

If you are unable to access the information in the Kutztown University Undergraduate Course Catalog, please contact the Registrar's Office at 610-683-4485.

REGULATIONS SUBJECT TO CHANGE

This catalog provides information about Kutztown University and its programs. The contents of this catalog are not to be considered binding or a contract between the University and its students.

Each step of the educational process, from admission through graduation, requires continuing review and appropriate approval by University officials. The University, therefore, reserves the right to change the requirements and regulations contained in this document. Students should double-check degree course and credit requirements with their advisors as some changes to this catalog were still under consideration when this document was published.

The provisions of this catalog are not intended to create any substantive rights beyond those created by the Commonwealth of Pennsylvania and are not intended to create, in and of themselves, any cause of action against the State System of Higher Education, the Board of Governors, the Chancellor, an individual, President or University, or any other officer, agency, agent or employee of the State System of Higher Education.

Information contained herein was current at the time of publication. Courses and programs may be revised and other information is subject to change without notice. Course frequency is dependent on faculty availability; not all courses are necessarily offered each session of each year. Individual departments should be consulted for the most current information.

KUTZTOWN UNIVERSITY OF PENNSYLVANIA UNDERGRADUATE CATALOG 2015 - 2016

Kutztown University is a member of the Pennsylvania State System of Higher Education.

ACCREDITATION

The University is accredited by the Middle States Commission on Higher Education, the National Council for Accreditation of Teacher Education, the National League for Nursing Accrediting Commission, the Council on Social Work Education, the National Association of Schools of Music, the National Association of Schools of Art and Design, the National Council of Accreditation of Coaching Education, and the Pennsylvania Department of Education. The University has received candidacy approval by The Association to Advance Collegiate Schools of Business.

Kutztown University is an equal opportunity/affirmative action employer and education provider in compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments, Executive Order 11246, Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other related federal and state laws and regulations. We make reasonable accommodations for all persons to access our facilities and programs. Any inquiries about KU social equity policies and procedures should be directed to the Office of Equity and Compliance at (610) 683-4700. Any inquiries about Disability Services should be directed to the Office of Disability Services at (610) 683-4108.

KUTZTOWN, PENNSYLVANIA 19530

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Communications Directory

For further information on any of the material contained in the catalog, contact the administrators listed below. Please address inquiries for general information about Kutztown University to the Office of University Relations. The University telephone number is (610) 683-4000; www.kutztown.edu.

Academic Affairs	(610) 683-4212
Dr. Carlos Vargas-Aburto, Provost and Vice President	
Academic Enrichment.....	(610) 683-4226
Dr. Edwin Nieves, Director	
Admission to the University	(610) 683-4060
Ms. Nancy Wunderly, Director of Admissions	
Athletics: games, schedules, policies	(610) 683-4095
Mr. Greg Bamberger, Director	
Bookstore	(610) 683-4009
Ms. Barbara Peterka, Manager	
Business, College of	(610) 683-4576
Dr. William Dempsey, Dean	
Career Development Center	(610) 683-4067
Ms. Kerri Gardi, Director	
Clinical Experience (see Field Experiences and Outreach)	
Counseling: psychological, emergency, referrals.....	(610) 683-4072
Dr. Bruce Sharkin, Director, University Counseling Services	
Disability Services/ADA	(610) 683-4108
Ms. Patricia Richter, Director	
Education, College of	(610) 683-4253
Dr. Darrell Garber, Dean	
Fees, bills, refunds	(610) 683-4185
Ms. Wendy Pursell, Bursar	
Field Experiences and Outreach	(610) 683-4276
Ms. Cathy L. Kreitz, Director	
Financial Aid: work, scholarships, loans	(610) 683-4077
Mr. Bernard McCree, Director, Financial Aid Services	
Food Services	(610) 683-1314
Mr. Kent Dahlquist, Director	
Grades: grading and academic standards	(610) 683-4822
Ms. Michelle Hughes, Registrar	
Graduate Studies	(610) 683-4220
Dr. Carole Wells, Vice Provost and Dean	

GLBTQ Resource Center	(484) 646-4111
Ms. Grace Hill, Director	
Health & Wellness Center	(610) 683-4082
Ms. Dolores Hess, Director	
Housing & Residential Services	(610) 683-1314
Mr. Kent Dahlquist, Director	
KUR Radio	(610) 683-4059
Mr. Mike Regensburger, General Manager	
Liberal Arts and Sciences, College of	(610) 683-4305
Dr. Anne Zayaitz, Dean	
Library	(610) 683-4484
Ms. Martha Stevenson, Director	
Multicultural Services	(610) 683-4807
Ms. Rhonda Branford, Director	
Off-campus Housing	(610) 683-1581
Mr. Robert Watrous, Dean	
Public Safety and Police Services	(610) 683-4002
Mr. John Dillon, Director	
Recreational Services	(484) 646-4202
Ms. Amy Sandt, Director	
Student Conduct	(610) 683-1320
Mr. Michael Demeter, Associate Dean	
Student Union and Involvement Services	(610) 683-1383
Dr. Trisha Scarcia-King, Director	
Transcripts	(610) 683-4718
Ms. Sylvia Conrad, Registrar's Office	
Transfer Admission	(610) 683-4787
Ms. Tania Brown, Admissions Office	
Transfer Student Records	(610) 683-4478
Ms. Lori Lentz, Registrar's Office	
Veterans' Affairs	(610) 683-4718
Ms. Sylvia Conrad, Registrar's Office	
Visual and Performing Arts, College of	(610) 683-4500
Dr. William Mowder, Dean	
Women's Center	(610) 683-4655
Ms. Grace Hill, Associate Director	

**KUTZTOWN UNIVERSITY OF PENNSYLVANIA
ACADEMIC CALENDARS**

For the 2015-2016 Academic Calendar, see the Registrar's Office at

**[http://calendar.kutztown.edu/CalendarNOW.aspx?fromdate=8/1/2015&todate=8/31/2015
&display=Month&more=1/1/0001](http://calendar.kutztown.edu/CalendarNOW.aspx?fromdate=8/1/2015&todate=8/31/2015&display=Month&more=1/1/0001)**

About the University

MISSION STATEMENT

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.

VISION STATEMENT

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.

STRATEGIC GOALS

Goal 1 – Academic Excellence

Kutztown University will promote, enhance and recognize excellence in teaching, learning, creativity, scholarship, and research.

Goal 2 – Community Engagement

Kutztown University will partner with the community to better serve the needs of the Commonwealth and the region.

Goal 3 – Caring Campus Community

Kutztown University will value and respect all campus constituents, celebrate diversity, and embrace shared governance.

Goal 4—University Infrastructure

Kutztown University will maintain and enhance the physical, financial, and human resources necessary to fulfill its mission.

University Goals Academic Effectiveness

- I. Students receiving undergraduate degrees will:
 - A. Achieve the foundational knowledge and competencies that form the General Education curriculum. The learning goals of the General Education curriculum are:
 - Goal 1: To cultivate intellectual and practical skills that are practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance. These skills are (1) inquiry and analysis, (2) decision making, (3) critical and creative thinking, (4) written and oral communication, (5) quantitative literacy, (6) information literacy, (7) teamwork and problem solving, and (8) wellness.
 - Goal 2: To develop an understanding of human cultures and the physical and natural world that is focused by engagement with big questions, both contemporary and enduring. The big questions are explored in the (1) Sciences, (2) Mathematics, (3) Social Sciences, (4) Humanities, (5) Histories, (6) Languages, and (7) Arts.
 - Goal 3: To inculcate a sense of personal and social responsibility that is anchored through active involvement with diverse communities and real world challenges. These competencies are (1) local and global civic knowledge and engagement, (2) intercultural knowledge and competence, (3) ethical reasoning and action, and (4) personal qualities and attitudes such as passion, curiosity, self-confidence, imagination, cooperation, commitment, as they support lifelong learning.
 - B. Achieve the advanced knowledge and competencies of one or more academic disciplines.
- II. Students receiving undergraduate degrees in professional programs should possess sufficient knowledge and skills to perform successfully in related positions of employment.

- III. Students receiving undergraduate degrees who apply and are accepted for graduate study should be competent to perform graduate level work.
- IV. Students receiving graduate degrees should:
 - A. Be competent to pursue increasingly independent scholarship, and creative investigation in their disciplines. This may include further graduate study.
 - B. Be competent to perform at more advanced levels of employment in their professions.

HISTORY

Shortly after the close of the Civil War, residents of upper Berks County were able to turn their thoughts from mere survival on the frontier toward building a modern society. One of their first concerns was the preparation of young people to take their places in the developing industrial economy.

Before any of these dreams could be realized the inadequate number of school teachers had to be bolstered. To that end, on September 15, 1866, the Keystone Normal School was established on what is now the site of Old Main.

The depth and sophistication of teacher training continued to increase with the complexity of industrialized society, however, and the needs of a burgeoning industrialization in the region placed more and more demands on teacher preparation. Kutztown University moved to fill this need and, in 1928, the institution was designated Kutztown State Teacher's College and authorized to confer the Bachelor's degree. Eventually, the area's need for liberally educated personnel to staff its industries outstripped the need for teachers. In 1960, the Department of Education changed the institution's name to Kutztown State College and diversified its goals toward "A center for learning for the best possible education of the youth of Pennsylvania in the arts and sciences and preparation of able and dedicated teachers."

Since 1960 the school has grown, teaching a student body of 8,000 with more than 50 programs of study. In addition, the University reaches out to the community with credit and non-credit Lifelong Learning courses. On July 1, 1983, the institution became Kutztown University of Pennsylvania of the State System of Higher Education. Since that time the institution has continued to grow and diversify in facilities, research and staff toward the future.

LOCATION

Perhaps one of the most fortunate aspects of living and studying at Kutztown University is its attractive location. The campus rolls across approximately 326 acres of hilltop overlooking the Borough of Kutztown, Pennsylvania. The town itself is home to about 6,000 residents and is just a five-minute walk from campus.

TRANSPORTATION — Kutztown is located halfway between Reading and Allentown, PA, on Route 222. Either city may be reached in one-half hour by car or by a bus that picks up passengers on campus. Philadelphia can be reached in one hour-and-a-half and New York City in two-and-a-half by car or by bus service. Interstate Route 78 is less than ten minutes from campus. The Lehigh Valley International Airport in Allentown is approximately 45 minutes by car and has a busy schedule of flights direct to major cities all over the country as well as connector flights to Philadelphia and Pittsburgh.

RESOURCES PROVIDED

The **Rohrbach Library** is a focal point of academic life at Kutztown University. The Library houses collections of books, periodicals, pamphlets, newspapers, maps, microforms, non-print media, and micro-computer programs. At present the collection consists of more than 500,000 volumes of books and periodical materials, representative federal and state documents, over 40,000 maps, subscriptions to 32,893 electronic full-text journals, 629 print journals, 15,000 units of non-print

media, and more than 1,300,000 units of various kinds of micro-forms. Electronic resources numbering over 14,000, include full-text articles from general, Business and Health periodicals, subject databases, such as ERIC and PsycLit, and the Encyclopedia Britannica. The map collection is one of the finest in the state and includes Braille maps, city plans, and topographic and raised relief maps.

The **Audiovisual Center** administers a comprehensive collection of audiovisual materials and equipment, including digital cameras and projectors. Additionally, the Audiovisual Center houses a microcomputer laboratory, microcomputer software collection and a materials production area.

The **Curriculum Materials Center** provides in-service teachers and other interested patrons with a wide range of the newest teaching and learning resources for examination, evaluation, and stimulus for curriculum revision.

Rohrbach Library provides a wide range of services to patrons. These include the circulation of open-collection and reserve materials, laptops and other equipment, on-line data base searching, document delivery services, a vision enhancement technology center, and interlibrary loan. Computer-based, on-line data base searching produces custom-made bibliographies on complex subjects for students and faculty pursuing advanced research. Interlibrary loan is available to obtain from libraries throughout the United States books and periodical articles not owned by Kutztown University. The library also provides a café for students.

The Rohrbach Library staff is responsible for developing and organizing the Library collections and for administering programs of library orientation and instruction. Librarians meet frequently with classes from all areas of curriculum to discuss specialized research tools. The staff encourage students, faculty, and other patrons to become familiar with Library services and collections and to take advantage of this important intellectual resource as they participate in the various programs of study at the University.

OTHER RESOURCES provided by the University to support the academic programs include a science complex which holds classrooms, laboratories, an astronomical observatory and planetarium; the Sharadin Art Gallery; broadcasting quality television studios; a modern language laboratory installation; and a Speech Clinic for students. Also available are various content area tutoring labs, peer tutoring, Supplemental Instruction, reading and study skills instruction, and a microcomputer lab.

