Number 2012-2013, Academic Degrees* at http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Academic%20Degrees%202012-13.pdf.

Academic Warning, Probation, and Dismissal – Graduate Students

Upon receipt of the first grade in a graduate course below a B,* the graduate student will receive a “letter of academic warning” from the Dean of Graduate Studies with copies forwarded to the student's graduate advisor and the chairperson of the academic department.

Upon receipt of the second grade below a B,* the graduate student will receive a “letter of academic probation” from the Dean of Graduate Studies with copies forwarded to the advisor and the chairperson of the academic department. In those cases where the student

receives more than one grade below a B* in the same semester, the student will be placed on “academic probation,” with no notice of “academic warning.”

Upon receipt of the third grade below a B,* the graduate student will be dismissed. The letter of academic dismissal will be sent by the Dean of Graduate Studies with copies sent to the University Registrar, the graduate student's advisor, and chairperson of the academic department. This dismissal will occur upon receipt of the third grade below a B* even in those cases where the second and third grades below a B* occurred in the same academic semester.

If a graduate student retakes a course for which the student earned a designation of academic warning or probation and receives a grade of B* or better, the original grade remains on the transcript, the more recent grade is used in the CGPA calculation, and the grade below the B* does not count against the student in applying academic warning, probation, or dismissal.

A graduate student dismissed from the University may petition the Graduate Exceptions Committee for a potential additional semester of academic probation. See the Graduate Studies website at <http://www.kutztown.edu/about-ku/administrative-offices/graduate-studies/forms.htm>.

*Note: A grade of B- is considered a grade below a B.

(See *Kutztown University Policy ACA-085 Academic Warning, Probation, and Dismissal of Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-085>)

Academic Warning, Probation, and Dismissal – Undergraduate Students

Any full-time student falling below the 2.00 CGPA at the end of any fall or spring semester will be placed on academic warning. Part-time students will be evaluated every 12 credits and will receive an academic warning whenever this evaluation shows their CGPA to have fallen below 2.00. A student is allowed only one semester of academic warning in his/her academic career at Kutztown University.

In an academic warning semester, the student: (1.) is not considered to be in good academic standing; (2.) is prohibited from participating in any sporting organization activity or leadership position in student organizations; (3.) is expected to contact the Department of Academic Enrichment and to use academic support services to remediate academic difficulties; and, (4.) may register for no more than 15 credits for the subsequent semester.

Academic warning in the spring is not effective if the student takes courses during the winter and attains a CGPA of 2.0. Academic warning in the fall is not effective if the student takes courses during the summer and attains a CGPA of 2.0.

A student who falls below the 2.00 CGPA after one full-time semester of academic warning shall be placed on academic probation. A part-time student who has received an academic warning must bring the CGPA up to 2.00 or higher within 12 credits attempted or be placed on academic probation. The University will notify the student, in writing, that the student is in danger of dismissal. A student is allowed only one semester of academic probation in his/her academic career at Kutztown University.

During the semester of academic probation the student: (1.) is not considered to be in good academic standing; (2.) is prohibited from participating in any sporting organization activity or leadership position in student organizations; (3.) is expected to contact the Department of Academic Enrichment and to use academic support services to remediate academic difficulties; and, (4.) may register for no more than 15 credits for the subsequent semester.

Academic probation in the spring is not effective if the student takes courses during the winter and attains a CGPA of 2.0. Academic probation in the fall is not effective if the student takes courses during the summer and attains a CGPA of 2.0.

A student who falls below the 2.00 CGPA after one full-time semester of probation will be dismissed from the University. A part-time student who is on academic probation must bring the CGPA up to 2.0 or higher within 12 credits attempted or will be dismissed. Dismissal letters are sent out at the end of the fall and spring semesters. Dismissal in the spring is not effective if the student takes courses during the winter and attains a CGPA of 2.0. Dismissal in the fall is not effective if the student takes courses during the summer and attains a CGPA of 2.0. A student dismissed from the University must petition the Undergraduate Exceptions Committee (UEC) for an additional semester of academic probation prior to readmission.

Students readmitted to the University will have a maximum of two full-time semesters (24-30 credits) to reach a CGPA of 2.00. During that time, the student must maintain a CGPA of at least 2.0 for each semester of work following readmission. Failure to maintain a CGPA of 2.0 for each semester until the CGPA reaches 2.00 or higher will result in a second dismissal. Any student who is dismissed from the University for failure to maintain a CGPA of 2.0 a second time is not eligible for future readmission. (See *Kutztown University Policy ACA-042 Academic Warning, Probation, and Dismissal* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-042>)

Acceptable Use of Information Technology Resources

This policy addresses the use of University issued/owned information technology resources by students, faculty, and staff. (See *Kutztown University Policy ACA-069 Acceptable Use Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-069>)

Accreditations

Kutztown University has both institutional and specialized accreditation. Kutztown is accredited by the

- Middle States Commission on Higher Education (MSCHE)
- Accreditation Association for Ambulatory Health Care (AAAHC)
- American Chemical Society (ACS) (approval)
- Association to Advance Collegiate Schools of Business (AACSB)
- Commission on Sport Management Accreditation (COSMA)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council for Accreditation of Educator Preparation (CAEP)/National Council for Accreditation of Teacher Education (NCATE)
- Council on Social Work Education (CSWE)
- International Association of Counseling Services, Inc. (IACS)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Music (NASM)
- National Council for Accreditation of Coaching Education (NCACE)

Admissions

See *Kutztown University Policy ACA-064 Admissions Guidelines* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-064>.
See also Kutztown University Admissions Office at <http://www.kutztown.edu/admissions.htm>.

Advanced Placement

Students enrolled in advanced placement courses during high school are administered the Advanced Placement Examinations in May by the College Entrance Examinations Board, Princeton, New Jersey, to test the extent to which they have succeeded in meeting the university-level demands of certain introductory courses at the University. Students earning a grade of “3-Qualified” or better are given advanced standing and University credit for the courses in question. In some cases, students must earn a grade of “4-Well Qualified” to be given advanced standing and University credit for the courses in question. Students should submit advanced placement scores as soon as possible after formal acceptance to Kutztown University. (See *Kutztown University Policy ACA-018 Advanced Placement* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-018>)

Advising of Students

See *Agreement Between the Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania System of Higher Education (State System)* Article 4.B. Duties and Responsibilities of Faculty Members, which states “conferring with and advising students and advisees.”

Alcohol and Other Drugs

See *Kutztown University Policy STU-001 Alcohol Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-001>.

Americans with Disabilities Act

For information on this Act see *Americans with Disabilities Act* at <http://www.ada.gov/>

Anti-Discrimination

Kutztown University is committed to creating an environment free of unlawful discrimination for all its employees and students. Accordingly, acts of discrimination based on an individual's gender, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status is prohibited. (See *Kutztown University Policy DIV-008 Anti-Discrimination Policy and Procedures* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=DIV-008>)

Anti-Harassment

Kutztown University is committed to creating an environment free of harassment for all its employees and students. Accordingly, acts of harassment based on an individual's gender, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status is prohibited. (See *Kutztown University Policy DIV-009 Anti-Harassment Policy and Procedures* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=DIV-009>)

APSCUF (Association of Pennsylvania State College and University Faculties)

See the following website: <http://www.kutztown.edu/about-ku/administration/governance/apscuf-association-of-pennsylvania-state-college-and-university-faculty.htm>.

Assessment

For information on institutional assessment, assessment grants, requests for survey approval, assessment newsletters, assessment committees, assessment resources, General Education, and instructional program assessment, etc., see *Kutztown University Office of Assessment* at <http://www.kutztown.edu/Assessment>.

Attendance (Class)

Regular attendance in class is expected of all students at the University.

Class Attendance: The individual instructor has both the authority and responsibility for managing student attendance. The instructor's policy regarding attendance for each course, including its potential effect on the final grade, should be written in the course syllabus or first day handout and communicated to students during the first week of the semester. While, as stated above, classes are conducted on the premise that regular attendance is expected, the University recognizes certain activities and events as legitimate reasons for absence from class.

Class Absence: Legitimate reasons for absence include, but are not limited to, death in the immediate family; documented illnesses, childbirth, and pregnancy (for as long as medically necessary); religious observance, academic field trips, participation in an approved performance or athletic event; military duties; direct participation in University disciplinary hearing; or jury duty. Nevertheless, the student bears the responsibility for providing appropriate documentation and for fulfilling all course expectations in a timely and responsible manner. Instructors will, if requested, without prejudice, provide students returning to class after a legitimate absence, with appropriate assistance and counsel about completing missed assignments and class material, depending on the nature

of the work missed. (See *Kutztown University Policy ACA-016 Class Attendance* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-016>)

Auditing – Graduate Courses

Registrations for the auditing of graduate courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, graduate students who have registered for auditing will be withdrawn. The student would register “not-for-credit” and would pay the full fee. The graduate student would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course. Once the graduate student had enrolled “not-for-credit,” he/she could not change his/her mind part way through the course unless through special action by the Graduate Exceptions Committee. The student could take the course for credit at a later date, subject to the recommendation of the department offering the course and the approval of the Graduate Exceptions Committee. (See *Kutztown University Policy ACA-009 Auditing Graduate Courses* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-009>)

Auditing – Undergraduate Courses

Registrations for the auditing of undergraduate courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, the students who have registered for auditing will be required to withdraw. The student would register “not-for-credit” and would pay the full fee. The undergraduate student would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course. Once the student had enrolled “not-for-credit,” the student cannot change part way through the course except through special action by the Undergraduate Exceptions Committee, upon receipt of approval from the department chairperson and the appropriate college dean. The student could take the course for credit at a later date. The student is permitted to audit no more than one course per semester. (See *Kutztown University Policy ACA-010 Auditing Undergraduate Courses* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-010>)

Benefits Program

For information on administrative offices, benefits, employee relations, payroll, retirement counseling, etc., see *Kutztown University Office of Human Resources* at <http://www.kutztown.edu/hr>.

Bias Response Task Force

The Bias Response Task Force was formed to respond to bias incidents on campus. A website was developed to provide definitions and educational tools (see <https://www.kutztown.edu/about-ku/administrative-offices/dean-of-students/bias-response-task-force.htm>).

Campus Map of Kutztown University

See *Campus Maps* at <http://www.kutztown.edu/campusmap>

Campus Police

For information on campus safety, safety training, crime statistics, safety tips, public safety, police services, etc., see *Kutztown University Public Safety and Police Services* at <http://www.kutztown.edu/about-ku/administrative-offices/public-safety-and-police-services/contact-public-safety.htm>.

Career Development Center

For information on internships, career fields, externships, etc., see *Kutztown University Policy ACA-065 Career Development Center Guidelines and Statement of Eligibility* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-065>.

See also *Career Development Center* at <http://www.kutztown.edu/about-ku/administrative-offices/career-development-center.htm>.

CASA (Center for Academic Success and Achievement)

See *CASA (Center for Academic Success and Achievement)* at <http://www.kutztown.edu/about-ku/administrative-offices/center-for-academic-success-and-achievement.htm>.

Center for Academic Success and Achievement (CASA)

See *Center for Academic Success and Achievement (CASA)* at <http://www.kutztown.edu/about-ku/administrative-offices/center-for-academic-success-and-achievement.htm>.

Center for the Enhancement of Teaching

See *Kutztown University Center for the Enhancement of Teaching* at <http://www.kutztown.edu/about-ku/administrative-offices/center-for-the-enhancement-of-teaching.htm>.

Change a Major, Minor, or Academic Advisor

Any student may request a change, but individual academic departments often have special criteria that must be satisfied before approval for change of major is granted. Students should check the college and department requirements carefully before making such a request. All changes of major, minor, or academic advisor will become effective on the date that the request is received in the Registrar's Office. A student who changes into a new major or minor, adds an additional major or minor, or re-enters a previous major or minor program must comply with all course and degree requirements that are in force on the effective date of the change, addition, or re-entry. All changes of major, minor, or academic advisor must be made prior to the end of final examination week.