The University has a campus-wide fiber optic network with a Gigabit Ethernet backbone that links students, faculty, and staff to campus computing resources as well as Internet resources throughout the world. ResNet, with over 4500 "port per pillow" Ethernet connections to the residence hall rooms and four residence hall computer labs, serves the on-campus student population.

Computer Systems/Labs — The academic computing needs are supported by 50 computer labs with nearly 800 personal computers, about 70 of which are available 24 hours per day, and seven days a week. Our three-year computer replacement cycle, along with our university-wide Microsoft Campus Agreement, ensures that all computer labs, as well as all university-owned computers, are equipped with current technology and the latest software. The University currently supports more than 2,500 personal computers and supports network connectivity for all of them. We also offer campus-wide virus protection that students are encouraged to use on their personal systems. A Unisys Clearpath mainframe computer and several application-specific servers, with implementation underway of a state-of-the-art SAP system, support the administrative needs of the University.

E-mail and Personal Web Space — Each student receives a unique web-based e-mail account accessible 24 hours a day from anywhere in the world. Students are required to use this e-mail address to ensure they receive prompt notification of important university news. Students also receive personal web space along with server space to store important documents and school work. Kutztown University also provides

students with access to e-mail distribution lists for courses, clubs and other activities.

Smart Classrooms — The University has more than 140 technology rich classrooms that are connected to the campus network and the internet to assist our faculty in the academic mission. The technology consists of a push-button or touch-screen interface that operates the projectors, PC/Macintosh computers, DVD/VCR players, and miscellaneous ancillary equipment, such as laptops, document cameras, and smart boards. Several of the classrooms have full sound systems and cable feeds.

Student Computer Discounts — Through Kutztown University, students are able to receive discount prices on personal computers through Dell, Lenovo and Apple. The University also offers discounts on Microsoft software through our Microsoft Select Agreement for students. McAfee virus protection is offered as free software to all Kutztown University students.

SERVICES TO THE SCHOOL DISTRICTS

Upon request, the University makes available to school districts clinical, consultative, and placement services, campus conferences, loan exhibits, and audiovisual materials. An individual teacher or a school district may arrange for the use of these services by communicating with the director of the particular service required.

Center for Communication Disorders — In conjunction with the degree in Speech-Language Pathology, the University offers the services of speech clinicians to University students and to the public. Individual diagnosis of and therapy for problems in voice, articulation, language, fluency and hearing are provided under the close supervision of a clinical supervisor.

Placement Service — The placement service of the University maintains a close relationship with members of the faculty and supervisors of teacher candidates. Requests from school administrators for teachers are acknowledged, arrangements for personal interviews are made, and confidential credentials are issued.

Professional Conferences — Special conferences in library science, art education, elementary education, secondary education, special education, business, history and many other academic fields are sponsored annually or biennially by the University. The programs are designed as a service to teachers and administrators in eastern Pennsylvania.

Audiovisual Center — The Kutztown University Audiovisual Center maintains a large collection of audiovisual materials and micro-computer hardware and software. Whenever possible the Center cooperates with local school districts and public agencies by sharing these resources. A comprehensive description of services and policies may be obtained by contacting the Media Specialist within the Audiovisual Center.

Television Services — The University's Department of Television Services provides video support to members of the University and local communities. The Department provides services such as satellite down-links of programming, videoconferencing, video-taping presentations and/or guest lecturers, and producing programming in support of numerous educational objectives. Additional information can be obtained by contacting the Department.

STUDY ABROAD OPPORTUNITIES

The International Studies Office offers numerous options for studying abroad. Students may select Kutztown University sponsored semester-long or summer study programs in such locations as Spain, Ecuador, Costa Rica, Austria, and Mexico. In addition, Kutztown University is a member of The College Consortium for International Studies (CCIS), a partnership of more than 120 colleges and universities. Sponsors more than 85 study abroad programs in 30 countries designed to enhance international/intercultural perspectives for students as they earn academic credit that transfers back to their home institution.

Students at Kutztown University also may apply to study for a summer, a semester, or an academic year through the many student exchange collaborations with colleges and universities in Europe, England, Latin America, and Africa.

Additional information may be obtained from the International Studies Office, located in 204 Stratton Administration Building or by calling (610) 683-1390.

CLINICAL EXPERIENCE IN ENGLAND

The Clinical Experience in England Program provides teacher candidates the opportunity to complete the second half of their clinical experience, either semester, at the College of St. Mark and St. John, Plymouth, England. This program is designed to give teacher candidates an opportunity to become acquainted with another teacher system, learn about the English culture, and to travel internationally. Selection is based on the results of academic standing, faculty recommendations and interviews. Interested students must attend a Pre-Registration Meeting for Clinical Experience at which time information is disseminated by the Office of Field Experiences and Outreach, Beekey Education Center, Kutztown University.

COLLEGE OF BUSINESS EXCHANGE PROGRAM OPPORTUNITIES

The College of Business at Kutztown University is a leader in international business education and students have the exciting opportunity to study in international partner institutions throughout the world. In a global marketplace, students who travel and study in another country gain an employment edge on the competition. Exchange opportunities are available in England, Hungary, Denmark, Spain, Holland, Germany, and China. International Business majors are encouraged to complete an international exchange experience. Additional information and application materials are available in the Dean's Office, College of Business.

COLLEGE OF BUSINESS INTERNSHIP OPPORTUNITIES

Students in the College of Business have the opportunity to earn professional experience and academic credit by participating in the College of Business internship program. Qualified students, who have completed approximately 75 credits, provide valuable service to companies and institutions while gaining invaluable experience and developing professionally. It is a true "win-win" situation for all. Three to six internship credits may be earned. Information and application forms are available by contacting the Dean's Office, College of Business or any of the departments in the College of Business.

SUMMER SESSIONS

A wide selection of courses and special programs, both graduate and undergraduate, is offered during two five-week sessions each summer. Summer School permits academic acceleration for students enrolled during the regular session or provides them an opportunity to make up scholastic deficiencies. Graduate students can further their professional education while prospective freshmen may get an early start for the Fall semester in the "Early Bird" Program. Students may register for up to nine (9) semester hours each session.

A summer catalog is published each March. Further information may be obtained by visiting our web page: <http://summer.kutztown.edu> or by calling (610) 683-1397 to request a Summer Sessions catalog.

Undergraduate Admission

GENERAL ADMISSION REQUIREMENTS

HOW TO APPLY — FRESHMEN

- Complete the application for admission provided by the Office of Undergraduate Admission or the electronic application, www.kutztown.edu/apply_online.shtml. Kutztown University also accepts other electronic applications.
- Submit a \$35 application fee. (*Kutztown University subscribes to the CEEB fee waiver program. Students should request submission of the fee waiver form through their guidance counselor.*)
- Request an official copy of the high school transcript and send directly to the Undergraduate Admissions Office. GED results must be sent directly from the Department of Education.
- Submit test scores from either the SAT I: Reasoning Test of the College Entrance Examination Board or the ACT (American College Test.)
- Complete any other requirements as prescribed by your intended major. (Example, portfolio, art test, music audition by the appropriate date.)
- Kutztown University does not require specific numbers and types of high school courses. Students are strongly encouraged to pursue a college preparatory program in high school which consists of: four years of English, Social Science, Mathematics, and Science and two to four years of Foreign Language.
- Students who do not meet regular admission requirements will have a deferred application review process.
- When approved for admission to the university, applicants will be required to make a nonrefundable advance registration deposit of \$200 by May 1. Students requesting on-campus housing will be required to submit an additional room deposit of \$125. Deposits for fall Semester will be credited to spring semester housing fees. The housing deposit is refundable if housing is cancelled prior to May 1 (for the fall semester), or November 1 (for the spring semester). The deposit is non-refundable if a student cancels housing, withdraws, transfers, breaks contract, or cancels his/her acceptance after these dates.
- A favorable admission decision is based upon the students' qualifications at the time of the offer and is contingent upon his or her maintenance of those standards through graduation from high school. Students must request a final official transcript, which includes the date of graduation, and have it sent to the Undergraduate Admissions Office.

HOW TO APPLY — TRANSFER STUDENTS

- Complete the application for admission provided by the Office of Undergraduate Admission or the electronic application, www.kutztown.edu/apply_online.shtml. Kutztown University also accepts other electronic applications.
- Submit a \$35 application fee.
- Submit an official copy of the high school transcript. GED results must be sent directly from the Department of Education.
- Submit official copies of college transcripts from all post-secondary institutions attended.
- Transfer students with 12 or more college level credits must have a minimum 2.0 GPA on a 4.0 GPA scale.
- For students who earned less than 12 credits, standardized test scores must be submitted and will be considered in the review process, along with the high school transcript.

- Students applying to any teacher education program that possess 48 credits or more, must be admitted to teacher candidacy. In order to achieve this, students must meet the following requirements:
 - ✓ Have a minimum GPA of 3.0 or greater
 - ✓ Have a C or better in 3 hours of composition, literature and speech; and six hours of mathematics
 - ✓ Pass the basic skills assessment of Praxis I in reading, writing and mathematics and have scores on file at Kutztown University. Information about Praxis examinations can be obtained at www.ets.org. Students must meet all requirements to achieve teacher candidacy and be admitted as an education major.
- Some majors at Kutztown University require additional information before an offer of admission can be made, such as a portfolio for Studio Art, Art Ed/Crafts, and Communication Design, and an audition/interview for Music. A copy of these guidelines will be sent to you upon receipt of your application.
- Kutztown University also welcomes **second degree students**. A second degree student is a student who has earned a college or university Baccalaureate degree at a regionally accredited institution in one field of study and wishes to earn a second undergraduate degree in another field of study.

THE ADMISSION OF FORMER STUDENTS — Students who withdraw from the University and later apply for re-admission are required to meet the curriculum requirements effective at the time of their re-entry.

The 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 years or more prior to the resumption of study perhaps will not be counted toward graduation. Such courses may no longer be considered to be current or be required for the degree. The Registrar determines the acceptability of these credits. However, students may request the re-evaluation of the Registrar's decision by submitting a petition to the Undergraduate Exceptions Committee.

THE ADMISSION OF INTERNATIONAL STUDENTS — Kutztown University welcomes applications for undergraduate study from citizens of other nations. The following items describe our admission requirements:

- **Kutztown University International Application** — A completed international application form including a copy of passport photograph pages, if available.
- **Application Fee** — A non-refundable application fee of \$35.00 USD made payable to Kutztown University, or via credit card for online applicants.
- **Official Transcripts** — Official, original transcripts of all academic records are required (with English translations if necessary). Certified copies of transcripts are accepted and must be signed and stamped by either an administrator of the student's school, a U.S. Embassy official, a Ministry of Education official, or a U.S. Overseas Advising Office staff member.

* For international students who want to transfer university credit to Kutztown University – All international university transcripts **must** be evaluated by an evaluation service such as World Academic Research or World Education Services for credit to be transferred. Please request a "course by course" evaluation.

- **Test Scores** — All applicants are required to submit one formal exam such as TOEFL, SAT or IELTS to Kutztown University. Students should request test results be sent directly from the testing agency—the institutional code is 2653. We **cannot** accept copies or faxes of test scores. The TOEFL

requirement is 550 (paper), or 79 (internet) and the IELTS requirement is 6.0. Scores must have been obtained in the last two years. This requirement includes countries where English is a native language. *If you do not meet the minimum test score requirement or you do not want to submit test scores, you may be conditionally admitted if you enroll in the intensive English program at Kutztown University.*

- **Affidavit of Financial Support** — This form must be completely filled out in English and must be completed by all persons (sponsors) financially supporting the student. All questions must be answered. Affidavits must be signed by the sponsor.
- **Financial Documents** — Original statement of financial support, such as a certified bank letter or 3 months of bank statements are required. This statement should show support of at least \$23,000 USD for one year of undergraduate studies. U.S. law requires a student to prove they can support their estimated annual costs for every year of the program of study.

All applications for admission should be sent to:

Office of International Programs
P.O. Box 730

Kutztown University
Kutztown, Pennsylvania 19530, USA

For additional information regarding international applications, please contact the Office of International Programs via email at international@kutztown.edu or at (484) 646-4256.

ADVANCED REGISTRATION DEPOSIT — An advanced registration deposit of \$200 must be paid when an applicant receives a letter of admission. The Advanced Registration Deposit will be credited to basic fees upon registration. This fee is non-refundable under any conditions.

Students who were not in attendance in the previous semester, when re-admitted, are required to pay the \$200 deposit fee.

For additional information concerning admission to undergraduate degree programs contact the Admission Office, Kutztown University, Kutztown, PA 19530 or phone (610) 683-4060.

HOUSING DEPOSIT — A new student who has requested on-campus housing on the admission application and has paid the \$200 Advanced Registration Deposit (ARD) will be identified to the Housing and Residence Life Office. When on-campus housing is available, the Housing and Residence Life Office will send the student a housing "offer." This offer will include a housing contract and a statement form. The statement form will indicate a due date for payment of the required \$125 housing deposit and directions for completion of the statement form. To accept the housing offer and secure on-campus housing, the \$125 housing deposit must be paid by the date specified on the statement form. The housing deposit is applied towards the student's housing fee for the spring semester.

The \$125 housing deposit is refundable if the student cancels housing by the established deadline dates.

Housing spaces are guaranteed for entering first-time fall freshmen under the following conditions: a) the student is accepted for admission; b) the student has requested on-campus housing; or, c) the Admissions application and the \$200 ARD are received by May 1.

Housing for entering transfer and readmit students is limited, and is based on the number of spaces filled by incumbent resident students and the number of housing cancellations received. Housing for incumbent students currently living off-campus, or commuting, is limited and is based on availability.

REGULATIONS CONCERNING REGISTRATION — The last day of official "Drop-Add" period shall be the latest date for enrollment as a full-time student in the Fall/Spring semesters.

LATE REGISTRATION — The official registration date for each semester is published in the Calendar of Events on the insert in this

catalog. Any student registering during or after late registration will be charged the normal late registration fee.

CHANGE OF NAME AND/OR ADDRESS — Once enrolled, students who change their address must do so in writing by filling out a form in the Registrar's Office or by mailing a letter to the Registrar's Office.

STAGE REQUIREMENTS FOR PROFESSIONAL EDUCATION TEACHER CANDIDATES

STAGE I: ADMISSION TO CANDIDACY — In order to achieve teacher candidacy the pre-candidate must complete the following requirements **prior to the semester earning 48 credits:**

- Have a minimum cumulative 3.0 GPA.
- Have a C or better in 3 hours of composition, 3 hours of literature, 3 hours of speech, and 6 hours of mathematics.
- Pass the basic skills assessment of Praxis I in reading, writing, mathematics and **have official scores** on file at Kutztown University.

Pre-candidates should apply for teacher candidacy **during the semester they will obtain 48 credits.** Applications can be obtained and returned to the major department. Pre-candidates who have not met **all** requirements: (1) will not be admitted to teacher candidacy; (2) cannot continue in the major; (3) cannot take teacher candidacy courses.

Note: Teacher candidates must pass all professional education courses with a "C" or better. Any teacher candidate for whom three letters are received from KU faculty, KU administrators, and/or public school personnel documenting the candidate's unsuitability for teaching may be denied entrance to any field experience including clinical experience and practicum.

STAGE II: REQUIREMENT FOR PROFESSIONAL SEMESTER AND/OR EARLY FIELD EXPERIENCES

Teacher Candidates must:

- Complete prerequisite(s) for professional semester and/or early field experiences.
- Maintain a minimum cumulative 3.0 GPA and in the major.
- Complete the 30 hours departmental observation requirement **prior to reaching 60 semester hours.** Re-entry, transfer, and change of major students must complete the observation requirement prior to the professional semester.
- Obtain a criminal background report as required by Acts 34 and 151 **prior to registering** for the professional semester and/or early field experiences.
- Out of state teacher candidates must obtain a criminal background report from their home state.
Obtain a verification of a screening for tuberculosis.

At the end of the spring 2007, semester, **a student must have a minimum 3.0 cumulative GPA.** If not, his/her major will be changed to undeclared unless the student chooses a non-education major.

Teacher candidates who do not have clear criminal background reports may be removed from the professional semester and/or early field experience assignment.

Note: The dean, associate dean, and department chairs will determine continuation in the teacher education program. Teacher candidates denied clearance for STAGE II: (1) will NOT be permitted to pursue their professional semester and/or early field experience; (2) will NOT be permitted to pursue a teacher education major; (3) will NOT be permitted to enroll in additional courses within teacher education programs; (4) must declare a major outside of teacher education, if they plan to continue at Kutztown University.

STAGE III: REQUIREMENTS FOR CLINICAL EXPERIENCE AND PRACTICUM

Teacher Candidates must:

- Complete the professional semester and/or early field experience. This requires a satisfactory recommendation from field experience cooperating teachers and the KU coordinator.
- Complete all courses in the major required for clinical experience and practicum.
- Maintain a minimum cumulative 3.0 GPA and in the major.
- Receive a positive recommendation from the department chairperson or screening committee. This recommendation will be withheld if three letters are received documenting the teacher candidate's unsuitability for teaching.
- Obtain a criminal background report as required under Acts 34 and 151 **prior to registering** for the clinical experience and practicum semester.
- Out of state teacher candidates must obtain a criminal background report from their home state.
- Effective Fall 2007 the Praxis II exams must be passed and official scores on file at KU **prior to clinical experience and practicum.**
- Obtain a verification of a screening for tuberculosis.

Teacher candidates who do not have clear criminal background reports may be removed from the clinical experience and practicum assignment.

Note: Teacher candidates (including newly admitted, re-entry, and transfer students) must achieve a minimum of "C" in both assignments of clinical experience and practicum and have at least a four on the PDE 430 forms with no one area ranked below one to successfully complete the program. Teacher candidates must maintain a minimum cumulative 3.0 GPA and in the major to become eligible for PA teacher certification.

Right to Appeal: Teacher candidates have the right to appeal decisions to the Dean of the College of Education who chairs the Council for Teacher Education.

IMPORTANT NOTICE: U.S. CITIZENSHIP OR A WRITTEN DECLARATION OF INTENT TO BECOME A U.S. CITIZEN WITHIN SIX YEARS IS A REQUIREMENT FOR PA CERTIFICATION.

TRANSIENT STUDENTS — Kutztown University welcomes transient students. A transient student is a student who is enrolled at another college or university and wishes to take courses at Kutztown University. Transient students apply to Kutztown University through the Registrar's Office.

LIFELONG LEARNING UNDERGRADUATE CREDIT COURSE WORK

Evening, online and off-campus undergraduate credit courses are open on a space-available basis to all adults whose qualifications indicate that they are able to complete the courses successfully. Interested students should contact the Registrar's Office at 610-683-4485 or 610-683-1323. Admission to course work at the University does not mean admission to a degree program. Students registering for undergraduate credit courses may take up to a total of 21 credit hours of work, but no more than 9 hours in a given semester. Students wishing to continue taking credit work after 21 hours must make formal application as a degree candidate through the Office of Admission. Students may apply for admission to the University before reaching the 21-hour limit, with the understanding that they will be evaluated for regular admission based on criteria applied by the Office of Admissions. Once students request formal admission as degree candidates and are subsequently admitted, they will be assigned advisors from an appropriate academic discipline.

Academic Policy Information

CLASS ATTENDANCE

Students have the right to expect that the criteria for student evaluation will be explained at the beginning of the course.

The following is the class attendance policy at Kutztown University: Regular attendance in class is expected of all students at the University. 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. Legitimate reasons for absence include, but are not limited to, death in the immediate family, documented illnesses, religious observance, academic field trips, participation in an approved performance or athletic event, military duties, direct participation in University disciplinary hearing, and jury duty. Nevertheless, the student bears the responsibility 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.

An instructor need not allow a student to make up any work, normally graded in the course, which is missed as a result of an unexcused absence.

Students assume the responsibility for notifying their professors when they are expecting to be absent from class for an extended period of time, generally a week or more, because of illness, accidents, or emergencies. Students who will be absent from class for an extended period may contact the Vice Provost for Academic Affairs at 610-683-4220 for assistance in notifying professors. Medical complications or contagious diseases treated at the University health center that require extended absences will be handled by the Health and Wellness Center at 610-683-4082. The health center will contact the Office of the Vice Provost for Academic Affairs to notify the professors. Additionally, the health center will provide documentation to the student for verification if needed for absence from work.

MAKE-UP OF CANCELED EVENING CLASSES — To facilitate the make-up of evening classes canceled due to weather conditions, with the understanding that exceptions to this will be subject to approval by the Academic Vice President, the following schedule was approved:

Classes Canceled Make-up Date
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

COURSE AND SCHEDULE SELECTION

The ultimate responsibility for compliance with academic requirements for graduation, selection of courses, and class schedules rests entirely with the student.

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 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 ADVISOR — Although course and program planning is the responsibility of the student, each student is assigned a faculty advisor in the student's major field of interest who will provide

assistance in course selection. Each faculty advisor designates certain hours when students in classes and assigned advisees may schedule meetings regarding work in courses or other problems. Office hours are posted at each faculty office.

CREDIT FOR COURSES — No credit can be given for courses for which students are not officially registered in the Office of the Registrar.

PASS/FAIL — Students having completed at least 30 semester hours of college-level work with at least a 2.75 average may take one course per semester on a pass/fail basis provided that no more than 18 semester hours in the undergraduate program (exclusive of Physical Education) would be taken on that basis.

Only courses in General Education permitted 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 for this procedure because courses that are prescribed in the major program including the specified electives under the major, minor, concentration, or concomitant courses cannot be taken pass/fail. The pass/fail option is available to students for break, summer and regular semesters.

The pass/fail form must be submitted by the student to the Registrar's Office before the end of the drop/add period to exercise this option. The student may change his/her mind but must notify the Registrar in writing that he/she wishes to select the normal grading system for a specific course. This change must be done before the first class meeting. Evaluation for course work under pass/fail which would constitute "A", "A-", "B+", "B", "B-", "C+", or "C" work will receive a grade of "pass." Evaluation which could constitute "D" work will receive the notation of "no credit." Work which would normally be evaluated as "F" will count as "Fail." The determination of the grade, A, A-, B+, B, B-, C+, C, D, F, I, Pass or Fail will be made by the instructor at the end of the course. A pass/fail grade will not be computed in a student's semester or cumulative average, but credit for the course in the case of a "pass" will count toward credits needed for graduation.

Any student who withdraws from a course he/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."

AUDITING COURSES — Students may take courses "not for credit" provided there is room in the class after all registrations for credit have been handled. The student pays full fee for auditing and may audit no more than one course per semester.

Under auditing privileges, students are not required to take examinations and may take such only with approval of the instructor. Once the student has enrolled "Not for Credit," enrollment status may not be changed to "credit" except through special action by the Undergraduate Exceptions Committee upon receipt of approval from the department chairperson and the appropriate college dean. An "AUD" grade will be given in the course. This does not affect your grade point average.

REPEATING COURSES — Undergraduate students will be limited to a maximum total of six repeats at Kutztown University. A single course can be taken a maximum of three times, including two 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 one'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 one's grade point average.

SCHEDULE AND CURRICULUM CHANGES

Change of Major, Minor, or Academic Advisor — The general University policy regarding eligibility for a change of major is that any student may request a change of major. Because a certain college and/or department may have additional criteria which must be fulfilled before

approval for a change of major is given, the student should check the college and departmental requirements carefully. Students who wish to change into the “undeclared” category may do so by requesting such a change at the Advisement Center located in the Administration Building.

All changes of major, minor, or academic advisor are made to be effective during the Drop/Add period of either the Fall or Spring semester. Requests for a change of major, minor, or academic advisor, which are completed during a Drop/Add period, will take effect immediately. Requests for a change of major, minor, or academic advisor, which are completed after a Drop/Add period, will be processed, but will not take effect until the following semester. 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 in force effective date of the change, addition, or re-entry.

A student who wishes to change his/her major, minor, or academic advisor should go to the following offices to initiate the process for formal change:

1. to add a major in the College of Business — go to the Department of Professional Studies in the College of Business.
2. to add a major in the College of Education — go to the specific departmental chairperson.
3. to add a major/minor in the College of Liberal Arts and Sciences — go to the specific departmental chairperson.
4. to add a major/minor in the College of the Visual and Performing Arts — go to the specific departmental chairperson.
5. to drop a major, track, concentration, minor, or advisor with **no** additions, go to the specific department chairperson. For deletions involving the College of Business, go to the Dean’s Office (COB).

Simultaneous (Dual) Degree Completion — A 150 credit minimum is required for completion of simultaneous degrees. Two diplomas are awarded.

Students meeting all of the requirements of two majors with less than 150 credit hours can obtain a double-major (one diploma). In the case of a double major, if the two majors involve multiple degree designations (e.g., B.A. in English and B.S. in Psychology), the student will have the option to select the degree designation that appears on the transcript and diploma.

- A. A student must successfully complete all the required work under each major.
- B. A student must successfully complete all courses in one of the two concomitant areas.
- C. All course prerequisites must be fulfilled.
- D. Clearance for graduation must be approved by both departments or areas.
- E. A minimum GPA 2.0 is required in each major with the exception of education, which requires a minimum GPA of 3.0.
- F. A student may be required to successfully complete a comprehensive examination in each major.

Major-Minor — based on the following criteria:

- A. The minor area requires between 18-20 semester hours.
- B. Each department indicates the specific sequence(s) of study which constitutes the minor(s).
- C. At least three (3) courses of study in the minor must be in upper division.
- D. A grade point average of at least 2.0 is required in the minor.

WITHDRAWALS

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 his/her classes, in which case a grade of “W” will be awarded. Students may withdraw from 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.