For all changes of advisor, major, track/concentration, or minor, students should see the chairperson of the department that administers that major, track/concentration, or minor. (See *Kutztown University Policy ACA-029 Change of Major, Minor, or Academic Advisor* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-029>)

Civility in the Classroom

According to *Kutztown University Student Code of Conduct*, Article IV, Disorderly Conduct is defined as (1.) conduct that is disorderly, disruptive, and/or serves no legitimate purpose; (2.) breach of peace or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community; (3.) disruption or obstruction of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, other University activities or of other authorized non-University activities when the conduct occurs on University premises; and, (4.) unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her expressed consent when such a recording is likely to cause injury, distress, or breach of reasonable expectation for privacy. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room, or restroom. (See *Student Code of Conduct* at <http://www.kutztown.edu/about-ku/administrative-offices/student-conduct/policies-and-procedures.htm>)

Class Attendance

Regular attendance in class is expected of all students at the University.

Class Attendance: The individual instructor has both the authority and responsibility for managing student attendance. The instructor's policy regarding attendance for each course, including its potential effect on the final grade, should be written in the course syllabus or first day handout and communicated to students during the first week of the semester. While, as stated above, classes are conducted on the premise that regular attendance is expected, the University recognizes certain activities and events as legitimate reasons for absence from class.

Class Absence: Legitimate reasons for absence include, but are not limited to, death in the immediate family; documented illnesses, childbirth, and pregnancy (for as long as medically necessary); religious observance; academic field trips; participation in an approved performance or athletic event; military duties; direct participation in University disciplinary hearing; or jury duty. Nevertheless, the student bears the responsibility for providing appropriate documentation and for fulfilling all course expectations in a timely and responsible manner. Instructors will, if requested, without prejudice, provide students returning to class after a legitimate absence, with appropriate assistance and counsel about completing missed assignments and class material, depending on the nature of the work missed. (See *Kutztown University Policy ACA-016 Class Attendance* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-016>)

Class Cancellations

When all classes are canceled due to bad weather, the responsibility lies with the University President. (See also *Kutztown University Policy GEN-003 Weather-Related Schedules* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=GEN-003>) (See *Kutztown University Policy ACA-006 Weather Cancellations of Classes* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-006>)

Notices for class cancellations due to weather conditions will be broadcast on the various local radio and television stations. See Safety and Emergency Information at <http://www.kutztown.edu/safety>.

Class Cancellations (making up canceled evening classes)

Evening classes canceled due to weather conditions will be made up according to the following schedule. Any exceptions to the list below will be made by the Provost.

<u>Classes Canceled</u>	<u>Make-up Date</u>
Monday evening	First Friday of the month
Tuesday evening	Second Friday of the month
Wednesday evening	Third Friday of the month
Thursday evening	Fourth Friday of the month

(See *Kutztown University Policy ACA-015 Making up Canceled Evening Classes* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-015>)

Class Coverage

It has always been University policy to provide for covering classes in the absence of the regularly assigned faculty member. Coverage is to be arranged by the department chairperson, who will assign the best-suited faculty members available. Department chairpersons may cancel classes only when arrangements for short-term substitutes cannot be adequately made because of insufficient notice or other reasons of impracticality. The office of the respective dean shall be informed immediately if a class has been canceled. Individual faculty members do not have the authority to cancel classes. It is requested that when the department chairperson reports the canceling of a class they also inform the On Campus Operator at extension 3-4000 so that commuting students can obtain the information.

Teaching faculty members who anticipate an absence for professional reasons should, on forms provided by the appropriate dean, request permission from the dean at least two (2) weeks in advance of the anticipated absence. They should notify department chairpersons, make provisions for covering their classes, and indicate those arrangements on the application blank. (See *Kutztown University Policy ACA-001 Class Coverage* at <http://www.kutztown.edu/prebuilt/apps/policyregister/policy.aspx?policy=ACA-001>)

Classification of Students

Students with 0 to 29.5 credits are classified as freshmen.
 Students with 30 to 59.5 credits are classified as sophomores.
 Students with 60 to 89.5 credits are classified as juniors.
 Students with 90 or more credits are classified as seniors.

The credits used to determine the classification of students include those earned at Kutztown University plus those earned at other institutions accepted by Kutztown University on the basis of official transcripts received from those institutions.

(See *Kutztown University Policy ACA-043 Classification of Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-043>)

Class Lists

In the first class meeting of the semester, faculty members are to make every effort to verify that students in their classes are validly registered. Any student identified as one who has not cleared (paid tuition) or gained deferment of financial obligations may not continue to attend classes. Teaching faculty should refer students not officially registered to the Registrar's Office. Any student identified as one who has not paid tuition or gained deferment of financial obligations may not continue to attend class until such time as proof of enrollment is obtained. (See Policy ACA-090 Attendance Compliance for Reporting to Federal Government.) (See *Kutztown University Policy ACA-003 Class Lists* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-003>)

Class Times and Locations

Classes are scheduled and assigned to specific classrooms at specific times by the Registrar's Office in collaboration with department chairpersons. Faculty members are not to change the times and/or locations of classes without approval from the appropriate department chairperson and academic dean. Faculty members who wish to change the times or location of a scheduled course would consult with the department chairperson who would then arrange for any changes through the appropriate dean. Room change requests must be submitted to the Registrar's Office no later than two (2) weeks before classes begin. Any such changes will not go into effect until the second week of the semester. (See *Kutztown University Policy ACA-002 Class Times and Locations* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-002>)

Classroom Technology Help

See *Kutztown University Office of Information Technology* at <http://www.kutztown.edu/about-ku/administrative-offices/information-technology.htm>.

College Level Examinations

The College Level Examination Program (CLEP) at Kutztown University uses the established standard scores supported and recommended by the Educational Testing Service (ETS) and the American Council on Education (ACE). These standard scores are established for both the General Examinations and the Subject Examinations that the University administers and are widely used by many colleges and universities.

(See *Kutztown University Policy ACA-035 College Level Examination Program* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-035>)

Commencement Ceremony Regalia

Kutztown University recognizes the importance of wearing cords, stoles, regalia, and/or medallions during the commencement ceremony. In particular, students wear honors medallions; discipline-specific national honor society cords, stoles, and/or medallions; and cords and stoles associated with other University-recognized organizations.

Honors Medallions: All honors designations for the purposes of the commencement ceremony are determined according to the academic record exclusive of the last semester of attendance. Students who have achieved the required CGPA of 3.40 or higher at the time they obtain their cap and gown will be provided an honors medallion as part of the

commencement regalia to be worn at the commencement ceremony. Students who achieve the required CGPA of 3.40 or higher after the commencement ceremony may request an honors medallion from commencement@kutztown.edu.

Discipline-specific National Honor Societies: Kutztown University also recognizes the academic achievement, service, and/or leadership of students who participate in a variety of honor societies, through the presentations and display of cords, stoles, and/or medallions that may be worn during the commencement ceremony. Discipline- or category-specific national honor societies are listed in the commencement program. Each honor society has established criteria for membership and recognition at the commencement ceremony.

Other University-recognized Organizations: Other university-recognized organizations must establish minimum criteria, publish the criteria, and certify that students have met the criteria. (See *Kutztown University Policy ACA-086 Commencement Ceremony Regalia* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-086>)

Confidentiality of Student Records

See *Kutztown University Policy STU-033 Policy on Confidentiality of Student Records* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-033>.

The Family Educational Rights and Privacy Act (FERPA) defines the rights of parents and students in regard to student educational records and regulates the use of these records by University personnel. See <http://www.kutztown.edu/about-ku/administrative-offices/dean-of-students/ferpa.htm>. This webpage contains Kutztown University policies, descriptions of what constitutes student educational records, and definitions of the scope of access to these records by University personnel.

Conflict of Interest

See *Kutztown University Policy ACA-068 Financial Conflict of Interest Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-068>.

Connections (Orientation for New Students)

For the mission, goals, and schedule of freshmen and transfer orientation see *Kutztown University CONNECTIONS Orientation Program* at <http://www.kutztown.edu/CONNECTIONS>.

Copyright Infringement

See *Kutztown University Policy ACA-069 Acceptable Use Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-069>.

See also *Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code* at <http://www.copyright.gov/title17/92chap5.html>.

Counseling Services

The Office of Counseling and Psychological Services provides services to full time undergraduate and graduate students. Because this office serves as a training site for graduate level practicum students, graduate students from the Department of Counseling and Human Services are eligible for crisis intervention and referral only. Referral and crisis intervention services will be offered to part-time students or students who present with needs that exceed the resources of Counseling and Psychological Services or who would best be served by a community provider. See <http://www.kutztown.edu/about-ku/administrative-offices/counseling-and-psychological-services/contact-us.htm> for additional information.

Course Grading

The system of grading used at Kutztown University through Fall 2010 was:

A - excellent; B - above average; C - average; D - below average; F - failure; I - incomplete.

The system of grading used at Kutztown University from Spring 2011 through Summer 2017 was:

A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); D (1.0); F (0.0)

Beginning Fall 2017, the system of grading is as follows:

A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); D (1.0); F (0.0); FN (0.0); FA (failing grade); PA (passing grade); S (satisfactory grade); U (unsatisfactory grade); NG (no grade reported); NC (no credit); W (withdrawn); M (military withdrawal); I (incomplete grade)

Please note:

- There is no A+, C-, D+, or D-.
- There is no “D” grade for student grading in 400- and 500-level courses.

An “I,” incomplete grade, indicates that the student has not satisfied all requirements of a given course. Beginning Fall 2012, an “I” grade no longer calculates as an “F” grade in the GPA. For undergraduate students, all deficiencies must be removed by the end of the tenth week of the next semester. Failure to meet this requirement automatically changes the “I” to “F.” A grade of “NG” indicates that no grade has been recorded. Beginning Fall 2012, an “NG” grade no longer calculates as an “F” grade in the GPA. (See *Kutztown University Policy ACA-048 Course Grading* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-048>)

Course Guides

During the first week of classes, faculty members must distribute to their students a written course guide which contains at least the course requirements, attendance policy,

and the grading procedures. This information can be distributed separately or as part of such items as course outlines or syllabi. Any subsequent changes to this information must be given to the class in writing. Faculty office hours and telephone numbers should also be provided. (See *Kutztown University Policy ACA-036 Course Guides* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-036>)

Course Numbering System

- 000 – 399: Undergraduate courses.
- 300 - 399: Upper-level undergraduate courses that are usually intended for majors in a particular discipline.
- 400 – 499: Masters level/undergraduate courses open to undergraduate Juniors or Seniors who have either a grade point average of at least 2.90 or permission of the instructor.
- 500 – 699: Masters-level courses.
- 700 – 799: Post-masters/doctoral level courses.
- 800 – 899: Undergraduate courses transferred as electives.
860-869 Transfer electives (graduate).
- 900 – 999: Special courses (undergraduate).

(See *Kutztown University Policy ACA-007 Course Numbering* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-007>)

Course Repeats – Graduate Students

Effective Fall 2009, a graduate or post-baccalaureate student can repeat a maximum of two (2) courses for grade improvement. A student cannot retake the same course more than once. The most recent grade (regardless of whether it is higher or lower) will be used for the GPA calculation. A grade of “C” or better is required for all courses counted toward a graduate degree at Kutztown University. A grade of “F” in a required graduate course mandates repetition of the course. (See *Kutztown University Policy ACA-038 Graduate Course Repeats, Grades, and CGPA* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-038>)

Course Repeats – Undergraduate Students

Effective Fall 2009, an undergraduate student will be limited to a maximum total of six (6) repeats at Kutztown University. A single course can be taken a maximum of three (3) times, including two (2) repeats. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. For a failed Kutztown University course, credit may be earned at another institution. However, the course will not count as a repeat nor will it be included in determining the student’s grade point average and it may not be taken subsequently at Kutztown University. A failed course

must be repeated at Kutztown University in order to improve the student's grade point average. (See *Kutztown University Policy ACA-008 Repeating Courses* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-008>)

Course Syllabi

During the first week of classes, faculty members must distribute to their students a written course guide which contains at least the course requirements, attendance policy, and the grading procedures. This information can be distributed separately or as part of such items as course outlines or syllabi. Any subsequent changes to this information must be given to the class in writing. Faculty office hours and telephone numbers should also be provided. (See *Kutztown University Policy ACA-036 Course Guides* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-036>)

Course Withdrawals

When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes through the Registrar's Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of "F" for that course.