Withdrawal from the University — Any student leaving the University prior to the end of any academic term must officially withdraw. The student should contact the Registrar’s Office (Stratton Administration Building) to initiate the formal withdrawal process. The date the Registrar’s Office receives this withdrawal form with the student’s original signature is the student’s official date of withdrawal from the University. Please note that failure to complete the withdrawal process may result in failing grades in all courses being taken at the time of withdrawal.

If the student completes the withdrawal process with the Registrar’s Office prior to the two weeks before the beginning of final examinations, then the student will receive “W” grades for all courses. If the student completes the withdrawal process with the Registrar’s Office within two weeks of the beginning of final examinations, then the student will receive “F” grades for all courses when withdrawing from the university.

For extenuating circumstances as verified by the Counseling Center, and with the approval of the Undergraduate Exceptions Committee, a student can receive a “W” for all courses when withdrawing from the University.

GRADING

Effective Spring 2011 semester, the University uses a plus/minus grading system. The grading scale is as follows:

	Potential Grades
A – excellent	A, A-
B – above average	B+, B, B-
C – average	C+, C
D – below average	D
F – failure	F
I – incomplete	I

A grade of “I” indicates that the student has not satisfied all requirements of a given course. All deficiencies must be removed by the end of the tenth week of the next regular semester. Failure to meet this requirement automatically changes the “I” to “F.” A grade of “NGR” indicates that no grade has been recorded. Effective fall 2012, an “I” grade and “NGR” grade will no longer be calculated into the student’s GPA as if they were the same as a grade of “F.”

Final Examinations — 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. The final examination is to contribute in weight no more than 1/3 of the course grade for each student.

DEAN’S LIST

At the end of each semester a scholarship list, known as the Dean’s List, is made public. Eligibility for inclusion on the list is determined by a semester grade point average of 3.60 provided the student is registered for at least 12 credits under letter grading and is pursuing study for a degree at Kutztown University.

GRADUATION WITH HONOR — Kutztown University recognizes a student’s scholastic achievement upon graduation by recording honors on the permanent record, the commencement program and on the diploma itself. The cumulative grade point average necessary for this distinction is: with honor (cum laude) 3.40; with high honor (magna cum laude) 3.60 and with highest honor (summa cum laude) 3.80.

CLASSIFICATION

Students are classified as freshmen if they have less than 30 earned credits; as sophomores when they have earned between 30 and 59.9 credits; as juniors when they have earned between 60 and 89.9 credits, and as seniors after they have earned 90 or more credits. The credits used to determine the classification of students include those earned at this university and those earned at other institutions accepted by Kutztown University on the basis of official transcripts received from those institutions.

GRADE POINT AVERAGE

The grade point average is a measure of a student's academic standing. For purposes of computing the quality points earned, each letter grade carries a given number of quality points as shown:

- A carries 4 quality points
- A- carries 3.67 quality points
- B+ carries 3.33 quality points
- B carries 3 quality points
- B- carries 2.67 quality points
- C+ carries 2.33 quality points
- C carries 2 quality points
- D carries 1 quality point
- F carries 0 quality points

A GPA calculator can be found here:

<http://form.app.kutztown.edu/gpa/index.aspx>

To determine the grade point average for a given semester, use the formula indicated:

COURSE	CREDIT/ SEMESTER HOURS	GRADE	SH x QP	TOTAL Q.P.
Course I	3	B+	3x3.33	9.99
Course II	3	C	3x2.00	6
Course III	1	D	1x1.00	1
Course IV	3	A-	3x3.67	11.01
Course V	3	F	3x0.00	0
Totals	13			28

Grade Point Average (G.P.A.) 2.15

The cumulative grade point average is determined by dividing the total of all quality points earned by the total semester hours of all credits attempted. An exception to this occurs when a student repeats a course, whereupon the credits attempted the first time the course was taken will not be part of the divisor. Because a repeat course can affect the cumulative grade point average significantly, it is important that the student make certain that the records show all repeat courses.

The G.P.A. in a student's major program is based on all courses taken which the department allows to count toward the major, regardless of whether the student uses the courses to fulfill major program requirements, as electives or concomitant courses or within General Education requirements.

Multiple prefix courses are counted in the total number of credits allowable in a student's major even if they are taken with a prefix other than the student's major. This includes courses taken under general education.

PLEASE NOTE: Grades earned in courses taken at another institution will not be included in determining a student's grade point average as only grades earned at Kutztown University affect this average.

ACADEMIC ELIGIBILITY

All newly admitted, re-entry and transfer students must meet the following minimum requirements of Grade Point Average (GPA) for continuing enrollment in good standing.

FULL-TIME ENROLLMENT IN GOOD STANDING BEYOND THE SECOND REGULAR SEMESTER

Admission to the second regular semester and to all subsequent semesters 2.00

PART-TIME ENROLLMENT IN GOOD STANDING

Minimum of 24 semester hours attempted and every 12 credits thereafter 2.00

A cumulative grade point average (GPA) of 2.0 or higher is required of all students by the end of their second full-time semester or at the completion of 24 semester hours for part-time students at Kutztown University. Students earning a grade point average lower than 2.0 at the completion of their first semester will receive a LETTER OF NOTIFICATION indicating the student is not meeting university standards. It will call attention to the support services that the student may use to remediate academic difficulties.

ACADEMIC WARNING

If, at the completion of the second semester or any subsequent semester, a student's cumulative GPA falls below 2.0, he/she will receive an ACADEMIC WARNING for the following semester. Part-time students will be evaluated every 12 credits beginning with the completion of 24 credits and will receive an ACADEMIC WARNING whenever this evaluation shows their GPA to have fallen below 2.0. A student is allowed only one semester of ACADEMIC WARNING.

In an ACADEMIC WARNING semester, the student:

- is required to see his/her faculty advisor and to use University support services, such as the Advising Center, to remediate academic difficulties.
- may lose eligibility to receive financial aid if in the fifth semester or beyond.
- may register for no more than 15 credits for the subsequent semester. With permission of the Department Chair of the student's program or the Advising Center, a student may register for more credits.

Any student who withdraws from the University while under ACADEMIC WARNING, during the period in which students receive a grade of "W", will be considered to have completed a semester under ACADEMIC WARNING and will be readmitted only under ACADEMIC PROBATION.

ACADEMIC PROBATION

Should the cumulative GPA of any student who has received an ACADEMIC WARNING fall below 2.0, the student will be placed on ACADEMIC PROBATION for the subsequent semester. A part-time student who has received an ACADEMIC WARNING must bring his/her cumulative GPA up to 2.0 or higher within 12 semester credits attempted, or be placed on ACADEMIC PROBATION.

During the semester of ACADEMIC PROBATION the student:

- is not considered to be in good academic standing.
- is prohibited from participating in any intercollegiate activities or leadership positions in student organizations.
- is required to see his/her faculty advisor and to use University support services, such as the Advising Center, to remediate academic difficulties
- may lose eligibility to receive financial aid if in the fifth semester or beyond.
- may register for no more than 15 credits for the subsequent semester. With permission of the Department Chair of the student's program or the Advising Center, a student may register for more credits.

No exception to the conditions of ACADEMIC PROBATION may be made without prior approval of the Undergraduate Exceptions Committee.

If a student under ACADEMIC PROBATION earns the GPA required for good standing, but then again falls below the required minimum GPA, the student will be automatically DISMISSED.

Each student is entitled to receive one ACADEMIC WARNING and to be placed on one semester of ACADEMIC PROBATION. These semesters may be consecutive or they may be separated by one or more semesters with a cumulative GPA of 2.0 or higher.

Should a student under ACADEMIC PROBATION voluntarily withdraw from the University, the student may seek readmission. This

readmission will be under ACADEMIC PROBATION. If the student withdraws during this second semester of ACADEMIC PROBATION, he/she may not be readmitted without approval from, and under conditions established by, the Undergraduate Exceptions Committee. Any student who withdraws from the University while under ACADEMIC PROBATION, after the period in which students receive a grade of "W," will be considered to have completed a semester under ACADEMIC PROBATION and will be automatically DISMISSED.

DISMISSAL

A student DISMISSED from the University following a semester of ACADEMIC PROBATION may seek readmission only under unusual circumstances. Following academic DISMISSAL, in special situations the student may petition the Undergraduate Exceptions Committee to consider a request for readmission

- Petition for readmission must include a clear statement and/or evidence indicating the student's potential for academic success.
- If the petition is approved, the student shall be admitted on ACADEMIC PROBATION for one semester and must comply with all standing restrictions of ACADEMIC PROBATION in addition to requirements imposed by the Undergraduate Exceptions Committee.
- If the petition is approved, the student shall be admitted on ACADEMIC PROBATION for one semester. During that semester, the student must comply with all standing restrictions of ACADEMIC PROBATION as well as any additional requirements imposed by the Undergraduate Exceptions Committee.

POLICY ON ACADEMIC FORGIVENESS FOR UNDERGRADUATES

Rationale — 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.

Rules and Procedure

1. This policy applies to any student who seeks readmission to Kutztown University after having been separated from the university for at least four 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 GPA.
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 KU 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 "10-year" rule and so students must be aware that courses in the major taken over 10 years prior to re-entry may be judged to be not applicable toward a degree.

ACADEMIC HONESTY POLICY

Kutztown University is committed to the personal and intellectual growth of its students. The principal context in which this growth occurs is the University's courses, and the educational process depends upon an open and honest atmosphere of positive cooperation between faculty and students. In order to maintain this atmosphere, professors must evaluate the academic performance of students fairly and students must demonstrate their mastery of subject matter honorably. Any acts of academic dishonesty by students, such as plagiarism on written papers or cheating on exams, threaten to undermine the educational and ethical goals of the University for its students. Such violations are of the utmost seriousness. The goal of the following policy and procedures is to promote a climate of academic honesty for all individuals at the University.

Responsibilities of Faculty Members and Administrators — It is the responsibility of faculty members who become aware of acts of academic dishonesty to investigate, gather evidence, bring charges, participate in the resolution of cases that they initiate, and administer appropriate sanctions according to the policy and procedures set forth below. As a preventive measure against such acts, instructors are strongly encouraged to inform students at the beginning of each course that they intend to uphold this policy. In addition, whenever there is a potential for ambiguity as to how the policy applies to specific course activities and assignments, instructors should explain clearly to students what procedures, activities, and resources are allowed. Administrators who become aware of breaches of the Academic Honesty Policy may participate, as a co-accusers with the instructor, in bringing charges of academic dishonesty.

Responsibilities of Students — It is the responsibility of students to be aware of this policy and abide by it at all times. Ignorance of this policy will not be an acceptable defense if charges are lodged. Students accused of academic dishonesty who fail to meet the time deadlines contained in the procedures set forth below will forfeit their rights to a formal hearing and to appeal a sanction. Students are encouraged to bring cases of academic dishonesty that they observe or know about to the attention of their instructors or to officials of the University. They should be willing to testify at subsequent formal hearings about such matters. Students have the right to participate, as co-accusers with the instructor, in bringing charges of academic dishonesty against other students.

Definitions of Academic Dishonesty — Academic dishonesty involves any attempt to obtain academic credit or influence the grading process by means unauthorized by the course instructor. Academic dishonesty includes, but is not limited to the following situations and examples.

1. Providing or receiving unauthorized assistance in course work and lab work, or unauthorized assistance during examinations or quizzes.
2. Using unauthorized notes, materials, and devices during examinations or quizzes.
3. Plagiarizing the work of others and presenting it as one's own without properly acknowledging the source or sources. At its worst extreme, plagiarism is exact copying, but it is also the inclusion of a paraphrased version of the opinions and work of others without giving credit. It is not limited to written materials. It includes the wrongful appropriation in whole or in part of someone else's literary, artistic, musical, mechanical, or computer-based work.
4. Presenting material to fulfill course requirements that was researched or prepared by others (such as commercial services) without the knowledge of the instructor.
5. Falsifying or inventing data to be presented as part of an academic endeavor.
6. Gaining unauthorized access to another person's or the University's computer system. Violations include tampering with or copying programs or data or access codes associated with coursework.

7. Possessing or arranging for someone else to possess course examination or quiz materials at any time without the consent of the instructor.
8. Altering or adding answers on exercises, exams, or quizzes after the work has been graded.
9. Making fraudulent statements, excuses, or claims to gain academic credit or influence testing or grading.
10. Taking examinations or quizzes for someone else or arranging to have someone take examinations or quizzes in place of the person registered for the course.

For more information on the Academic Honesty Policy visit:
<http://www.kutztown.edu/admin/AdminServ/policy/pdfs/ACA-027.pdf>

TRANSFER CREDITS

Transfer credits will be given for equivalent courses completed at regionally accredited institutions of collegiate level in which a minimum grade of "C-" is earned. No student may obtain a degree without a minimum residence of one year (thirty semester hours) at Kutztown University and a minimum of 30 of the last 45 semester hours completed at this institution. Students transferring from another college are subject to the regulations stated on page 13.