Courses dropped during the first week of the semester will not be recorded on the student's permanent transcript unless the student withdraws from all his/her classes, in which case a grade of "W" will be awarded. Students may withdraw from a single course or a full semester of classes with a grade of "W" between the second and tenth week of the semester. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor. The latest date for withdrawal from individual courses in a summer session will be published prior to the beginning of the specific session. (See *Kutztown University Policy ACA-011 Course Withdrawals* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-011>)

Credit by Examination/Course Challenges

For credit by examination information see <http://www.kutztown.edu/about-ku/administrative-offices/testing-services/credit-by-examination.htm>.

Criminal Background Investigations

See *Kutztown University Policy A&F-025 Criminal Background Investigations* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=A-F-025>.

Criminal Record Check (Students)

All students enrolled in classroom observations, teaching, and school counseling programs (in-state and out-of-state) must complete and present to their department representatives an Act 34 Criminal Record Check (PA), Act 151 Pennsylvania Child Abuse History Clearance, Act 114 Federal Criminal History Record (FBI Fingerprint Check), and Act 24 Arrest and Conviction Report. (See *Kutztown University Policy ACA-045 Criminal Record Check of Students in Teaching and School Counseling* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-045>)

Crisis Management

See *Kutztown University Policy STU-007 Crisis Management for Health-Related Issues* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-007>.

Curriculum Routing Procedures

See *Kutztown University Policy ACA-046 Curriculum Routing Procedures* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-046>.

See *Curriculum Routing Procedures* at <http://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee/routing-procedures.htm>.

See also *Kutztown University Curriculum Committee* at <http://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee.htm>.

Dean's List

To qualify for the Dean's List in a particular semester, a student must take at least 12 credits of graded courses, excluding courses not used in calculating the GPA. A student is said to be on the Dean's List for a particular semester if the student achieves a GPA of 3.60 or higher. (See *Kutztown University Policy ACA-020 Dean's List* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-020>)

Declaring a Major

All undergraduate Kutztown University students must declare a major prior to the completion of 39 credits. Transfer students with 39 or more transferable credits will not be admitted to Kutztown University into exploratory studies. Exceptions to this policy require the recommendation of the chairperson of the Department of Academic Enrichment and the approval of the Associate Provost of Academic and Student Affairs. (See *Kutztown University Policy ACA-070 Declaring a Major* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-070>)

D2L (Desire2Learn)

See *Desire2Learn* at <http://www.kutztown.edu/academics/office-of-distance-education/faculty-resources.htm>.

Disability Services

See *Kutztown University Policy DIV-004 Services for Students with Disabilities* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=DIV-004>.

See also *Kutztown University Disability Services Office* at <http://www.kutztown.edu/about-ku/administrative-offices/disability-services.htm>.

Disorderly Conduct (Students)

According to *Kutztown University Student Code of Conduct*, Article IV, Disorderly Conduct is defined as (1.) conduct that is disorderly, disruptive, and/or serves no legitimate purpose; (2.) breach of peace or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community; (3.) disruption or obstruction of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, other University activities or of other authorized non-University

activities when the conduct occurs on University premises; and, (4.) unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her expressed consent when such a recording is likely to cause injury, distress, or breach of reasonable expectation for privacy. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room, or restroom. (See Student Code of Conduct beginning on p. 25 of *The Key* at <http://www.kutztown.edu/thekey>)

Double Majors

Undergraduate students at Kutztown University may apply to complete the degree requirements for two (2) different majors. A student must successfully complete all the required work for each major and all courses in one of the two concomitant areas. All course prerequisites must be fulfilled. Clearance for graduation must be approved by both departments or areas. A GPA of at least 2.0 is required in each major, unless the major has a specific GPA requirement. (See *Kutztown University Policy ACA-021 Double Majors and Major/Minors* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-021>)

Dual Degrees/Simultaneous Degrees – Undergraduate Students

Undergraduate students at Kutztown University may apply to pursue a second undergraduate degree concurrently with the first, such as a B.S. in Computer Science and a B.A. in History. If admitted to a second degree program to receive both degrees at graduation, the student must earn at least 30 credits beyond the requirements of the baccalaureate program, with the fewest required credits, for a minimum of 150 credits.

When a student is enrolled in dual degree programs: (1.) The student may not be graduated until both degrees are completed; (2.) All requirements for the curriculum of each degree must be satisfied; (3.) A course required in both degree programs does not have to be repeated for the second degree; (4.) All University requirements such as minimum GPA and number of credits taken at Kutztown University in the major must be met for each degree separately; (5.) Two diplomas will be awarded; and, (6.) A student wishing to earn a second baccalaureate degree after graduating should refer to the Second Degree Policy – Undergraduate Students, ACA-073. (See *Kutztown University Policy ACA-071 Dual Degrees/Simultaneous Degrees – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-071>)

Emeritus/Emerita Status

To be eligible for emeriti status, one must have held the position of faculty, president, vice president, associate/assistant vice president, assistant to the president, dean, associate/assistant dean, or director and have retired from the University with a minimum of ten (10) years of exemplary service. Upon request, emeriti will be provided: (1.) an emeriti card for the purpose of identification. This card may be used to access certain University events and facilities, such as athletic games and the Library; (2.) University e-mail address; (3.) paper phone directory, if the University publishes one; and, (4.) parking permit to pre-determined areas. Faculty and managers should contact the Alumni Office to make their request; the Alumni Office will facilitate the connection with emeriti and

facilitate programming and activities. (See *Kutztown University Policy COT-004 Retirement Recognition* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=COT-004>)

Emergency Information and Procedures

See *Kutztown University Policy A&F-004 Evacuation and Fire Drills Non-Residence Buildings* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=A-F-004>.

Exploratory Studies Students (declaring a major)

All undergraduate Kutztown University students must declare a major prior to the completion of 39 credits. Transfer students with 39 or more transferable credits will not be admitted to Kutztown University into exploratory studies. Exceptions to this policy require the recommendation of the chairperson of the Department of Academic Enrichment and the approval of the Associate Provost of Academic and Student Affairs. (See *Kutztown University Policy ACA-070 Declaring a Major* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-070>)

Export Control

See *Office of the Chancellor/PASSHE Procedures and Standards for University Operations, Procedure/Standard Number 2012-2014, Compliance with United States Export Control Laws* at http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Compliance%20with%20United%20States%20Export%20Control%20Laws%202012-14.pdf

Facilities Information

For information on the University architect, environmental health and safety, facilities project services, operations and maintenance, emergency and facilities advisories, the arboretum, etc., see *Kutztown University Facilities* at <http://www.kutztown.edu/about-ku/administrative-offices/facilities.htm>.

Faculty Awards and Honors

The Chambliss Faculty Research Award was established by Dr. Carlson R. Chambliss, who served in the Department of Physical Sciences from 1970 to 2003. The award is given to a faculty member who has made outstanding scholarly contributions to his or her discipline.

The John P. Schellenberg Award for Excellence in Teaching and Learning was established by Dr. John P. Schellenberg, Emeriti Professor of Physical Sciences, to recognize an early career faculty member who demonstrates outstanding work within the mission of the Center for the Enhancement of Teaching, including pedagogy and curriculum innovation, learning technology innovation, and assessment and/or research on learning.

The Arthur and Isabel Wiesenberger Faculty Award for Excellence in Teaching is presented annually by the Kutztown University Alumni Association to a faculty member

who shows a commitment to academic excellence, effective teaching, and is well respected by colleagues.

Faculty Hiring

See *Social Equity Faculty/Management Search/Hiring Guidelines* at <http://www.kutztown.edu/SocialEquity>.

Faculty Tenure and Promotion

The most recent version of the Guidelines for Tenure is available in the *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System) Article 15, Tenure*. See *Tenure Guidelines* at <http://apscuf.org/images/PDFs/universities/kutztown/Tenure/1995TenureGuidelines.pdf>.

The most recent version of the Guidelines for Promotion is available in the *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System) Article 16, Promotions*. See *Promotion Guidelines* at http://apscuf.org/images/PDFs/universities/kutztown/Promotion/Promotion_Guidelines_approved_082012.pdf.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) defines the rights of parents and students in regard to student educational records and regulates the use of these records by University personnel. See <http://www.kutztown.edu/about-ku/administrative-offices/dean-of-students/ferpa.htm>. This website contains Kutztown University policies, descriptions of what constitutes student educational records, and definitions of the scope of access to these records by University personnel.

See *Kutztown University Policy STU-033 Policy on Confidentiality of Student Records* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-033>.

Field Trips

Faculty members organizing or sponsoring field trips involving travel off campus are expected to use discretion as to the number of such trips and the time involved. Any vehicles must be reserved through the Enterprise vehicle program. No field trips may be organized without the consent of the respective department chairperson. The list of students going on a field trip will remain in the respective department office. Lists of students participating in off-campus intercollegiate athletic events will be approved by the Director of Athletics and the lists will remain in the Athletic Director's office. (See *Kutztown University Policy ACA-005 Fields Trips* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-005>)

Final Examination Conflict Policy – Undergraduate Students

This policy applies to undergraduate students who have a conflict of two (2) final examinations at the same time or three (3) or more in one day during final examination

week. The student has the option to take all examinations as scheduled during final examination week. If a student has a conflict of two (2) final examinations at the same time, or three (3) or more in one day, the student should try to resolve the conflict directly with the instructor(s) involved. In the event the conflict(s) cannot be resolved informally, the student may seek a resolution in the following manner:

1. Complete the “Final Examination Conflict Form” located on the Registrar’s website by the end of week ten of the semester. If the student does not apply by this date, the conflict(s) may not be resolved to the student’s satisfaction.
2. Present this form to the instructor with the highest numbered course to schedule an alternate time to take the final examination during final examination week. If conflicting final examinations are for the same numbered course, the course with the largest enrollment will take precedence; that is, the smaller enrolled course final examination needs to be rescheduled.
3. If the necessary rescheduling cannot be resolved through the instructor(s) involved and both courses are in the same college, the academic dean will make the rescheduling decision.

If the rescheduling cannot be resolved through the instructors and the courses are in different colleges, the Provost will make the rescheduling decision. (See *Kutztown University Policy ACA-080* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-080>)

Final Examinations – This Policy is Under Review

A final examination is required in all undergraduate courses except those in which the professor can demonstrate that more effective means will be used to evaluate student growth. When a final examination is administered in a course: (1.) the nature of the examination is to be determined by the professor teaching the course. It is expected that he/she will choose the most effective method for evaluating student growth; (2.) if a written final examination is given, one copy of the examination is to be placed in department files in the office of the department head no later than twenty-four hours after the examination has been given. This written examination should be constructed so that it can be administered reasonably in the two hour time period allotted for the examination; (3.) if the final examination is not in written form, a brief report of the manner in which the final examination is given is to be placed in department files in the office of the department chairperson; and, (4.) the final examination is to contribute in weight no more than 1/3 of the course grade for each student.

In courses where it can be demonstrated that more effective means of evaluation than the final examination can be used: (1.) the professor wishing not to administer a final examination must submit his/her plans for student evaluation in that course to his/her academic department and must receive approval from the department for using the other means of evaluation in place of the final examination; (2.) this course will then be designated as a course in which a final examination need not be given (so long as the approved other means of evaluation have been used), and the course will remain so designated unless changed by action of the department or department head. However, it

must be emphasized that in future offerings of this course a professor may still choose to administer a final examination. All that has been approved is the professor's option to give or not to give a final examination; (3.) the fact that a final examination is not required for a given course will be communicated in writing to the appropriate academic dean and to the Registrar before the beginning of the semester in which the course will be offered; and (4.) a report of the departmentally-approved means of evaluation used in place of a final examination will be placed in department files in the office of the department chairperson.

Faculty are reminded that all current policy concerning final examinations is to be strictly observed. The formal structure of the final examination schedule is to be followed as printed. Please note: (1.) final examinations or approved alternate methods of evaluation must be provided in all undergraduate courses and are done only after the fourteen weeks of instruction and only according to the formal published schedule. In other words, some form of evaluation must take place in every undergraduate course during final examination week according to the published schedule; and (2.) the scheduled time and location for final examinations may not be changed except through the Registrar's Office. Changes may be approved only for specific, extenuating circumstances. This applies to a class or individual(s) within a class. (See *Kutztown University Policy ACA-025 Final Examinations* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-025>)

Financial Aid Services

For information on types of financial aid, filing deadlines, cost of attendance, financial aid progress, tips on completing the FAFSA, scholarships, student employment, debt management, tax incentives for education, etc., see *Kutztown University Policy ACA-063 Financial Aid Services* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-063>.

See also *Kutztown University Financial Aid Services Office* at <http://www.kutztown.edu/FinancialAid>.

Food Services/Ordering

See *Aramark Catering and Dining Services* at <http://www.kutztown.edu/about-ku/administrative-offices/student-involvement/student-organization-support/catering-policy-and-dining-services.htm>.

GLBTQ Resource Center

See *GLBTQ Resource Center* at <http://www.kutztown.edu/about-ku/administrative-offices/glbtc-resource-center.htm>.

Golden Bear Guide

The Golden Bear Guide is a customize application to increase retention introduced in the Fall 2017 semester. See <https://www.kutztown.edu/current-students/golden-bear-guide.htm>.

Governance Structure

See *Kutztown University Shared Governance System* at <http://www.kutztown.edu/about-ku/administration/governance/shared-governance-system.htm>.

See also *Kutztown University Governance Structure/Governance Committees* at <http://www.kutztown.edu/about-ku/administration/governance/university-senate-and-committees/governance-committees.htm>.

GPA Calculations

Except where mandated by Board of Governors Policy, the GPA will be calculated on the basis of courses taken at Kutztown University for which a letter grade is given. Grades for courses taken at other institutions cannot be used in the calculation of the GPA at Kutztown University, and the grades for courses taken at other institutions will not appear on official Kutztown University transcripts. GPA rather than QPA will be the preferred acronym for a student's overall course average at Kutztown University. (See exception under ACA-033 Visiting Student Program and ACA-083 Visiting Student Program – Graduate Students). (See *Kutztown University Policy ACA-057 GPA Calculations and Transfer Grades* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-057>)

Grade Appeals

See *Kutztown University Policy ACA-047 Grade Appeal* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-047>.

Grade Reporting

A part of the responsibility of the teaching faculty is the careful and thoughtful evaluation of the work of students and the reporting of grades at the end of the semester and progress reports, if applicable. The Registrar establishes deadline dates for the reporting of grades, and faculty members are asked to comply with these deadline dates without exception. (See Provost's *University Policies* Memo issued at the beginning of each academic year)

Grading

The system of grading used at Kutztown University through Fall 2010 was:

A - excellent; B - above average; C - average; D - below average; F - failure; I - incomplete.

The system of grading used at Kutztown University from Spring 2011 through Summer 2017 was:

A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); D (1.0); F (0.0)

Beginning Fall 2017, the system of grading is as follows:

A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); D (1.0); F (0.0);

FN (0.0); FA (failing grade); PA (passing grade); S (satisfactory grade); U (unsatisfactory grade); NG (no grade reported); NC (no credit); W (withdrawn); M (military withdrawal); I (incomplete grade)

Please note:

- There is no A+, C-, D+, or D-.
- There is no “D” grade for student grading in 400- and 500-level courses.

An “I,” incomplete grade, indicates that the student has not satisfied all requirements of a given course. Beginning Fall 2012, an “I” grade no longer calculates as an “F” grade in the GPA. For undergraduate students, all deficiencies must be removed by the end of the tenth week of the next semester. Failure to meet this requirement automatically changes the “I” to “F.” A grade of “NG” indicates that no grade has been recorded. Beginning Fall 2012, an “NG” grade no longer calculates as an “F” grade in the GPA. (See *Kutztown University Policy ACA-048 Course Grading* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-048>)

Graduate Admissions

See *Kutztown University Policy ACA-037 Graduate Admissions* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-037>.

Graduate Course Repeats, Grades, and CGPA

A graduate student can repeat a single course for grade improvement only once. Graduate students will be limited to a maximum of two (2) repeats across the program. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. A grade of “C” or better is required for all courses counted toward a graduate degree at Kutztown University. The grade of “F” received in required graduate courses must be repeated.

A 3.00 cumulative grade point average is required for candidacy and graduation for all graduate degrees awarded by Kutztown University. This policy also applies to those students enrolled for dual graduate degrees.

A registered graduate student may not receive the grade of “D” in either a 400-level or a 500-level course. (See *Kutztown University Policy ACA-038 Graduate Course Repeats, Grades, and CGPA* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-038>)

Graduate Courses – Auditing

Registrations for the auditing of graduate courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, graduate students who have registered for auditing will be withdrawn. The student would register “not-for-credit” and would pay the full fee. The graduate student would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be

given a grade in the course. Once the graduate student had enrolled “not-for-credit,” he/she could not change his/her mind part way through the course unless through special action by the Graduate Exceptions Committee. The student could take the course for credit at a later date, subject to the recommendation of the department offering the course and the approval of the Graduate Exceptions Committee. (See *Kutztown University Policy ACA-009 Auditing Graduate Courses* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-009>)

Graduate Faculty

See *Kutztown University Policy ACA-049 Graduate Faculty* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-049>.

Graduate Students – Academic Progress and Standing

Upon receipt of the first grade in a graduate course below a B,* the graduate student will receive a “letter of academic warning” from the Dean of Graduate Studies with copies forwarded to the student's graduate advisor and the chairperson of the academic department.

Upon receipt of the second grade below a B,* the graduate student will receive a “letter of academic probation” from the Dean of Graduate Studies with copies forwarded to the advisor and the chairperson of the academic department. In those cases where the student receives more than one grade below a B* in the same semester, the student will be placed on “academic probation,” with no notice of “academic warning.”

Upon receipt of the third grade below a B,* the graduate student will be dismissed. The letter of academic dismissal will be sent by the Dean of Graduate Studies with copies sent to the University Registrar, the graduate student's advisor, and chairperson of the academic department. This dismissal will occur upon receipt of the third grade below a B* even in those cases where the second and third grades below a B* occurred in the same academic semester.

If a graduate student retakes a course for which he/she earned a designation of academic warning or probation and receives a grade of B* or better, the original grade remains on the transcript, the more recent grade is used in the CGPA calculation, and the grade below the B* does not count against the student in applying academic warning, probation, or dismissal.

A graduate student dismissed from the University may petition the Graduate Exceptions Committee for a potential additional semester of academic probation. See the Graduate Studies website at <http://www.kutztown.edu/about-ku/administrative-offices/graduate-studies/forms.htm>.

*Note: A grade of B- is considered a grade below a B.

(See *Kutztown University Policy ACA-085 Academic Warning, Probation, and Dismissal of Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-085>)

Graduate Students – Admission to Candidacy

It is the sole responsibility of the graduate student to initiate application for candidacy. Neither Graduate Studies nor the advisor will contact the student concerning application for candidacy. Forms may be obtained online, from the academic department, the Registrar’s Office, or the Graduate Studies Office. If a student anticipates the transfer of graduate credits from another institution, he/she should do so before applying for candidacy. Application for admission to candidacy is not considered an application for graduation.

Graduate students may file for candidacy with the Dean of Graduate Studies if the following requirements have been met: (1.) successful completion of between 12 and 24 semester hours of graduate coursework; (2.) a cumulative grade point average of at least 3.00; (3.) all incomplete grades resolved; (4.) a correctly completed “Application for Candidacy” form, signed by both the applicant and the academic advisor; and, (5.) a successfully completed qualifying examination by MSW students. Note: MBA students are not required to complete an “Application for Candidacy” form.

All graduate students must be admitted to candidacy at least one semester prior to the anticipated date of degree conferral. A student expecting to graduate in the summer must be admitted to candidacy before the first session of the summer in which the degree is to be granted.

Graduate Students – Graduation Requirements

Students who plan to complete requirements for the degree at the end of a current semester must apply for graduation through MyKU. Students who intend to participate in Commencement exercises are expected to complete all requirements for their program of study by the end of that semester. (See *Kutztown University Policy ACA-076 Graduation Requirements – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-076>)

Graduate Students – Grant Applications

A student grant fund is available to encourage and support graduate students as they undertake research and creative projects, present papers at professional meetings, and need research materials or other resources. Because this grant is designed to provide financial support to students for scholarly activities or research related to their programs of study, it is anticipated that the awarding of this grant will enable a student to better understand the scientific process, develop better communication and analytical skills, and gain experience presenting research results at academic conferences.

To be eligible, the student must minimally meet the following three criteria by being: (1.) matriculated in a Kutztown University graduate program; (2.) in good academic standing with at least six (6) graduate credits completed in his/her academic program; and, (3.)

enrolled in at least three (3) graduate credits at Kutztown during the term of the award. The maximum grant award is \$1,500.

For additional information contact the Vice Provost and Dean of Graduate Studies or the deans of the Colleges of Business, Education, Liberal Arts and Sciences, or Visual and Performing Arts.

Graduate Students – Residency Requirements

All post-baccalaureate students must complete a minimum of two-thirds of their graduate degree or certification program in residence at Kutztown University in order to meet residency requirements. Note that this sets the minimum number of credits that must be taken in residence and that the University can limit the number of hours that will be allowed to transfer into a graduate program [see Graduate Transfer Credit Policy ACA-075]. (See *Kutztown University Policy ACA-078 Residency Requirements – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-078>)

Graduate Students – Second Degrees

For post-graduate students returning for a second Master's degree, students need to complete a minimum of 15 additional credits (regardless of the number of earned credits for the first Master's degree) and complete degree requirements in effect at the time of matriculation for the second Master's degree. (See *Kutztown University Policy ACA-074 Second Degree – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-074>)

Graduate Students – Simultaneous Degrees

Graduate students seeking to complete two simultaneous graduate degrees will be required to complete at least 12 credit hours beyond the minimum credit requirements for the degree program with the most required credits. A student wishing to earn a second Master's degree after graduating should refer to the Second Degree Policy – Graduate Students, ACA-074. (See *Kutztown University Policy ACA-072 Simultaneous Degrees – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-072>)

Graduate Students – Time Limitations

Beginning the semester of matriculation in the degree program, all requirements for a master's degree at Kutztown University must be completed within six (6) years. Students in counselor education degree programs have eight (8) years to complete all degree requirements. Doctoral students have seven (7) years to complete all degree requirements.