Students transferring from any institution of higher education to Kutztown University will be required to complete half of the minimum semester hour degree requirements 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.

In accordance to the State System of Higher Education Academic Passport and Student Transfer Policy, Pennsylvania Community College and System students who meet the established eligibility criteria shall be granted an Academic Passport, which shall provide entry to any System University. This is limited to graduates of PA Community Colleges holding the Associate of Arts (A.A.) or Associate of Science (A.S.) degree(s) or incumbent students of State System universities with 12 credits or more of college level work. All students must have a cumulative grade point average of 2.0 or greater.

10-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 years or more prior to the resumption of study perhaps will not be counted toward graduation. Such courses may no longer be considered to be current or be required for the degree.

The Registrar determines the acceptability of these credits. However, students may request the re-evaluation of the Registrar's decision by submitting a petition to the Undergraduate Exceptions Committee.

CLEP

The College Level Examination Program (CLEP) enables both traditional and non-traditional students to earn college credit by examination. Furthermore, CLEP assists students with prior experience to earn college credit by examination. Kutztown University administers both the General Examination and the Subject Examinations. Advanced standing and credits are awarded for each CLEP examination when the student earns an acceptable score as recognized by Kutztown University.

The General Examination measures college-level achievement in five areas of the Liberal Arts and Sciences. These areas are: Mathematics, Humanities, Natural Sciences, Social Sciences and History. The CLEP Subject Examination measures achievement in specific college courses. These exams emphasize principles, concepts, relationships, and applications of course materials.

Students may earn up to 21 credits from the battery of CLEP General Examinations in the following distributions: English – 3 credits; Mathematics – 3 credits; Humanities – 6 credits; Natural Sciences – 6 credits; and Social Sciences & History – 6 credits. For specific CLEP

subject Examinations and course credits, please see CLEP chart (page 21).

Students must go to the Testing Services Office, 201 Graduate Center Building, to arrange for CLEP testing. Those students who have already taken CLEP tests must have their original test scores forwarded to the CLEP Coordinator for evaluation. There is an administrative fee for entering a CLEP score on a student's official record.

PORTFOLIO ASSESSMENT

Portfolio assessment is an alternative vehicle for defining, demonstrating and documenting college-level learning achieved outside the classroom. Students who have the appropriate reading and writing competencies may take a three-credit independent study course available in the fall and spring semesters. The course encompasses relevant academic content, skill development and ongoing guidance during the process of developing a learning portfolio. After completion of the course, students may submit the learning portfolio for valuation for possible college credit.

Evaluation of the portfolio is not part of the Independent Study course. The evaluation is done by faculty experts in the academic disciplines reflected by the student's learning and is subject to a separate assessment fee. For further information contact the Office of the Registrar or the Advisement Center.

ADVANCED PLACEMENT

Students enrolled in Advanced Placement courses during years of 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 the courses. Applicants earning a grade of "3- Qualified" or better are given advanced standing and university credit. Advanced Placement scores should be submitted as soon as possible after formal acceptance to the University. Contact Testing Services for further information.

CREDIT BY EXAMINATION

A full-time or part-time student, who by experience or training acquired academic background or comprehension comparable to that required of students who complete a given course, with the written approval of the department chairperson and professor concerned, may submit to the Testing Services Office a request for the privilege of taking an examination in the course for the purpose of establishing credit for it (Challenge Examination). Appropriate forms are available in the Testing Services Office, 201 Graduate Center Building.

A \$25.00 administrative fee is charged for each Challenge Examination. The chairperson of the department concerned and the professor who is designated will prepare and administer a special examination in the course within 60 calendar days from date of approval by Testing Services.

After grading the examination "Pass" or "Fail" the chairperson and designated professor will report the result in writing to the Registrar. For a grade of "Pass" the student will earn the academic credits that ordinarily are earned by completing the course covered by the examination. If a grade of "Fail" is achieved, "Fail" will be entered for the course on the student's transcript and the student must take the course for credit. No re-examination may be taken.

PLEASE NOTE THE FOLLOWING LIMITATIONS: Approval for credit by examination WILL NOT be granted for students:

- who failed the course in a classroom situation
- who failed a challenge examination and want to repeat credit by examination
- who do not have verification of required qualifications by department chairperson and faculty offering the examination
- who do not have the agreement of the department/faculty member to offer the examination.

CLEP SUBJECT EXAMINATIONS

American Government	POL 010
History of the U.S. I: Early Colonization to 1877	HIS 025
History of the U.S. II: 1865 to the Present	HIS 026
Analyzing and Interpreting Literature	ENG 010
Calculus	MAT 171
College Algebra	MAT 105
College Level French Language (1 semester of study/credit) (2 semesters of study/credit)	FRE 011, 012 FRE 103, 104
College Level German Language (1 semester of study/credit) (2 semesters of study/credit)	GER 011, 012 GER 103, 104
College Level Spanish Language (1 semester of study/credit) (2 semesters of study/credit)	SPA 011, 012 SPA 103, 104
College Mathematics	
General Biology	BIO 104/105
General Chemistry	CHM 100/101, 102/103
Human Growth and Development	PSY 110
Humanities	
Introduction to Educational Psychology	PSY 140
Introductory Psychology	PSY 011
Introductory Sociology	SOC 010
Natural Science	
Precalculus	MAT 115
Principles of Macroeconomics	ECO 011
Principles of Management	MGM 210
Principles of Marketing	MKT 210
Principles of Microeconomics	ECO 012
Social Science & History	
Western Civilization I: Ancient Near East to 1648	HIS 014
Western Civilization II: 1648 to Present	HIS 015

KUTZTOWN UNIVERSITY COURSES

American Government
History of U.S.: The Formative Years and the Federal Republic
History of U.S.: The Emergence of Modern America
Introduction to Literature
Calculus I
College Algebra
Elementary French I & II
Intermediate French III & IV
Elementary German I & II
Intermediate German III & IV
Elementary Spanish I & II
Intermediate Spanish III & IV
Mathematics Elective (3 sh)
Principles of Biology and Laboratory
General Chemistry I & II and Laboratories
Child Psychology
Humanities Electives (6 sh)
Educational Psychology
General Psychology
Principles of Sociology
Natural Science Electives (6 sh)
Precalculus Mathematics
Principles of Macroeconomics
Principles of Management
Principles of Marketing
Principles of Microeconomics
Social Sciences Electives (6 sh)
History of Civilization A
History of Civilization B

INDIVIDUALIZED INSTRUCTION

1. In all circumstances of Individualized Instruction:
 - a. The course must be a regular university catalogue course.
 - b. The course is not scheduled to be taught in the particular semester.
 - c. The course assignment must be approved by the chairperson of the department of course study and the Dean of the College in which the course is offered. The student initiates request for Individualized Instruction with the Dean of the College in which the course is offered.
2. Individualized Instruction is available only to degree undergraduate students who have passed no less than 30 semester hours, to degree graduate students only after approval of degree candidacy.
3. Individualized Instruction may be assigned/approved only for required courses in the student's degree curriculum. The student is expected to have observed all required sequence(s) of degree courses and to have registered for courses within the usual schedule of semester offerings appropriate to the student's degree and/or major.
4. A student is permitted to enroll in only one course under Individualized Instruction during the term of study.
5. A student enrolled in a course under Individualized Instruction may meet with the instructor regularly for at least 5 contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered.
6. Any course in which a student receives a grade of "D" or "F" may not be repeated via Individualized Instruction.

INDEPENDENT STUDY

Independent study is a course of study specific in nature, content and level which is not provided as a regular offering of study at the University. An independent study is designed by a faculty member and student subject to the approval of the department in which the course of study is undertaken. The option of independent study within a department must be listed in the current University Bulletin or have been approved for inclusion in the Bulletin. A student wishing to pursue independent study should contact the chairperson or a faculty member in the department in which the independent study will be taken.

UNDERGRADUATE RESEARCH

The **Office of Grants and Sponsored Projects** serves as the contact point for the Human Subjects Institutional Review Board (IRB).

INSTITUTIONAL REVIEW BOARD — At Kutztown University, research involving human subjects, including questionnaires and surveys, must be reviewed and approved by the Human Subjects IRB prior to the beginning of the research. Forms and procedures for complying with this requirement are available online at <http://www.kutztown.edu/acad/graduate/grants>

UNIVERSITY HONORS PROGRAM

The University Honors Program is designed to provide advanced academic opportunities for some of the most proficient and highly motivated students at Kutztown University. The program, totally undergraduate in nature, is open to qualified students in the College of Business, the College of Liberal Arts and Sciences, the College of Education, and the College of Visual and Performing Arts. Freshmen who have been identified as potential Honors students based on their high school record and SAT scores, transfer students from other Honors programs, and incumbent students who have earned a cumulative GPA of 3.25 or higher are invited to join our Honors Program.

An Honors Diploma is awarded to those students in the program who have met all college requirements, have completed at least twenty-one (21) semester hours in Honors courses, have attained a minimum cumulative grade point average of 3.25, and have completed 30 hours of service. Withdrawal from the program, for any reason, requires written notification from the student to the Director. A student whose cumulative average drops below 3.25 will be advised, following one "makeup" semester, to withdraw from the program. A grade of "C" (or lower) shall not count toward Honors Credit. A second "C" or lower

grade in an Honors course will lead to automatic exclusion from the program. A student may not enroll in an Honors course on a Pass/Fail option. Undergraduate students who are not members of the Honors Program may take an Honors course if they have a grade point average of 3.0 in fifteen (15) credits taken at the University. Permission of the Honors Program Director is required.

New to the program is an Honors Residence Hall that offers living space for students, as well as offices.

For more information interested students should visit the Honors Program Office, Honors Hall, located at 181 College Boulevard.

INTERNATIONAL STUDIES MINOR

The International Studies Minor is designed to supplement and broaden the curriculum base of students majoring in any field, thus enhancing their global awareness. This minor program has immediate relevance and application for students across a wide variety of majors (e.g. business, education, the arts, geography, history, political science, public administration, languages, and the social sciences.) The 18-credit program allows for maximum flexibility and integration into the student's specific area of study. Using an extensive list of courses from a wide variety of disciplines, a student creates an individualized program with the consultation and approval of an international studies advisor, subject to the general guidelines established by the International Affairs Committee. Emphasis is on the assembling of a cohesive group of courses with a common theme that complements the student's major.

Graduates with an International Studies Minor will be more fully prepared to interact with citizens of many nations in our global culture. This program is of special interest for students seeking careers in international sectors of multinational corporations, governmental agencies at all levels, private agencies with international perspectives, and international organizations such as the U.S. Foreign Service and United Nations agencies.

For more information about the minor requirements and a copy of the check sheet, interested students should call Dr. Thomas Stewart (610) 683-4750.

MODERN LANGUAGE PLACEMENT POLICY

Given that placement at the appropriate level is essential to success in the study of a second language, the Department of Modern Language Studies offers an online placement exam (CAPE) as a free service for students. Incoming students who want to continue in the language with which they have had previous experience will take the placement exam in that language prior to registration for courses. Students who have no previous second-language experience or who desire to learn a different modern language do not need to take the exam.

Based on test results, students will be placed in an appropriate-level course. Modern Language Studies faculty may move individual students into different levels other than those indicated by the exam, based on additional information about a student or a student's performance in class.

Upon successful completion (grade of C or better) of the course into which the student was placed, s/he will receive credits for the levels below. Up to nine credits may be earned through this placement policy. For example, if a student places into the 103 level and completes the class with a C or higher, s/he receives the earned grade for 103, plus six credits for 011 and 012.

ENROLLMENT IN 400 LEVEL COURSES:

Courses numbered 400-499 are graduate level courses. Enrollment is limited to junior, senior, and graduate students. Undergraduate students at the Junior or Senior level with less than a 2.90 cumulative grade point average must obtain the permission of the instructor and dean.