If needed, a time extension petition for graduate study can be submitted to the Graduate Exceptions Committee. This form must be accompanied by a written explanation documenting the need for the request. (See *Kutztown University Policy ACA-089 Time Limitations – Graduate Degree Completion* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-089>)

Graduate Students – Transfer Credits

The maximum number of semester hours of graduate credit approved for transfer is to be determined by the graduate program, but the number of transfer credits is not to exceed 1/3 of the credits required for completion of the program. Note: Professional credits (i.e., graduate courses taken at Kutztown University while not enrolled in a master's degree program) do not count as transfer credits. (See *Kutztown University Policy ACA-075 Graduate Transfer Credit* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-075>)

Graduate Students – Visiting Students

A graduate student may take advantage of courses available at another Pennsylvania State System of Higher Education (State System) institution under the following conditions: (1.) The student must be accepted into a graduate program and in good academic standing; (2.) On a space available basis, a student may take up to 12 credits from other State System universities under this program. Exceptions to the maximum credits may be granted for a student enrolled in a joint degree between two or more State System universities; (3.) All credits and grades earned at other State System universities through this program shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades; (4.) It is the responsibility of the student to work with, and get approval from, his/her graduate advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with State System procedures; (5.) It is the responsibility of the student to complete the Visiting Graduate Student Notification Form and submit this to the home institution prior to enrolling in courses at another State System institution; (6.) A student cannot use the Visiting Student Program to repeat courses taken at the home institution; (7.) A student cannot use the Visiting Student Program for internship or practica that are required for the program of study or for licensure or certification without the express written permission of the home university dean of graduate studies and placement availability at the host institution; and, (8.) The student shall register at, and pay tuition and fees to, the State System institution visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities. (See *Kutztown University Policy ACA-083 Visiting Student Program – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-083>) (See also *PASSHE Policy 1991-03-A: Visiting Student Program* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201991-03-A.pdf)

Graduation Requirements – Graduate Students

Students who plan to complete requirements for the degree at the end of a current semester must apply for graduation through MyKU. Students who intend to participate in Commencement exercises are expected to complete all requirements for their program of study by the end of that semester. (See *Kutztown University Policy ACA-076 Graduation Requirements – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-076>)

Graduation Requirements – Undergraduate Students

Students who plan to complete requirements for the degree at the end of a current semester must apply for graduation through MyKU. Students who intend to participate in Commencement exercises must be within six (6) credits or one (1) internship of the total number of credits required for their program of study. (See *Kutztown University Policy ACA-077 Graduation Requirements – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-077>)

Graduation with Honors

Kutztown University recognizes an undergraduate student's scholastic achievement upon graduation by recording honors on the permanent record and in the commencement program. The cumulative grade point average (CGPA) necessary for this distinction is:

3.40 to 3.59 – Cum Laude (with honor)

3.60 to 3.79 – Magna Cum Laude (with high honor)

3.80 to 4.00 – Summa Cum Laude (with highest honor)

(See *Kutztown University Policy ACA-050 Graduation with Honors* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-050>)

Grants

For information on professional development, the human subjects institutional review board process, outside funded grants, etc., see *Kutztown University Office of Grants and Sponsored Projects* at <http://www.kutztown.edu/about-ku/administrative-offices/grants-and-sponsored-projects.htm> and *Assessment – Kutztown University* at <https://www.kutztown.edu/assessment>

Higher Education Opportunity Act of 2008

See *Higher Education Opportunity Act of 2008* at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>, which reauthorized the Higher Education Act of 1965, requiring institutions to provide easy access to information for students and families.

History of Kutztown University

Kutztown University of Pennsylvania, a member of Pennsylvania's State System of Higher Education, was founded in 1866 as Keystone Normal School, became Kutztown State Teachers College in 1928, Kutztown State College in 1960, and Kutztown University on July 1, 1983. The University celebrated its Sesquicentennial in 2015-2016 with 13 months of special events, recognitions, and promotions (see <https://www.kutztown.edu/events/150.htm>). Kutztown University is located on 289 acres in southeastern Pennsylvania, between Reading and Allentown, with 65 buildings including 10 residence facilities, which accommodate 3,800 students.

See *Fall 2017 Fact Sheet* at <http://www.kutztown.edu/about-ku/administrative-offices/institutional-research/factsheet.htm>.

Holidays

See *Kutztown University Office of Human Resources* at <http://www.kutztown.edu/hr>.

Honors

Kutztown University recognizes a student's scholastic achievement upon graduation by recording honors on the permanent record and in the commencement program. The cumulative grade point average (CGPA) necessary for this distinction is:

3.40 to 3.59 – Cum Laude (with honor)

3.60 to 3.79 – Magna Cum Laude (with high honor)

3.80 to 4.00 – Summa Cum Laude (with highest honor)

(See *Kutztown University Policy ACA-050 Graduation with Honors* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-050>)

Human Resources

For information on administrative offices, benefits, employee relations, payroll, retirement counseling, etc., see *Kutztown University Office of Human Resources* at <http://www.kutztown.edu/hr>.

Human Subjects Research

See *Kutztown University Policy ACA-040 Human Subjects Research* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-040>

Inclement Weather

When all classes are canceled due to bad weather, the responsibility lies with the University President. (See also *Kutztown University Policy GEN-003 Weather-Related Schedules* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=GEN-003>) (See *Kutztown University Policy ACA-006 Weather Cancellations of Classes* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-006>)

Notices for class cancellations due to weather conditions will be broadcast on the various local radio and television stations. The KU Alert, KU website, and the Emergency Message Line at 610-683-4649 will also have the information as well as Kutztown University's official Facebook and Twitter pages. See Safety and Emergency Information at <http://www.kutztown.edu/safety-and-emergency-information/severe-weather/information-outlets.htm>.

Students and faculty are expected to consider their own safety in the face of bad weather conditions. The Provost will announce when canceled classes will be made up.

Independent Study

Independent Study is a course of study specific in nature, content, and level that is not provided as a regular course offering of study at the University. An Independent Study would be designed by a faculty member with possible input from the student. The Independent Study would be subject to the approval of the chairperson of the department in which the course of study is undertaken. The option of offering a course by

Independent Study within a particular academic department must have been previously approved through the University curricular process. A student wishing to pursue a course by Independent Study should contact a faculty member interested in offering such a course or the department chairperson in the department in which the Independent Study would be taken. (See *Kutztown University Policy ACA-051 Independent Study* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-051>)

Individualized Instruction

For undergraduate students, Individualized Instruction is only available for those who have passed at least 30 credits. For graduate students, Individualized Instruction is only available after approval of degree candidacy and completion of 12 graduate credits. Professional credit students cannot register for an Individualized Instruction. In order for a student to request a course be taught by Individualized Instruction, it must be a regular University course that is not scheduled to be taught that semester. In addition, it must be a required course in the student's program of study. A student may take only one course by Individualized Instruction per semester. A student may not repeat any course by Individualized Instruction for which the student originally received a grade of "D" or "F."

The student initiates the request for an Individualized Instruction with the appropriate department chairperson. The course instructor, the appropriate department chairperson, and the appropriate dean must all approve that a course be taught by Individualized Instruction. The completed form must be submitted to the Registrar's Office by the last day of Add/Drop of that semester.

A student enrolled in a course under Individualized Instruction may expect to meet with the instructor for at least five (5) contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered. (See *Kutztown University Policy ACA-034 Individualized Instruction* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-034>)

Information Technology Resources

See *Kutztown University Policy ACA-069 Acceptable Use Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-069>. This policy addresses the use of University issued/owned information technology resources by students, faculty, and staff.

Intellectual Property

See *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System)* Article 39 Intellectual Property.

See also Pennsylvania's State System of Higher Education Technology Transfer and Commercialization at <http://www.passhe.edu/inside/asa/resources/technologytransfer/default.aspx>.

International Students

See *Kutztown University Policy ACA-031 International Students Admission Requirements* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-031> and *Kutztown University Policy ACA-054 International Student Scholarship (Tuition Waivers)* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-054>.

Internships

The Kutztown University internship site is located at <http://www.kutztown.edu/academics/internships.htm>.

Kutztown University Core Values

We believe that...

1. *The students and their development must be the primary focus of our work.*
2. *We must maintain a sense of community.*
3. *We must influence the quality of our community.*
4. *We must have the opportunity to strive for excellence.*

Kutztown University Curriculum Committee

See *Kutztown University Curriculum Committee* at <http://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee.htm>.

See *Kutztown University Policy ACA-046 Curriculum Routing Procedures* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-046>.

See also *Curriculum Routing Procedures* at <http://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee/routing-procedures.htm>.

Kutztown University Foundation

See *Kutztown University Foundation and Alumni Relations* at <http://www.kutztownufoundation.org/>

Kutztown University Governance

See *Kutztown University Shared Governance System* at <http://www.kutztown.edu/about-ku/administration/governance/shared-governance-system.htm>.

Kutztown University Mission

Kutztown University's mission is to provide a high quality education at the undergraduate and graduate levels in order to prepare students to meet lifelong intellectual, ethical, social, and career challenges.

Kutztown University Purpose

Grounded in regional history and focused on innovative futures through the colleges of Business, Education, Liberal Arts and Sciences, and Visual and Performing Arts,

Kutztown University:

- *offers a contemporary liberal arts education as the foundation for inspiring and challenging students to grow intellectually, professionally, ethically, civically, and socially;*
- *provides support for students to reach their unique potential;*

- *commits to access and diversity, drawing upon international, national, regional, and community partnerships to prepare new generations of global citizens;*
- *values the life experiences of students, faculty, and staff to create a caring community on a beautiful campus;*
- *cultivates opportunities for students to engage the world and pursue meaningful lives and careers through collaboration, mentorship, and intentional working relationships.*

Kutztown University Strategic Plan

See *2016-2019 University Strategic Plan* at <http://www.kutztown.edu/StrategicPlan>.

Kutztown University Vision

Kutztown University aspires to be a regional center of excellence providing opportunities for advanced academic, cultural, and public service experiences, within a caring community, designed to promote success in a global society.

Kutztown University Women's Center

See *Kutztown University Women's Center* at <http://www.kutztown.edu/about-ku/administrative-offices/womens-center.htm>.

Kutztown University Writing Center

See *Kutztown University Writing Center* at <https://kutztownwritingcenter.wordpress.com/>

Leave of Absence – Faculty

See *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System)* Article 18 Leaves of Absence.

Leave of Absence – Undergraduate Students

Any matriculated full or part-time undergraduate student in good standing may request a leave of absence from the University. A leave of absence may be granted for one (1) semester, with the possibility of renewal for a consecutive semester, upon approval of the Registrar. At the conclusion of the leave, a student may register to continue his/her program of study without repeating the admissions process and may select courses with the class appropriate to the total credit hours earned. Conditions governing the granting of a leave of absence: (1.) A leave of absence may be granted for medical reasons, study abroad, absence of required course(s) in a particular semester's schedule, and for other reasons, all of which should be appropriately documented and presented to the office of the Registrar. If the leave is granted, the effective date of the leave would be considered as of the date approved by the Registrar; and, (2.) Any student who fails to return to the University at the end of his/her approved leave and who, at a later date, again wishes to matriculate must reapply for admission.

The following procedure is to be followed:

1. Leave of absence forms are available in the office of the Registrar.

2. Completed forms should be returned to the same office.
3. Students will be notified whether the request for a leave has been approved or denied.
4. An applicant for a leave of absence who is currently receiving financial aid should consult with the Financial Aid Office for clarification of his/her aid status.
5. Before returning to the University, it is the student's responsibility to pre-register for courses with his/her advisor.

(See *Kutztown University Policy ACA-026 Leave of Absence for Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-026>)

Library

See *Rohrbach Library* at <http://www.kutztown.edu/academics/library.htm>.

Major (change a major)

Any student may request a change, but individual academic departments often have special criteria that must be satisfied before approval for change of major is granted. Students should check the college and department requirements carefully before making such a request. All changes of major, minor, or academic advisor will become effective on the date that the request is received in the Registrar's Office. A student who changes into a new major/minor, adds an additional major/minor, or re-enters a previous major/minor program must comply with all course and degree requirements that are in force on the effective date of the change, addition, or re-entry. All changes of major, minor, or academic advisor must be made prior to the end of final examination week. For all changes of advisor, major, track/concentration, or minor, students should see the chairperson of the department that administers that major, track/concentration, or minor. (See *Kutztown University Policy ACA-029 Change of Major, Minor, or Academic Advisor* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-029>)

Mail Services

See *Kutztown University Mail Services* at <http://www.kutztown.edu/about-ku/administrative-offices/mail-services.htm>.

Map of Kutztown University

See *Campus Maps* at <http://www.kutztown.edu/CampusMap>.

Middle States Commission on Higher Education

Kutztown University has been a member of the Middle States Commission on Higher Education since 1944. In June 2008, the Commission reaffirmed the University's accreditation and requested a monitoring report, due March 1, 2010, documenting progress in assessment practices related to institutional effectiveness and general education reform with direct evidence of student learning outcomes. In June 2010, following a visit and receipt of the monitoring report, the Commission requested that the University document "(1.) progress in the development of institutional effectiveness with evidence that assessment information is used in budgeting, planning, and the allocation of resources; (2.) steps taken to strengthen institutional research capability to support institutional assessment activities and decision-making; (3.) implementation of a

documented assessment process for general education; and, (4.) direct evidence of student achievement of general education learning outcomes.”

In June 2013, the Commission accepted the second monitoring report and requested that the *Periodic Review Report*, due June 1, 2013, document further development and implementation of assessment processes for institutional effectiveness (Standard 7) and general education (Standard 12).

The University submitted its *Periodic Review Report* and *Verification of Compliance with Accreditation-Relevant Federal Regulations* document to the Commission on May 30, 2013. The *Periodic Review Report*, required of institutions five years after the decennial self-study and evaluation team visit, is designed to demonstrate the institution’s continued compliance with accreditation standards. In addition, preparation of the *Periodic Review Report* provided important opportunities for Kutztown to reflect upon its planning, budgeting, and decision-making processes with respect to institutional effectiveness and learning goals.

On November 21, 2013, Middle States accepted the *Periodic Review Report*, reaffirming accreditation and commending the University for the quality of the report.

The University submitted the 2017 *Verification of Compliance with Accreditation-Relevant Federal Regulations* document to Middle States on November 28, 2017 and the decennial self-study in January 2018. The self-study addressed seven Middle States Standards for Accreditation and 15 Requirements of Affiliation. See <http://www.msche.org/publications/RevisedStandardsFINAL.pdf>

See also *Middle States Commission on Higher Education* at <http://www.msche.org/>

Minors

Minor programs of study are available to undergraduate students at Kutztown University. Each minor area requires between 18 and 21 credits. Each department offering a minor determines the specific sequence of study that constitutes the minor. As a secondary field of study, the academic minor reflects a minimum of six (6) credits of advanced standing coursework. Exceptions to the advanced standing requirements may be granted on a case-by-case basis per request to the Chancellor. A cumulative grade point average of at least 2.0 is required in the minor. (See *Kutztown University Policy ACA-021 Double Majors and Major/Minors* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-021>)

Multicultural Services

See *Multicultural Services* at <http://www.kutztown.edu/about-ku/administrative-offices/multicultural-services/contact-us.htm>.

New Academic Program Proposal Process

See Pennsylvania's State System of Higher Education *Board of Governors Policy 1985-01-A Requirements for Initiation or Change of Credit-based Academic Programs* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201985-01-A.pdf.

Also see also Pennsylvania's State System of Higher Education *Board of Governors Policy 1990-06-A: Academic Degrees* at

http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201990-06-A.pdf and *Office of the Chancellor/Pennsylvania's State System of Higher Education Procedures and Standards for University Operations, Procedure/Standard Number 2012-2013, Academic Degrees* at http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Academic%20Degrees%202012-13.pdf.

Also see Pennsylvania's State System of Higher Education Academic Program site at https://asa.secure.passhe.edu/academic-programs/Pages/Program_InitiationChanges_Home.aspx

Nondiscrimination Statement

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by telephone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, D.C., 20202-1100, by telephone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov.

Office Hours

Teaching faculty shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of students. The schedule of office hours for each faculty member shall be posted in such a manner so as to be easily observed by students. (See *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System) Article 23.A.1.c. Office Hours*)

Parking Facilities and Privileges

See *Kutztown University Policy STU-016 Motor Vehicle Regulations* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-016>.

Parking Permits (Special)

Students must obtain a written letter from their treating physician which describes the (1.) medical diagnosis; (2.) summary of treatment; (3.) disability; and, (4.) estimated length of time until recovery. A temporary permit may be issued from a day to no more than a one-week time frame while a student obtains the information from a physician. This may be arranged by the Assistant Director of Public Safety and Police Services. After the

student has submitted the information from his/her physician, he/she needs to make an appointment with the Assistant Director of Public Safety and Police Services or designee to review the request.

The maximum time frame for a parking permit is two (2) weeks. Students who require more than two (2) weeks or who have a permanent disability requiring special parking privileges must apply to the State of Pennsylvania for a disability plate or placard. These applications are available through Public Safety and Police Services or any Pennsylvania State Police headquarters. Permanent Disability Parking Permits are handled through the ADA Coordinator, Office of Human Diversity. Students who have State disability plates or placards do not need to go through this process. They need to register their vehicles with Public Safety and Police Services in the usual manner and may park in the designated blue spaces or any legal parking spaces on campus. (See *Kutztown University Policy STU-025 Special Parking Permits* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-025>)

Pass/Fail Grading – This Policy is Under Review

Students having completed at least 30 credits of college-level work with at least a 2.75 GPA may take one (1) course per semester on a pass/fail basis provided that no more than 18 credits of the undergraduate program (exclusive of Physical Education) are taken on that basis. Only courses permitted in General Education under “electives” in Categories II-V can be taken pass/fail. Pass/fail is also an option for “free electives” or “Arts and Sciences electives” if the student's major program includes these areas. Students should be careful in selecting courses by this procedure because courses that are prescribed in the major program including the specified electives under the major, concentration, or concomitant courses cannot be taken pass/fail.

The pass/fail option is available to students for summer and regular semesters. To exercise the pass/fail option, a student must submit the pass/fail form by the end of the drop/add period that begins each academic session. The student may change his or her mind about taking a course pass/fail, but must notify the Registrar in writing that he or she wishes to select the normal grading system for a specific course before the first meeting of the class.

Faculty members do not know which students, if any, are taking their courses pass/fail until it is time to report the final grades in the course. A grade of pass is awarded for course work that would normally receive a grade of “A,” “B,” or “C.” A notation of “no credit” is awarded for course work that would normally constitute a grade of “D.” A grade of “fail” is awarded for course work that would normally receive a grade of “F.” A pass/fail grade will not be computed in a student's semester or cumulative GPA, but credit for the course in the case of a “pass” will count toward the credits needed for graduation. Any student who withdraws from a course he or she is taking on a pass/fail basis after the last day to withdraw from a course without the possibility of penalty shall receive a grade of “W.” (See *Kutztown University Policy ACA-013 Pass/Fail Grading* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-013>)

Pass/Fail Grading – Doctoral Students

Doctoral students can earn a “PA” or “FA” for dissertation work. A “PA” grade is given for successful completion of dissertation work. Credit hours are recorded but not used in the CGPA calculation. An “FA” grade is given for unsatisfactory completion of dissertation work. No credit hours are recorded, and there is no effect on the CGPA. (See *Kutztown University Policy ACA-088 Pass/Fail Grading – Doctoral Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-088>)

Pennsylvania’s State System of Higher Education Academic Program Proposal Process

See *Pennsylvania’s State System of Higher Education Board of Governors Policy 1985-01-A Requirements for Initiation or Change of Credit-based Academic Programs* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201985-01-A.pdf.

Also see *Pennsylvania’s State System of Higher Education Board of Governors Policy 1990-06-A: Academic Degrees* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201990-06-A.pdf and *Office of the Chancellor/Pennsylvania’s State System of Higher Education Procedures and Standards for University Operations, Procedure/Standard Number 2012-2013, Academic Degrees* at http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Academic%20Degrees%202012-13.pdf.

Also see Pennsylvania’s State System of Higher Education Academic Program site at https://asa.secure.passhe.edu/academic-programs/Pages/Program_InitiationChanges_Home.aspx

Personal Response Devices

In order to achieve effective technical support, it has been decided that a single publisher-neutral Personal Response Device be established as the standard tool of this kind. The Academic Technology Committee is responsible for selecting the specific device that all faculty members are required to use if they choose to use these devices for instruction. (See *Kutztown University Policy ACA-060 Personal Response Devices* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-060>)

Plagiarism

For undergraduate students, see *Kutztown University Policy ACA-027 Academic Honesty – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-027>.

For graduate students, see *Kutztown University Policy ACA-087 Academic Honesty – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-087>.

Police Services

For information on campus safety, safety training, crime statistics, safety tips, public safety, police services, etc., see *Kutztown University Public Safety and Police Services* at <http://www.kutztown.edu/PublicSafety>.

Posthumous Degrees

The request for a posthumous degree must be made in writing to the Registrar by a member of the student's immediate family or by a person or group, such as an academic department, that has the permission of the student's immediate family to request the degree. The Registrar checks records to make sure that the student in question was enrolled at Kutztown University. If so, the Provost's Office requests the University Senate to approve a posthumous degree. After a favorable Senate vote to grant the posthumous degree, the request is forwarded to the Council of Trustees for their approval. Upon approval by the Council of Trustees, the posthumous degree is awarded to the family of the student in question at the next commencement exercises. (See *Kutztown University Policy ACA-061 Granting Posthumous Degrees/Diplomas/Certificates* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-061>)

Promotion

The most recent version of the Guidelines for Promotion is available in the *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System) Article 16, Promotions*.

See *University Promotion Committee* at <http://www.kutztown.edu/about-ku/administration/committees/university-promotion-committee.htm>.

See *Promotion Guidelines* at

http://apscuf.org/images/PDFs/universities/kutztown/Promotion/Promotion_Guidelines_approved_082012.pdf.

Public Safety

For information on campus safety, safety training, crime statistics, safety tips, public safety, police services, etc., see *Kutztown University Public Safety and Police Services* at <http://www.kutztown.edu/PublicSafety>.

Records Retention

See *Kutztown University Policy A&F-026 Records Retention Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=A-F-026>.

Repeating Courses – Graduate Students

Effective Fall 2009, a graduate or post-baccalaureate student can repeat a maximum of two (2) courses for grade improvement. A student cannot retake the same course more than once. The most recent grade (regardless of whether it is higher or lower) will be used for the GPA calculation. A grade of "F" in a required graduate course mandates repetition of the course. (See *Kutztown University Policy ACA-038 Graduate Course*

Repeats, Grades, GPA, and Dismissal at
<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-038>)

Repeating Courses – Undergraduate Students

Effective Fall 2009, an undergraduate student will be limited to a maximum total of six (6) repeats at Kutztown University. A single course can be taken a maximum of three (3) times, including two (2) repeats. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. For a failed Kutztown University course, credit may be earned at another institution. However, the course will not count as a repeat nor will it be included in determining the student's grade point average and it may not be taken subsequently at Kutztown University. A failed course must be repeated at Kutztown University in order to improve the student's grade point average. (See *Kutztown University Policy ACA-008 Repeating Courses* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-008>)

Research Misconduct

See *Kutztown University Policy ACA-067 Policy for Responding to Allegations of Research Misconduct* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-067>.

Residency Requirements – Graduate Students

All post-baccalaureate students must complete a minimum of two-thirds of their graduate degree or certification program in residence at Kutztown University in order to meet residency requirements. Note that this sets the minimum number of credits that must be taken at Kutztown University and that the University can limit the number of hours that will be allowed to transfer into a graduate program [see Graduate Transfer Credit Policy ACA-075]. (See *Kutztown University Policy ACA-078 Residency Requirements – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-078>)

Residency Requirements – Undergraduate Students

All first baccalaureate degree students must complete at least 30 of their last 60 credits at Kutztown University and at least 50% of their major credits (including required cognate courses) at Kutztown University in order to meet graduation residency requirements. Students are not required to take more than 30 credits. (See *Kutztown University Policy ACA-079 Residency Requirements – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-079>)

Retired Persons (tuition waiver)

The Kutztown University Advant*Age Program allows Commonwealth residents who can demonstrate retirement status to take undergraduate and graduate courses tuition-free, on a space-available basis and at the discretion of the University President and pursuant to Pennsylvania's State System of Higher Education Board of Governors Policy 1983-18-A regarding waiver of fees. Advant*Age students are still responsible for covering the non-refundable technology fee as mandated by the State System, as well as the cost of books, student ID fee, student records fee, and parking permit cost. Individuals may

register for courses under the Advant*Age program by completing an application through the Registrar's Office. (See *Kutztown University Policy ACA-081 Tuition Waiver for Retired Persons* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-081>)

Right to Know

See *Kutztown University Policy A&F-013 Right to Know Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=A-F-013>.

Rohrbach Library

See *Rohrbach Library* at <http://www.kutztown.edu/academics/library.htm>.