PERMISSION TO 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.
3. Thirty (30) semester hours of the last 45 semester hours of credit required for graduation must be completed at this institution. A minimum of thirty (30) semester hours must be taken at Kutztown University. Concerning minimum hours in the major, see "Advanced Standing," page 20. Grades earned in courses taken at another institution will not be included in determining a student's quality grade point average as only grades earned at Kutztown University affect this average. However, a minimum grade of "C-" must be earned for the credit to be accepted at Kutztown University.
4. Permission will **not** be granted for any course(s) taken at Kutztown University and passed. 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 one'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 one's grade point average.**
5. **Transfer of actual grades to Kutztown University:** Students enrolled in courses at one of our other thirteen sister universities under the Visiting Students program may transfer the actual recorded grades to Kutztown University, as well as the credits earned. To determine if you meet the criteria for this program, please contact the Registrar's Office, 115 Stratton Administration Center, (610) 683-4485.
6. Students in the College of Business may not complete Business/Core requirements at other educational institutions after they have been admitted to Kutztown University. (*See section on Transfer Policy on page 39.*)

VISITING STUDENTS PROGRAM

The purpose of this policy is to facilitate the undergraduate student enrollment at institutions of the Pennsylvania State System of Higher Education to take advantage of courses available across the system, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

The following requirements and conditions apply to participants in the Visiting Students Program:

1. The student must be matriculated at the home university with a minimum of 12 college level credits and be in good academic standing.
2. Student may take a maximum of 24 credits via the Visiting Student Policy.
3. The student who presents evidence of good standing at the home university will be allowed to register for courses at other PASSHE universities. The visiting student priority level for registration will be determined by each university.
4. All credits and grades accrued at the sister university shall be accepted in full by the home university, and thereafter treated as home university credits and grades.
 - a. It is the responsibility of the student to work with the student's advisor at the home institution regarding applicability of credits towards graduation requirements at the home institution consistent with PASSHE procedures.
 - b. It is the responsibility of the student to complete the Visiting Student Notification Form and submit to the home institution prior to enrolling in courses at another PASSHE institution.
 - c. Students cannot use The Visiting Student Program to repeat courses.
 - d. Students cannot use The Visiting Student 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.
5. 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.

6. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility of athletics and credits to graduation are assured.

LEAVE OF ABSENCE POLICY

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 a leave of absence is requested for the semester during which the student is enrolled, the student must first officially withdraw. If the leave is granted, the effective date of the leave would be considered as the date of withdrawal as approved by the Registrar.

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.

Leave of absence forms are available in the Registrar's Office.

CLINICAL EXPERIENCE PROGRAM

The University provides for a full semester of clinical experience in local public, private and parochial schools, intermediate units, day care centers, agencies, KU Early Learning Center, and Clinical Experience abroad in England, and Puerto Rico. Teacher candidates are placed in an area that extends approximately forty miles from the KU campus. The University does not honor requests to place the teacher candidate to a specific school/district.

Twelve to fourteen semester hours of clinical experience and practicum constitute the minimum requirement in this area of professional education. All persons registering for Clinical Experience shall have completed stage III of the Requirements for Admission to Teacher Certification Programs. The teacher candidate will receive a written evaluation and comparable letter grade at the end of each six or seven-credit clinical experience assignment. One evaluation from the cooperating teacher and one from the University supervisor will be placed in the candidate's file.

Art Education and Library Science clinical experiences are completed at the elementary and secondary levels. Elementary Education majors are assigned to two seven-week clinical experiences in primary and intermediate/middle school classrooms. A candidate in Early Childhood will receive one assignment in kindergarten, first or second grade and the other three through six. Secondary Education content specializations permit one assignment each of clinical experience in a middle school/junior high setting and high school. Teacher candidates in *all* areas will also experience an urban and suburban/rural placement to the fullest extent possible.

Special Education majors will complete clinical experience according to areas of concentration. Speech and Language Pathology (SLP) majors will complete one clinical and one school assignment. Dual majors in Special Education/Elementary Education complete one assignment in elementary and one assignment in the area of concentration: Visual Impairment (VI) or Mentally/Physically Handicapped (MPH).

CLINICAL EXPERIENCE REQUIREMENTS

In order to be admitted to the Clinical Experience semester, the teacher candidate must attend a Pre-Registration Meeting *one year prior* to the intended Clinical Experience semester. Pre-Registration meetings are conducted by the Office of Field Experiences and Outreach with dates posted on the KU-COE list serve and coe@kutztown.edu.

All teacher candidates must meet the following requirements *prior* to completing Clinical Experience:

- Completion of a *minimum* of 90 semester hours with a minimum grade point average of 3.0 as required under Act 354 listed in Stage Requirements.
- Stage II criteria under *Requirements for Admission to Teacher Certification Programs* must be completed and on file with

the department chair before the Application for Clinical Experience is processed. Refer to pages 14-15 in the catalog for a listing of criteria for Stage I, II, and III under "Requirements for Admission to Teacher Certification Programs."

- Complete the following Stage III Requirements during the *semester prior* to Clinical Experience and Practicum:

- ✓ Successfully complete the Professional Semester or Early Field Experience with a satisfactory recommendation from the cooperating teacher and the University coordinator.
- ✓ Complete all courses in the required majors for Clinical Experience.
- ✓ Receive a positive recommendation from the department chair or screening committee (Recommendation will be withheld if three letters are received from faculty documenting the student's incompatibility with teaching dispositions.)
 - File the following items with the Office of Field Experience and Outreach by the due date *prior* to receiving Clinical Experience placements:

- ✓ Clinical Experience Application
- ✓ Resume (five copies)
- ✓ Tuberculosis (TB) Screening Test
- ✓ Professional Liability Insurance (S-PSEA Insurance)
- ✓ FBI Fingerprint Record Report
- ✓ Act 151 Report (Child Abuse Clearance)
- ✓ Act 34 Report (Criminal History Report)

GRADE APPEAL POLICY

I. Introduction

This grade appeal policy provides a process for redress of grievance between a student and a faculty member concerning a final grade in a course taken at Kutztown University. Two important points to be kept in mind concerning the application of this policy are: (1) all uses of the word "grade" in this policy refer to the final grade in a course; (2) the Grade Appeal Board (GAB) may consider approving changes only to P (pass) and W (withdraw). Any requests for changes to specific letter grades, therefore -- a change from a D to a C, for example -- would not be considered by the GAB.

Consistent with the position of the AAUP (American Association of University Professors), students should have protection through orderly procedures against unsubstantiated academic evaluation. Students who believe that their final course grade reflects unsubstantiated academic evaluation may initiate and pursue a grade change appeal in accordance with provisions of this document. Students shall not suffer academic recrimination because of participation in this procedure. At the same time, all academic rights and privileges of faculty members are to be honored in this process, and changes in final course grades are to be made only when there is clear evidence of unsubstantiated academic evaluation.

All grade change appeals shall be initiated in a timely fashion. If a grade change appeal is not resolved during the preliminary steps of this procedure, and the student wishes to pursue further an appeal for a change of grade, the student may file a Grade Appeal Petition (see Section III.C.) This petition must be filed no later than the end of the ninth week of the next regular semester.

II. Preliminary Steps

In both the preliminary steps outlined here and in the step involving the Grade Appeal Board, the only issue under consideration will be whether

or not the student can present evidence that his or her final grade reflects unsubstantiated academic evaluation by the faculty member. One of the major responsibilities of the University Ombudsperson is to help both faculty members and students to clarify information about disagreements; the GAB strongly recommends that students consult with the Ombudsperson early in any grade change appeal and prior to making a formal application with the GAB. In pursuing a grade change appeal, the student will proceed as follows:

- A. The student shall first discuss the matter with the faculty member directly involved in an attempt to resolve the matter.
- B. If there is no resolution with the faculty member, the student shall discuss the matter with the chairperson of the faculty member's department, or, if the department chairperson is the person who gave the grade, with the dean of the respective college, who shall attempt to resolve the matter after consideration of the evidence.
- C. If there is no resolution through the department chairperson, the student shall discuss the matter with the dean of the respective college, who shall attempt to resolve the matter after consideration of the evidence.

III. Grade Change Appeal Conditions and Procedures

A. At the beginning of each academic year there will be established a Grade Appeal Board. This board will consist of four tenured faculty members -- one chosen from each of the four colleges of the University in an election to be conducted by the Senate Office -- and two non-voting student members to be chosen by SGB.

The board will elect its own chairperson, who must be a faculty member, and set its own operating procedures (within the guidelines stated here and in Section IV). A copy of the procedures adopted will be submitted to the University Senate for information. These procedures will be taken to APSCUF meet and discuss for approval. These procedures will remain in force until revised or replaced by a subsequent GAB.

The chairperson will be a voting member of the board. At least four favorable votes must be received for approval of a grade change appeal. This board should be so constituted that at least two faculty members will continue serving from one year to the next.

B. Possible Grade Change Actions

During the preliminary steps (Part II above), a grade change, if made, can be made through regular University channels. The grade assigned is at the discretion of the faculty member who assigned the original grade. If the faculty member has not agreed to a grade change during the preliminary steps and the student has appealed to the GAB, the only grades to which the GAB can consider approving changes are P (pass) and W (withdraw).

Even after the appeal has reached the GAB, if the faculty member decides that a grade change is in order, the faculty member may effect said change through the usual University channels. Here, too, the grade assigned is determined by the faculty member. At this point, the student may choose to withdraw, or continue, the appeal. The student may withdraw a grade appeal petition at any time by notifying the chairperson of the GAB in writing. The chairperson of the board would then notify all parties involved.

C. If no resolution has been reached with the faculty member through the mediation of the department chairperson or the college dean, or the Ombudsperson, and the student wishes to pursue further a grade change appeal, the student shall complete a Grade Appeal Petition. This petition is to be secured from and then submitted to the Office of the Vice President for Academic Affairs. It will be forwarded from that office to the chairperson of the Grade Appeal Board. Notification of the formal appeal will be given by the Vice President for Academic Affairs to the faculty member, who is requested by the GAB to submit a written response. The Grade Appeal Board will not consider nor hear complaints that it deems unsubstantiated after review of the petition. The petition shall contain:

1. The names of the student and the faculty member involved in the appeal.
 2. A list of the names of those contacted in the student's attempts to resolve the issue (See Section II.), and a statement from the appropriate college dean that the conflict remains unresolved.
 3. A clear, concise statement describing the grounds for the appeal.
 4. A statement of the resolution requested.
- D. If a hearing is deemed necessary, the GAB chairperson shall notify the student and the faculty member of its time and location. The hearing shall be scheduled for the next regularly scheduled meeting of the GAB unless circumstances warrant otherwise. In the event of a hearing, the GAB chairperson shall:
1. Provide the student and the faculty member with a copy of the GAB's rules and procedures for the hearing process.
 2. Notify the faculty member, department chairperson, and dean that each may submit a written statement outlining issues of the case from his/her perspective. All statements and materials must be submitted by all parties involved to the committee chairperson no later than six (6) class days prior to the hearing.
 3. Provide GAB members with copies of submitted statements and materials no later than three (3) class days prior to the hearing.
- E. After considering the appeal, the chairperson of the GAB will forward its decision to the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify all parties involved (student, faculty member, department chairperson, and dean) of the decision to reject the appeal or to schedule a hearing within five (5) class days of the consideration.
- F. The decision of the committee is final.

IV. Hearing Process

The following procedures should be followed by the GAB:

- A. The student and the faculty member have the right to be present during the information gathering portion of any hearing, and both will be given the opportunity to present their cases. The presence of any witnesses supportive of either party shall be the responsibility of the student and/or the faculty member.
- B. Following the presentations of all parties involved, the GAB will meet in closed session to decide on the merits of the petition. Decisions will be forwarded within fifteen (15) class days to the Vice President for Academic Affairs.
- C. In its deliberations, the GAB may consult with appropriate sources of information and/or expertise if such consultation is deemed necessary for the decision-making process. All such sources, along with the reasons for consultation, shall be recorded in the GAB's final report on the appeal. The faculty member and the student shall each receive a copy of the final report.
- D. If circumstances warrant, the GAB chairperson may alter the timelines contained in this document.
- E. The Vice President of Academic Affairs will notify all parties involved (student, faculty member, department chairperson, and dean) of the decision. If the decision includes a change of grade, the Vice President for Academic Affairs will direct the Registrar to make the change and so notify the student and faculty member.
- F. The decision of the committee is final.

V. Evaluation of Policy

- A. At the end of each of the first two academic years following implementation of this policy, the GAB will submit to the president of the Senate and the president of APSCUF-KU a written report of the year's activities.
- B. During the third academic year under this policy, the Senate Academic Standards and Policy Committee will recommend either to continue the policy unchanged, to revise it, or to discontinue it. This recommendation is to be approved by both the University Senate and APSCUF.

Original Version Approved by University Senate – February 2, 1995

Original Version Approved by APSCUF Representative Council

– May 11, 1995

Revised Version Approved by APSCUF Representative Council

– November 16, 1995

Revised Version Presented to Senate with No Concerns Voiced

– December 7, 1995

Approved – Meet and Discuss – December 22, 1995

Approved by President – December 22, 1995

UNDERGRADUATE EXCEPTIONS COMMITTEE

The Undergraduate Exceptions Committee is a committee of faculty members. It considers petitions of individual students wishing to have a specific regulation waived for just cause. Contact the Registrar's Office for information.

GRADUATION REQUIREMENTS

Check the individual program sections for graduation requirements and number of credits needed (no program has fewer than 120 total credits).

Graduation Residency Requirement — All first baccalaureate degree are required to take at least 30 of their last 45 credits and at least 50% of their major credits at Kutztown University.

Application for Graduation — Students who plan to complete requirements for the degree at the end of a current semester must complete a diploma data form at registration.

Fees

For Tuition and Fees see the Bursar's Office at [http://www.kutztown.edu/costs-and-financial-aid/tuition-and-fees-\(undergraduate\).htm](http://www.kutztown.edu/costs-and-financial-aid/tuition-and-fees-(undergraduate).htm)

For Graduate Program Tuition and Fees see the Bursar's Office at [http://www.kutztown.edu/costs-and-financial-aid/tuition-and-fees-\(graduate\).htm](http://www.kutztown.edu/costs-and-financial-aid/tuition-and-fees-(graduate).htm)

DEPOSITS

Advance Registration Deposit — An Advance Registration Deposit of \$200.00 must be paid when an applicant receives notice of approval of application for admission. Cash, check, or money order in this amount will be credited to Basic Fees upon registration. This fee is non-refundable under any condition. The \$200.00 deposit includes the \$115.00 orientation fee, \$15.00 one card fee, and a tuition credit of \$70.00.

Housing Application Fee — Effective Fall 2011, Students will apply online for housing. There is a non-refundable \$50 application fee for this online process. Please contact Housing & Residential Services for information 610-683-4027.

Key Charges — A \$40.00 fee will be assessed for lost residence hall room keys. A \$25.00 fee will be assessed for lost mail box keys.

DELINQUENT ACCOUNTS

No student with an account in delinquent status shall be enrolled, graduated, or permitted to receive a transcript of records or diploma until all outstanding fees have been paid in full. Any student account in delinquent status at the end of a semester may be placed with the Pennsylvania Office of the Attorney General and/or collection agencies for collection and legal action.

WITHDRAWAL AND REFUNDS

WITHDRAWAL FROM INSTITUTION — Students withdrawing from the institution must inform the Registrar's Office in writing. In the event that all courses are dropped via Online Student Services, notification of such must still be sent to the Registrar's Office. Failure to do so could affect a student's academic status, as well as his or her financial aid eligibility. The official date of withdrawal for the purpose of a refund (or reduction of charges) will be the date the Registrar's Office receives notification. The percentage below is the amount by which your charges will be adjusted. This applies to students who withdraw from all University courses and no longer have a schedule. Any students receiving Financial Aid are encouraged to meet with Financial Aid prior to withdrawing as all, or a portion of, aid received (or refunded) may have to be returned. The technology fee is non-refundable. This schedule pertains to Fall and Spring semesters. The Drop Period in Summer Sessions is the first 2 days of the session.

During the Drop Period (6 calendar days including First Day of semester)	100%
Through the end of week 2	80%
Through the end of week 3	60%
Through the end of week 4	50%
Through the end of week 5	40%
After the fifth week	0%

Students withdrawing from the institution who are residence hall students and/or have a meal plan please see the following sections.

WITHDRAWAL FROM COURSE(S) — Students withdrawing from a course or courses and not withdrawing from the Institution completely, may do so via Online Student Services through the Drop Period for a refund or reduction of charges. Courses withdrawals processed in the Registrar's Office will have an official date of the date they receive notification. The percentage below is the amount by which your charges will be adjusted. The Technology Fee is non-refundable. This schedule pertains to Fall and Spring semesters. The Drop Period in Summer Sessions is the first 2 days of the session. Please note that if

you withdraw from a course of courses after the Drop Period there is no refund or reduction in charges.

During the Drop Period	100%
After the Drop Period	0%

WITHDRAWAL FROM RESIDENCE HALL — Students who cancel housing after July 1, but are continuing full-time enrollment at Kutztown University, are responsible for payment of the fall and spring semester housing fees. Room fees are refundable according to the policies described in the Housing Contract. Students eligible for a refund will have the refundable balance calculated on a percentage basis, as implemented by the Bursar's Office. The refundable balance for students withdrawing from the University during the semester will be based on the date of official check-out from the residence hall.

WITHDRAWAL FROM MEAL PLAN — A meal plan change or cancellation may be requested, in writing, prior to the start of the semester or during the first two weeks of the semester. No changes to, or cancellations of the meal plan will be permitted after the second week of the semester. When a student contractually withdraws from a residence hall, a meal plan change or cancellation may be requested in writing. Withdrawal from a residence hall does not automatically cancel the student's meal plan contract. If a student withdraws from the University, the unused portion of the meal plan is refundable in accordance with University policy. The refundable amount will be calculated according to the University refund policy. If withdrawal from the meal plan is required after the second week of the semester because of special circumstances, such as serious illness or other emergency situations, a student may qualify for a refund. The appeal process for special circumstances should be addressed to the Dining Services Office at (610) 683-1314 or kudiningservices@kutztown.edu.

REFUND POLICY — The most up to date refund policy can be found on the Bursar's Office Website: <http://www.kutztown.edu/admin/bursar/>

Financial Aid

STUDENT FINANCIAL AID

The program of student financial aid is based upon the philosophy that no student who is eligible for enrollment should be denied the opportunity for an education solely because of the lack of financial resources. A basic principle of the Student Financial Aid Program is that the primary responsibility for educational costs must be assumed by the family, including the student. The family's resources, which include the student's savings and other assets and computed expected parental contribution, are supplemented by state and federal government educational grants, private or institutional scholarships, student and parent loans and work study programs.

APPLICATION PROCEDURES

All students who wish to be considered for financial aid must complete the Free Application for Federal Student Aid (FAFSA). The application is required for determination of eligibility from the following sources: Federal Pell Grant; Federal Family Educational Loan Programs; Federal Supplemental Educational Opportunity Grant; Federal Perkins loan; Federal Work Study Program and all Institutional aid. The application also contains data elements required by the Pennsylvania Higher Education Assistance Agency for State Grant consideration for Pennsylvania residents. Students are required to reapply annually for federal, state and institutional aid. A student who wishes to apply for a Stafford Student Loan needs to answer "YES" to the question on the FAFSA which asks if they are interested in student loans. Due to limited available resources, the University is unable to meet full financial need. This emphasizes the importance of meeting required financial aid deadline dates.

APPLICATION DEADLINES

Freshmen/Transfer and Continuing Students — Priority filing deadline date for Fall enrollment is March 1 for federal and institutional aid.

Pennsylvania State Grant — Deadline date is May 1.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

Students are determined eligible for federal Title IV financial aid (Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Work Study, Stafford and PLUS Loans) and NJ Class Loans when meeting the following eligibility criteria:

1. Demonstrate financial need, as defined by the individual programs;
2. Be enrolled or accepted as a degree-seeking student;
3. Be a United States citizen or eligible non-citizen;
4. Submit all required/requested forms to the appropriate agency or financial aid office by the established deadline dates;
5. Not owe a refund on a grant or be in default on a loan;
6. Be registered with Selective Service (males only who have reached their 18th birthday);
7. Maintain satisfactory academic progress as outlined below.

ACADEMIC PROGRESS REQUIREMENTS

All students who apply for financial aid (including loans) must satisfy the academic progress requirement which has two parts.

1. EARNED NEW CREDITS REQUIREMENT

Each student will be reviewed for satisfactory financial aid progress after every period of enrollment (fall, winter, spring, summer) regardless of receiving financial aid.

To be in good standing for federal aid, both undergraduate and graduate students must meet the following standards:

1. Successfully complete 2/3 of the total cumulative credits attempted. Credits attempted are:
 - a. all credits for which the student is enrolled at the end of the drop/add period at KU;
 - b. the greater of either consortium credits attempted at another school OR the number of credits transferred into KU after admission; and
 - c. credits attempted in certain study abroad programs.

NOTE: If a student repeats a course for which he/she received a passing grade, the repeated course will not count towards the number of new credits needed to satisfy the above progress requirement.

2. GRADE POINT AVERAGE (GPA) REQUIREMENT

Maintain a cumulative GPA of at least 2.0 at the end of each period of enrollment (fall, winter, spring, summer).

FINANCIAL AID PROGRESS

A student may make up credits during the summer at Kutztown or at another institution. However, courses taken elsewhere will NOT affect the GPA and will count towards the credits needed only if they are accepted by Kutztown University. The student is responsible to submit an official academic transcript to the Registrar's Office.

APPEALS TO ACADEMIC PROGRESS POLICY

A student who has been denied federal financial aid for failure to maintain satisfactory academic progress may appeal the denial in writing to:

Financial Aid Services Appeals Committee
Kutztown University
PO Box 730

Kutztown, PA 19530

By federal regulations, the grounds for an appeal are:

- (1) the death of a relative of the student,
- (2) an illness or injury of the student, or
- (3) other extenuating circumstances.

The student will be notified in writing of the Committee's decision.

Appeals, when granted, will be for the Fall and Spring of the academic year for which it was approved. In most circumstances, only one (1) appeal will be granted during the course of the student's academic career at Kutztown.

NOTE: The appeal process does not apply to the Pennsylvania State Grant program.

PENNSYLVANIA STATE GRANT ACADEMIC PROGRESS POLICY

A full-time Pennsylvania State Grant recipient must earn a minimum of 24 NEW credits for each two semesters of full-time state grant aid received or 24 NEW credits for every four semesters of part-time state grant aid received.

NOTE: If a student repeats a course for which he/she received a passing grade, the repeated course will not count towards the number of new credits needed to satisfy the above progress requirement.

STAFFORD STUDENT LOAN PROGRAM

The Stafford, PLUS and NJ Class loans require a student to be enrolled at least half-time. The aforementioned satisfactory academic progress requirements apply to all of the loan programs. The maximum amount of Stafford loan a student may borrow is based on the NUMBER OF CREDITS EARNED at the time the loan is certified. It is not based on the number of years in school.

Level 1 — Freshman	0 - 29.5 credits earned
Level 2 — Sophomore	30 - 59.5 credits earned
Level 3 — Junior	60 - 89.5 credits earned
Level 4 — Senior	90 or more credits earned
Level 5 — Post Baccalaureate Certification	
Level 6 — Graduate Student	0 - 17.5 credits earned

Level 7 — Graduate Student	18 - 35.5 credits
Level 8 — Graduate Student	36 - 53.5 credits
Level 9 — Graduate Student	54 or more credits

NOTE: By federal regulations, an undergraduate student's federal financial aid may not exceed 150% of his/her degree program length. This equates to a maximum of 6 years or 12 semesters of full-time enrollment.

FINANCIAL AID PROGRAMS

FEDERAL AID

Kutztown University participates in the following federal financial aid programs.

Federal Pell Grant — Grant assistance awarded to qualified, eligible undergraduate students.

Federal S.E.O.G. — Grant awarded to eligible undergraduate students based on need and Pell grant eligibility.

Federal Perkins Loan — Perkins is a 5% interest loan awarded to students with exceptional financial need. The principal and interest are deferred while enrolled on at least a half-time basis.

Federal Work Study — Federal work study is need based, and allows students to work part-time to earn money for college expenses. Students may work up to 20 hours per week.

Federal Direct Stafford Loans — (Subsidized and Unsubsidized) is a fixed interest rate loan. Subsidized Stafford eligibility is need based, and principal plus interest are deferred while enrolled at least half-time.

Unsubsidized Stafford is awarded on the basis of no need and interest is paid by the student on a quarterly basis. Base Maximum annual loan limits for undergraduate students are:

1st year – \$5500; 2nd year - \$6500; 3rd and 4th year – \$7500. Graduate students – 20,500.

Federal Direct PLUS Loans (Parent Loan for Undergraduate Students) — Fixed interest rate. PLUS loans are not need based.

Parents may borrow the difference between the cost of education, minus estimated financial aid. Repayment begins 60 days after disbursement of loan proceeds.

STATE AID

Pennsylvania State Grant — Grants are provided by the Commonwealth to residents of Pennsylvania. A maximum of eight undergraduate semester awards (full-time) available and 16 semester awards (part-time) for eligible recipients. The Free Application for Federal Student Aid must be submitted no later than May 1 each year. Awards are re-evaluated each year on the basis of continued need, academic progress and at least half-time enrollment.

PHEAA State Work Study Program — On and off-campus employment is available to students with a career related, public interest job that is high-tech in nature. For additional information, contact the Financial Aid Office, Kutztown University, Kutztown, PA, 19530 (610) 683-4077.

INSTITUTIONAL AID

The following scholarship programs provide non-repayable gift assistance to students who are academically and/or financially qualified. General conditions and eligibility requirements are set forth by the donors or governing body.

Institutional Scholarships

PASSHE Board of Governors Scholarship Program — Kutztown University has been authorized by the State System of Higher Education to offer a limited number of Tuition Waivers to academically talented, artistically talented, minority and leadership students. To be eligible, a student must have a combined SAT score of at least 900 or a predicted Grade Point Average (GPA) of 2.5. Recipient must maintain a minimum GPA based on their grade level.