Sabbatical Leave

See *Kutztown University Policy ACA-032 Sabbatical Leave for Faculty* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-032>

See *Sabbatical Leave Guidelines* at

<http://apscuf.org/images/PDFs/universities/kutztown/Sabbatical/Sabb%20Guidelines%20Rev%202-2016-.pdf>

Second Degree – Graduate Students

For post-graduate students returning for a second Master's degree, students need to complete a minimum of 15 additional credits (regardless of the number of earned credits for the first Master's degree) and complete degree requirements in effect at the time of matriculation for the second Master's degree. (See *Kutztown University Policy ACA-074 Second Degree – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-074>)

Second Degree – Undergraduate Students

An individual student may pursue a second baccalaureate degree after earning a first degree either at Kutztown University or another institution. This can be achieved in one of two ways: (1.) by completing the two programs at Kutztown University simultaneously (see *Dual Degree/Simultaneous Degree – Undergraduate Students Policy, ACA-071*); (2.) after having been awarded a baccalaureate degree from Kutztown University or another institution, by completing a second program of study and a minimum of 30 new credits to total at least 150 credit hours earned. Students must be admitted to the degree through the undergraduate admissions process. In addition, a student must complete at least 50% of the courses in each of the two major or minor programs at Kutztown University. Any course required in both degree programs does not have to be repeated for the second degree. (See *Kutztown University Policy ACA-073 Second Degree – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-073>)

Senate

See *University Senate* at <http://www.kutztown.edu/about-ku/administration/university-senate.htm>.

Sexual Harassment

See *Kutztown University Policy DIV-007 Sexual Harassment Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=DIV-007>.

Shared Governance

See *Kutztown University Shared Governance System* at <http://www.kutztown.edu/about-ku/administration/governance/shared-governance-system.htm>.

See also *Kutztown University Governance Structure/Governance Committees* at <http://www.kutztown.edu/about-ku/administration/governance/university-senate-and-committees/governance-committees.htm>

Shuttle Bus

See *Kutztown University Shuttle Bus Service* at <http://www.kutztown.edu/Shuttle>.

Simultaneous Degrees – Graduate Students

Graduate students seeking to complete two simultaneous graduate degrees will be required to complete at least 12 credit hours beyond the minimum credit requirements for the degree program with the most required credits. A student wishing to earn a second Master's degree after graduating should refer to the Second Degree Policy – Graduate Students, ACA-074. (See *Kutztown University Policy ACA-072 Simultaneous Degrees – Graduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-072>)

Simultaneous Degrees – Undergraduate Students

Undergraduate students at Kutztown University may apply to pursue a second undergraduate degree concurrently with the first, such as a B.S. in Computer Science and a B.A. in History. If admitted to a second degree program to receive both degrees at graduation, the student must earn at least 30 credits beyond the requirements of the baccalaureate program with the fewest required credits, for a minimum of 150 credits.

When a student is enrolled in dual degree programs: (1.) The student may not be graduated until both degrees are completed; (2.) All requirements for the curriculum of each degree must be satisfied; (3.) A course required in both degree programs does not have to be repeated for the second degree; (4.) All University requirements such as minimum GPA and number of credits taken at Kutztown University in the major must be met for each degree separately; (5.) Two diplomas will be awarded; and, (6.) A student wishing to earn a second baccalaureate degree after graduating should refer to the Second Degree Policy – Undergraduate Students, ACA-073. (See *Kutztown University Policy ACA-071 Dual Degrees/Simultaneous Degrees – Undergraduate Students* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-071>)

Smoking

Smoking in academic and administrative buildings is prohibited. (See *Kutztown University Policy GEN-001 Campus Smoking Policy* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=GEN-001>)

Social Equity

See *Kutztown University Office of Social Equity* at <http://www.kutztown.edu/SocialEquity>.

Sponsored Project Personnel Certification

To properly substantiate personnel compensation to federally funded projects following the 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (aka Uniform Guidance) through payroll certification, direct charges and committed cost sharing or match for personnel services on federally funded projects for research, educational services, or other activities must produce a distribution of charges that are reasonable in relation to work performed, and be documented in a method acceptable under the Uniform Guidance.

Direct charges for personnel services are based on reasonable budget estimates before activities and services are performed. After the work is performed, the salary charges and committed cost sharing or match salaries are reviewed based on budget estimates. Short term fluctuations need not be considered as long as the distribution of salaries is reasonable over the longer term. If adjustments are needed they must be made such that the final amount charged to the federally funded project is accurate, allowable, and properly allocated. At the end of the grant year, as stated in the award notification, the Principal Investigator certifies payroll expenditures.

Procedure development rests with the Kutztown University Office of Grants and Sponsored Projects. (See Kutztown University Policy ACA-066 Sponsored Project Personnel Certification at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-066>)

Strategic Plan

See *2016-2019 University Strategic Plan* at <http://www.kutztown.edu/StrategicPlan>.

Student Code of Conduct

See *Kutztown University Student Code of Conduct* at <http://www.kutztown.edu/thekey>

Student Consumer Information

See *Student Consumer Information* at <http://www.kutztown.edu/student-consumer-information.htm>.

See also information on the *Higher Education Opportunity Act of 2008* at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>, which reauthorized the Higher Education Act of 1965, requiring institutions to provide easy access to information for students and families.

Student Preferred Name

See *Kutztown University Policy STU-036 Student Preferred Name* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-036>.

Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) defines the rights of parents and students in regard to student educational records and regulates the use of these records by University personnel.

See <http://www.kutztown.edu/about-ku/administrative-offices/dean-of-students/ferpa.htm>. This webpage contains Kutztown University policies, descriptions of what constitutes student educational records, and definitions of the scope of access to these records by University personnel.

All records in the student's academic file are maintained for a period of five (5) to seven (7) years after the student's last date of attendance. At the end of that time, these records are destroyed. Transcripts are maintained forever.

Study at another College or University

Students wishing to study at another college and to transfer the credits earned to Kutztown University must obtain permission, in writing, prior to enrollment. The following conditions must be met: (1.) the college at which the student wishes to study must be a regionally accredited institution of higher education; (2.) the student must be currently enrolled and eligible for registration at Kutztown University the next semester; and, (3.) 30 semester hours of the last 45 semester hours of credit required for graduation must be completed at Kutztown University. A minimum of 30 semester hours must be taken at Kutztown University.

Grades earned in courses taken at another institution will not be included in determining a student's GPA since only grades earned at Kutztown University affect this average. However, a minimum grade of "C" must be earned at the other institution for the credit to be accepted at Kutztown University. (See *Kutztown University Policy ACA-052 Permission to Study at Another College or University* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-052>)

Technology Transfer

See *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (State System)* Article 39 Intellectual Property.

See also Pennsylvania's State System of Higher Education Technology Transfer and Commercialization at <http://www.passhe.edu/inside/asa/resources/technologytransfer/default.aspx>.

Telephone Services

See *Kutztown University Information Technology Services, Telephone Services* at <http://www.kutztown.edu/about-ku/administrative-offices/information-technology.htm>.

Tenure

The most recent version of the Guidelines for Tenure is available in the *Agreement Between Association of Pennsylvania State College and University Faculties (APSCUF)*

and the Pennsylvania State System of Higher Education (State System) Article 15, Tenure.

See *Tenure Guidelines* at

<http://apscuf.org/images/PDFs/universities/kutztown/Tenure/1995TenureGuidelines.pdf>.

Ten Year Rule

Kutztown University welcomes the return to higher education of students who for various reasons did not complete their degrees. Such students should be aware that courses taken in their major discipline ten (10) years or more prior to the resumption of study might not be counted toward graduation because such courses may no longer be considered current or may no longer be required for the degree. The Registrar, in consultation with the appropriate department chairperson, will determine the acceptability of these credits. (See *Kutztown University Policy ACA-022 Ten Year Rule* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-022>)

Time Limitations – Graduate Students

Beginning the semester of matriculation in the degree program, all requirements for a master's degree at Kutztown University must be completed within six (6) years. Students in counselor education degree programs have eight (8) years to complete all degree requirements. Doctoral students have seven (7) years to complete all degree requirements.

If needed, a time extension petition for graduate study can be submitted to the Graduate Exceptions Committee. This form must be accompanied by a written explanation documenting the need for the request. (See *Kutztown University Policy ACA-089 Time Limitations – Graduate Degree Completion* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-089>)

Title IX Reporting Obligations

In order to comply with Title IX of the Education Amendments of 1972 and University policy, Kutztown University's faculty and staff must report incidents of sexual violence, sexual harassment, dating violence, domestic violence, and stalking, including relevant details, such as the names of those involved in the incident, to the Department of Public Safety and Police Services and to Jesus Peña, Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when the previously-listed offenses are communicated by a student during a classroom discussion, in a writing assignment for class or as part of a University-approved research project. Information regarding the reporting of sexual violence and resources available to victims of sexual violence is set forth at: <http://www.kutztown.edu/socialequity>.

Transfer Credits – Graduate Students

The maximum number of semester hours of graduate credit approved for transfer is to be determined by the graduate program, but the number of transfer credits is not to exceed 1/3 of the credits required for completion of the program. Note: Professional credits (i.e., graduate courses taken at Kutztown University while not enrolled in a Master's

degree program) do not count as transfer credits. (See *Kutztown University Policy ACA-075 Graduate Transfer Credit* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-075>)

Transfer Credits – Undergraduate Students

In order to graduate from a particular major at Kutztown University, students transferring from any other institution of higher education to Kutztown University will be required to complete at least half of the minimum credits required in their major field at Kutztown University. The courses to be taken to fulfill this requirement must be at the upper level. In some cases, in order to comply with this regulation, a student may be required to complete more than 120 semester hours for the degree. (See *Kutztown University Policy ACA-019 Maximum Number of Transfer Credits in the Major* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-019>)

Advanced standing credit will be given only for equivalent courses completed in regionally accredited degree-granting institutions of a collegiate level. No student may obtain a degree without a minimum residence of one year (30 semester hours) at Kutztown University. All baccalaureate degree students are required to take at least 30 of their last 45 credits and at least fifty percent (50%) of their major courses at Kutztown University. (See *Kutztown University Policy ACA-023 Transfer Credits from Other Institutions* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-023>)

See also *Transfer Course Evaluation* at <http://www.kutztown.edu/admissions/transferring-to-ku/credit-evaluations.htm>.

Travel and Reimbursement

See *Kutztown University Policy A&F-018 Travel Expense Regulations* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=A-F-018>.

Tuition Waiver for Retired Persons

The Kutztown University Advant*Age Program allows Commonwealth residents who can demonstrate retirement status to take undergraduate and graduate courses tuition-free, on a space-available basis and at the discretion of the University President and pursuant to Pennsylvania's State System of Higher Education Board of Governors Policy 1983-18-A regarding waiver of fees. Advant*Age students are still responsible for covering the non-refundable technology fee as mandated by the State System, as well as the cost of books, student ID fee, student records fee, and parking permit cost. Individuals may register for courses under the Advant*Age program by completing an application through the Registrar's Office. (See *Kutztown University Policy ACA-081 Tuition Waiver for Retired Persons* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-081>)

Undeclared/Exploratory Studies Students (declaring a major)

All undergraduate Kutztown University students must declare a major prior to the completion of 39 credits. Transfer students with 39 or more transferable credits will not be admitted to Kutztown University into exploratory studies. Exceptions to this policy require the recommendation of the chairperson of the Department of Academic

Enrichment and the approval of the Associate Provost of Academic and Student Affairs. (See *Kutztown University Policy ACA-070 Declaring a Major* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-070>)

Undergraduate Academic Forgiveness

Academic readiness and situational factors may affect the academic performance of undergraduate students, especially first-time students, in the University setting. For a variety of reasons, including poor performance, students separate from the University and involve themselves in work and other life experiences. At present, students with a history of poor performance who choose to return to Kutztown University after years of separation often face obstacles created by their previous academic record.

1. This policy applies to any student who seeks readmission to the University after having been separated from the University for at least four (4) years.
2. Students must submit a completed Academic Forgiveness Application to the Office of the Registrar at the time of readmission to the University.
3. If granted, the student will start the rest of his/her program of study with a 0.00 CGPA.
4. Academic forgiveness may only be applied once to a student's academic record.
5. A student who receives academic forgiveness must take at least 24 additional credits of graded coursework at Kutztown University before a degree will be granted.
6. The GPA calculations and individual course grades earned during the previous period of attendance will remain part of the permanent transcript record.
7. A notation will be made on the transcript indicating that the Academic Forgiveness Policy was applied and that the calculation of the overall GPA is based solely on grades earned after re-admission to the University.
8. Students would keep credits earned previously in courses for which a final grade of "C" or better was recorded. As is the case for transfer credits from other institutions, credits toward a degree will not be granted for courses in which a grade less than "C" was earned during the previous period of enrollment at Kutztown University.
9. This policy does not replace or alter the "ten-year" rule and so students must be aware that courses in the major taken over ten (10) years prior to re-entry may be judged to be not applicable toward a degree.

(See *Kutztown University Policy ACA-055 Undergraduate Academic Forgiveness* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-055>)

Undergraduate Students – Graduation Requirements

Students who plan to complete requirements for the degree at the end of a current semester must apply for graduation through MyKU. Students who intend to participate in Commencement exercises must be within six (6) credits or one internship of the total number of credits required for their program of study. (See *Kutztown University Policy*

ACA-077 Graduation Requirements – Undergraduate Students at
<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-077>)

Undergraduate Students – Residency Requirements

All first baccalaureate degree students must complete at least 30 of their last 60 credits at Kutztown University and at least 50% of their major credits (including required cognate courses) at Kutztown University in order to meet graduation residency requirements. Students are not required to take more than 30 credits. (See *Kutztown University Policy ACA-079 Residency Requirements – Undergraduate Students at* <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-079>)

Undergraduate Students – Second Degree

An individual student may pursue a second baccalaureate degree after earning a first degree either at Kutztown University or another institution. This can be achieved in one of two ways: (1.) by completing the two programs at Kutztown University simultaneously (see *Dual Degree/Simultaneous Degree – Undergraduate Students Policy, ACA-071*); (2.) after having been awarded a baccalaureate degree from Kutztown University or another institution, by completing a second program of study and a minimum of 30 new credits to total at least 150 credit hours earned. Students must be admitted to the degree through the undergraduate admissions process. In addition, a student must complete at least 50% of the courses in each of his/her major or minor programs at Kutztown University. Any course required in both degree programs does not have to be repeated for the second degree. (See *Kutztown University Policy ACA-073 Second Degree – Undergraduate Students at* <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-073>)

Undergraduate Students – Visiting Students

According to the Visiting Student Policy, the student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing and must take a maximum of 24 credits via this policy. The student who presents evidence of good standing at the home university will be allowed to register for courses at other State System universities. The visiting student priority level for registration will be determined by each university. All credits and grades accrued at other State System universities will be accepted in full by the home university, and thereafter treated as home university credits, residency, and grades. It is the responsibility of the student to work with the student's advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with State System procedures. And, it is the responsibility of the student to complete the Visiting Student Notification Form and submit this to the home institution prior to enrolling in courses at another State System institution.

Students cannot use the Visiting Student Program to repeat courses. Students cannot use this program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the home university and placement availability at the requested institution. The student shall register at, and pay tuition and fees to, the Pennsylvania State System University visited.

A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility for honors, eligibility of athletics, and credits to graduation are assured. (See *Kutztown University Policy ACA-033 Visiting Student Program* at

<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-033>)

(See also *PASSHE Policy 1991-03-A: Visiting Student Program* at

http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201991-03-A.pdf)

University Closing

When all classes are canceled due to bad weather, the responsibility lies with the University president. Notices for class cancellations due to weather conditions will be broadcast on the various local radio and television stations. The KU website and Emergency Message Line at 610-683-4649 will also have the information.

When classes are not canceled, students and faculty are expected to consider their own safety in the face of bad weather conditions. Faculty members who miss classes due to bad weather must notify their respective department chairpersons as soon as possible. Department chairpersons will in turn notify the appropriate deans. The Provost will announce when canceled classes will be made up. (See *Kutztown University Policy ACA-006 Weather Cancellations of Classes* at

<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-006>)

University Counseling Services

The Office of Counseling and Psychological Services provides services to full time undergraduate and graduate students. Because this office serves as a training site for graduate level practicum students, graduate students from the Department of Counseling and Human Services are eligible for crisis intervention and referral only. Referral and crisis intervention services will be offered to part-time students or students who present with needs that exceed the resources of Counseling and Psychological Services or who would best be served by a community provider. (See *Kutztown University Policy STU-008 Eligibility for University Counseling Services* at

<http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-008>)

(See also *Kutztown University Policy STU-009 Evaluation and Management of Students with Psychological Emergencies* at

<http://app.kutztown.edu/policyregister/policy.aspx?policy=STU-009>)

University Curriculum Committee

See *Kutztown University Curriculum Committee* at <http://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee.htm>.

See *Kutztown University Policy ACA-046 Curriculum Routing Procedures* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-046>.

See *Curriculum Routing Procedures* at <http://www.kutztown.edu/about-ku/administration/committees/university-curriculum-committee/routing-procedures.htm>.

University Senate

See *University Senate* at <http://www.kutztown.edu/about-ku/administration/university-senate.htm>.

University Strategic Plan

See *2016-2019 University Strategic Plan* at <http://www.kutztown.edu/StrategicPlan>.

University Vehicles

See *Kutztown University Policy A&F-023 Use of University Vehicles* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=A-F-023>.

University Withdrawals

Any student dropping out of the University prior to the end of any academic term must officially withdraw. This is accomplished by completing a formal withdrawal form available in the Registrar's Office. Failure to follow this procedure when withdrawing from the University may result in failing grades in all courses being taken at the time of withdrawal. The date the Registrar is notified in writing, with the student's original signature, is the official date of withdrawal. Should a student fail to formally withdraw, he/she can apply to the Undergraduate Exceptions Committee, claiming extenuating circumstances. The Undergraduate Exceptions Committee may then award the student a grade of "W" for all courses being taken when withdrawing from the University. (See *Kutztown University Policy ACA-012 University Withdrawals* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-012>)

Veteran and Active Duty Military – Course Scheduling

Each semester, all Kutztown University students are notified by the Office of the Registrar of the date and time students will be able to view their specific registration appointment time in MyKU; this date varies from semester to semester. The University will provide a student who qualifies under this policy with the opportunity to register for classes earlier than a student who does not qualify to enable this student a better chance of enrolling in a full course load and maximizing Veterans education benefits before they expire.

A Veteran student who is not receiving benefits but has self-identified as a Veteran is responsible for providing documentation (e.g., DD214 Member 4 copy) to the Kutztown University Office of Veterans Services showing that he or she was discharged or released from such service under conditions other than "dishonorable," in order to be eligible for early registration.

Questions regarding this policy can be addressed to the Office of Veterans Services at <http://www.kutztown.edu/about-ku/administrative-offices/military-and-veterans-services/office-of-veterans-services.htm>.

(See *Kutztown University Policy ACA-082 Veteran and Active Duty Military – Course Scheduling* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-082>)

Visiting Students – Graduate

A graduate student may take advantage of courses available at another Pennsylvania State System of Higher Education (State System) institution under the following conditions:

(1.) The student must be accepted into a graduate program and in good academic standing; (2.) On a space available basis, a student may take up to 12 credits from other State System universities under this program. Exceptions to the maximum credits may be granted for a student enrolled in a joint degree between two or more State System universities; (3.) All credits and grades earned at other State System universities through this program shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades; (4.) It is the responsibility of the student to work with, and get approval from, his/her graduate advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with State System procedures; (5.) It is the responsibility of the student to complete the Visiting Graduate Student Notification Form and submit this to the home institution prior to enrolling in courses at another State System institution; (6.) A student cannot use the Visiting Student Program to repeat courses taken at the home institution; (7.) A student cannot use the Visiting Student Program for internship or practica that are required for the program of study or for licensure or certification without the express written permission of the home university dean of graduate studies and placement availability at the host institution; and, (8.) The student shall register at, and pay tuition and fees to, the State System institution visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities. (See *Kutztown University Policy ACA-083 Visiting Student Program – Graduate Students* at

<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-083>)

(See also *PASSHE Policy 1991-03-A: Visiting Student Program* at

http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201991-03-A.pdf)

Visiting Students – Undergraduate

According to the Visiting Student Policy, the student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing and must take a maximum of 24 credits via this policy. The student who presents evidence of good standing at the home university will be allowed to register for courses at other Pennsylvania State System universities. The visiting student priority level for registration will be determined by each university. All credits and grades accrued at other State System universities will be accepted in full by the home university, and thereafter treated as home university credits, residency, and grades. It is the responsibility of the student to work with the student's advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with State System procedures. And, it is the responsibility of the student to complete the Visiting Student Notification Form and submit this to the home institution prior to enrolling in courses at another State System institution.

Students cannot use the Visiting Student Program to repeat courses. Students cannot use this program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the

home university and placement availability at the requested institution. The student shall register at, and pay tuition and fees to, the Pennsylvania State System University visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility for honors, eligibility of athletics, and credits to graduation are assured. (See *Kutztown University Policy ACA-033 Visiting Student Program* at

<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-033>)

(See also *PASSHE Policy 1991-03-A: Visiting Student Program* at http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201991-03-A.pdf)

Weather Cancellations

When all classes are canceled due to bad weather, the responsibility lies with the University President. (See also *Kutztown University Policy GEN-003 Weather-Related Schedules* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=GEN-003>)

(See *Kutztown University Policy ACA-006 Weather Cancellations of Classes* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-006>)

Notices for class cancellations due to weather conditions will be broadcast on the various local radio and television stations. See Safety and Emergency Information at <https://www.kutztown.edu/safety>

The Provost will announce when canceled classes will be made up.

Evening classes canceled due to weather conditions will be made up according to the following schedule. Any exceptions to the list below will be made by the Provost.

<u>Classes Canceled</u>	<u>Make-up Date</u>
Monday evening	First Friday of the month
Tuesday evening	Second Friday of the month
Wednesday evening	Third Friday of the month
Thursday evening	Fourth Friday of the month

(See *Kutztown University Policy ACA-015 Making up Canceled Evening Classes* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-015>)

When classes are not canceled, students and faculty are expected to consider their own safety in the face of bad weather conditions. Faculty members who miss classes due to bad weather must notify their respective department chairpersons as soon as possible. Department chairpersons will in turn notify the appropriate deans.

Withdrawal from a Course

When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes

through the Registrar's Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of "F" for that course.

Courses dropped during the first week of the semester will not be recorded on the student's permanent transcript unless the student withdraws from all of his/her classes, in which case a grade of "W" will be awarded. Students may withdraw from a single course or a full semester of classes with a grade of "W" between the second and tenth week of the semester. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor. The latest date for withdrawal from individual courses in a summer session will be published prior to the beginning of the specific session. (See *Kutztown University Policy ACA-011 Course Withdrawals* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-011>)

Withdrawal from Kutztown University

Any student dropping out of the University prior to the end of any academic term must officially withdraw. This is accomplished by completing a formal withdrawal form available in the Registrar's Office. Failure to follow this procedure when withdrawing from the University may result in failing grades in all courses being taken at the time of withdrawal. The date the Registrar is notified in writing, with the student's original signature, is the official date of withdrawal. Should a student fail to formally withdraw, he/she can apply to the Undergraduate Exceptions Committee, claiming extenuating circumstances. The Undergraduate Exceptions Committee may then award the student a grade of "W" for all courses being taken when withdrawing from the University. (See *Kutztown University Policy ACA-012 University Withdrawals* at <http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-012>)

Women's Center

See *Kutztown University Women's Center* at <http://www.kutztown.edu/about-ku/administrative-offices/womens-center.htm>.

Writing Center

See *Kutztown University Writing Center* at <https://kutztownwritingcenter.wordpress.com/>