Kutztown University Honors Program Scholarship — Honors Scholarships are awarded to full-time students enrolled in the Honors Program. For further information, please contact: University Honors Program Office, (610) 683-1391.

Scholarships for International Students — The University is proud to offer international scholarships to a select few of our undergraduate international students. Please be aware these scholarships are competitive and limited in nature. For further information, please visit www.kutztown.edu/intladmission/prospective/scholarship.asp

Presidential Scholarships — The University offers 3 scholarships to students with a high GPA and involved in community service activities who are majoring in Pre-law, Chemistry and Education.

KU Foundation Scholarships — The foundation offers scholarships based on donor guidelines which involve a variety of requirements, such as major, GPA, financial need and grade level.

Departmental Scholarships — The various departments or colleges have scholarship opportunities for students based on guidelines set by the donors offering the scholarships. For additional information, contact the various colleges.

College of Business (610) 683-4575

College of Education (610) 683-4253

College of Liberal Arts & Sciences (610) 683-4305

College of Visual & Performing Arts (610) 683-4500

Private Scholarships — These scholarships are funded through donors outside the University but are administered by the Financial Aid Office. Below is a partial list of private scholarships:

The Robert Byrd Scholarship

The Clarence Schock Foundation Scholarship

The American Association of University Women

The Altrusa International Scholarship

The Berks County Community Foundation Scholarship

For additional sources of private scholarships visit the Financial Aid website.

Athletic Scholarships — A variety of athletic scholarships are available to new and continuing student athletes at KU. The majority of scholarships are awarded primarily for athletic ability. There are some academic scholarships available to a student athlete with the sole criteria being their academic performance. See partial list below:

Ken Meyer Scholarship — Track

Roger Cocivera Scholarship — Basketball

Stimmel Scholarship — Athletic performance & academics

Walter Risley Scholarship — Baseball

Jennie C. Schwoyer — Women's Basketball

Honda Field Hockey Scholarship — Field hockey

Institutional Employment — The University's Institutional Employment Program provides jobs to undergraduate and graduate students. A variety of positions are available within the University community.

Students average 20 hours per week and are usually paid at the standard minimum wage rate. Off-campus job opportunities are available also.

Interested students may visit the Financial Aid website by logging into the Kutztown University website – www.kutztown.edu, click on the employment link and then the student employment link.

A FINANCIAL AID CALENDAR

JANUARY

√ File parents' and students' federal tax return early. Keep copies of every document sent to IRS (1040, all schedules, W-2's, etc.). Financial Aid Office may require these for verification.

MARCH

√ File the Free Application for Federal Student Aid (FAFSA) by March 1 priority deadline in order to be considered for university scholarships and campus-based aid (Perkins Loan, SEOG Grant, and Federal Work Study) for high need students. If you want a Stafford loan, answer "Yes" to the FAFSA question that asks if you are interested in a student loan.

NOTE: Do not wait until you have received acceptance of admission to file your FAFSA. If you will not attend your first-choice school, you can easily have your information released to another school.

- √ Upon receipt of the FAFSA, AES/PHEAA will send first-time PA filers a Status Notice to collect more information for PA state grant consideration.
- √ Receive Student Aid Report (SAR) in mail 4-6 weeks after filing the FAFSA form. If you filed online, you can access the SAR immediately after transmitting the electronic FAFSA. Read the SAR thoroughly and make corrections if necessary.
- √ Financial Aid Office begins processing Stafford student loans for freshmen who indicated interest in a loan on the FAFSA form. AES/PHEAA sends student Master Promissory Note to complete after KU pre-certifies loan. Parent PLUS loan applications can be filed online at www.selectyourlender.com.

APRIL

- √ Freshmen financial aid award letters sent.
- √ Freshmen and transfer students receive statement from guaranty agency or lender confirming amount of Stafford loan processed by university.
- √ Complete Entrance Counseling on-line as potential first-time Stafford and/or Perkins loan borrower.

MAY

- √ PA State Grant filing deadline — May 1. PHEAA sends award notices for PA state grants mid-month.

JUNE

- √ Incumbent students' aid is processed and financial aid awards appear online after end-of-semester grades are posted and eligibility is reviewed.

JULY

- √ KU Fall semester bill arrives mid-month.

AUGUST

- √ Fall semester bill due early in month. Financial aid that is cleared appears as credit on the bill.
- √ Return signed bill to Bursar's Office even if you do not owe anything.
- √ Fall semester classes start late in month.

SEPTEMBER

- √ Drop/Add occurs the first two days of the semester. To meet the academic progress requirement, a student must earn the number of credits he/she is enrolled in on the last day of Drop/Add. A typical undergraduate student must earn 12 new credits each semester to meet the progress requirement and have a 2.0 GPA upon entering their fifth semester of attendance.

OCTOBER

- √ Mid-semester bills sent to students who still owe balance for Fall semester.

NOVEMBER

- √ Register for Spring semester courses. Be sure you will satisfy academic progress requirement for number of credits needed to qualify for next year's financial aid.

DECEMBER

- √ Spring semester bill arrives early December. Due mid-December.
- √ Gather together information to file your taxes and get ready to file next year's financial aid applications!

Student Life

STUDENT SERVICES AND CAMPUS LIFE

To support student learning and help students to help themselves are the basic purposes of the Division of Student Services and Campus Life. An extensive array of services, programs and resources is provided to help students get the most out of their college experience.

The leadership, coordination and supervision of these services are the responsibility of the Vice President, Associate Vice President, and Dean for Student Services and Campus Life departments. This Division includes intercollegiate athletics, housing and residential services, health and wellness and sports medicine services, counseling and psychological services, student conduct standards, Kutztown radio services, commuter and non-traditional student services, public safety and police services, recreational services, student involvement services, off-campus student life, fraternities and sororities, volunteer/community services, new student programs and services, special programs and services, McFarland student union operations and student government.

CAMPUS RESIDENCE HALLS

Kutztown University offers a multi-faceted residence hall system with a living-learning environment as its foundation. The Housing and Residential Services Office, working in concert with student staff, hall councils, and other University offices, provides educational and personal growth opportunities by offering educational and social programs in the residence halls and apartments. In addition, students are afforded the opportunity to develop their leadership skills through participation on residence hall councils, the Residence Hall Association, and the National Residence Hall Honorary. Daily advisement and guidance are provided by professional live-in staff and trained student staff.

FACILITIES AND SECURITY

Each Kutztown University residence hall has a 24-hour desk operation that provides security, information and equipment checkout. Desks are staffed by Housing and Residential Services-trained student desk receptionists. Other residence hall features include a multipurpose/recreation room, fully-equipped kitchens, television rooms, study lounges and laundry machines. In addition, resident students have access to game tables, DVD's, computers, board games, and much more. These amenities are provided by individual hall councils.

RESIDENCE HALL TECHNOLOGY

Kutztown University residence hall system is wired for local phone, cable TV, and computer. This amenity provides basic cable television service to each student room, allows each student direct access through his/her personal computer to computer networked services and the World Wide Web, and improved telephone service to all resident students.

LIFESTYLE AND VISITATION

Kutztown University's 11 residence halls and two apartment villages provide a variety of living and lifestyle options. Included in these options are both coed and single gender housing. Resident students have the choice of visitation options which range from no visitation to 24-hour visitation on weekends.

HOUSING POLICIES

The Kutztown University residence hall system provides on-campus housing for over 4,500 students. Freshmen may choose, but are not required, to live on campus.

All resident students, except Golden Bear Village residents, are required to participate in the on-campus meal plan. A number of meal plan selections are available to meet resident student needs.

The Kutztown University residence hall system is closed during recess periods. Housing will be available to international and exchange students, and student teachers, at an additional cost, during break

periods. Please contact Housing and Residential Services concerning break housing policies.

HOUSING PROCESS

For further information, please contact the Housing and Residential Services Office at (610) 683-4027 or write to the Housing and Residential Services, Kutztown University, P.O. Box 730, Kutztown, PA 19530. Website: www.kutztown.edu/admin/harlo.

HOUSING CONTRACT

All students offered on-campus housing must sign a housing contract for the accommodations provided. Signed contracts must be on file with the Housing and Residential Services Office prior to student occupancy of a room.

OFF-CAMPUS HOUSING

The Dean for Student Services and Campus Life Office maintains a web site of available off-campus housing locations for students. This listing is available at och.kutztown.edu.

The University does not approve, recommend, inspect or regulate off-campus housing. Students make all arrangements independently. Leases or rental agreements are a private arrangement between the tenants and a property owner.

The Borough of Kutztown and other municipalities, through housing codes, licenses, inspects and regulates all rental properties within its jurisdiction. These off-campus locations are periodically inspected by Housing Code Enforcement Officers. The Dean for Student Services and Campus Life at Kutztown University will review leases and rental agreements with prospective off-campus residents upon request.

GENERAL REGULATIONS AND CONDUCT

Specific regulations regarding organizations, conduct and discipline of students and related matters are to be found in the student handbook, *The Key*.

THE STUDENT GOVERNMENT ASSOCIATION

All students who pay the Student Activity fee are members of the Student Government Association (SGA). From their membership, the SGA selects representatives who form the Student Government Board (SGB). The Board presents student opinion and provides a forum for discussion in matters affecting campus life. In addition, it allocates appropriations from the activity fund to various organizations and programs, recruits students to become involved in the University governance structure, and collaborates with other constituent groups to develop policies that affect student life. Student Government is also affiliated with KU Student Services, Inc.

KU STUDENT SERVICES, INC. "KUSSI"

KUSSI is an independent, non-profit organization that provides free and low-cost services to students and student-led organizations at Kutztown University. All services are made possible by careful management of the student activity fees and proceeds from auxiliary operations. KUSSI receives no subsidies of any kind, and contributes the majority of its proceeds to student organizations, scholarships and campus athletics. KUSSI's operating divisions include the KU Student Bookstore, Dixon Marketplace, Auxiliary and Accounting Services and Sacony Commons.

KU Student Bookstore, a division of KUSSI, is a one-stop shopping location for affordable textbooks including rental books, digital books, and new and used books. The technology department provides educational pricing on computer hardware and software. A large assortment of school and art supplies, official KU logo apparel, gifts, convenience items and other student needs are also available at the store. The KU Student Bookstore is located on the lower level of the McFarland Student Union. Contact the Bookstore at (610) 683-4099 or shop online at www.kubstore.com for all your school needs.

Dixon Marketplace, a division of KUSSI, is a marketplace of student goods, including convenience items, apparel, and gifts. Students are able to take advantage of daily services such as copying, faxing, and photo processing. The marketplace also features a full service Ice Cream Shop, the Dixon Creamery. The Dixon Marketplace is located on the

ground level of the Dixon Residence Hall and is open until midnight 7 days a week. Contact the Dixon Marketplace at (610) 683-4966 or visit our website at www.kudstore.com.

KUSSI Auxiliary Services provides additional services to students including laundry facilities, vending machines, MicroFridge unit rentals, SGA van rentals, graduation festival, and much more. KUSSi Auxiliary Services is located in the KUSSi Service Center in room 171 of the McFarland Student Union and may be contacted at (484) 646-4338 or visit www.kussi.org.

KUSSi Accounting Services provides fund accounts and accounting services (deposits, purchase requests, purchase orders, accounts receivable and payable, check requests, cash boxes and more) to all registered student organizations on campus. In addition, the accounting office supports student organizations through the Student Government Association (“SGA”) budgeting process and funding initiatives. KUSSi Accounting Services is located in the KUSSi Service Center in room 171 of the McFarland Student Union and may be contacted at (610) 683-4090 or visit www.kussi.org.

Sacony Commons is an off-campus student residence offering furnished three-bedroom apartments with incredible customer service, and the simplicity of all-inclusive rent. These apartments are specifically designed to meet the needs of KU students who value safe, comfortable, affordable housing. Sacony Commons apartments are located in the borough of Kutztown and are professionally managed by KUSSi. The result is the best of both worlds: independent living off campus with the support and assistance enjoyed by KUSSi’s affiliation with the University. Sacony Commons may be contacted at (484) 646-9558 or visit www.saconycommons.com.

CO-CURRICULAR LIFE

Recognizing the value of co-curricular experiences as part of the general education of students, Kutztown University promotes and encourages student involvement outside the four walls of the classroom. By challenging and supporting them to reach their unique potentials, the University helps students become active, responsible, and involved leaders in today’s society.

Through the Office for Student Involvement Services, the University offers a variety of resources and services designed to support student involvement. As a result, the Office oversees the registration and maintenance of all student organizations. Whether seeking to become involved in programs that are career-oriented, athletic, religious, literary, artistic, social, or political in nature, students can find a student organization to match the interest and are encouraged to take advantage of these experiential opportunities to prepare for post-graduation employment or education. The Office for Student Involvement Services is located in 153 McFarland Student Union and can be reached at (610) 683-1383.

THE EVENTS PROGRAM

Students have diverse opportunities in which to invest leisure time and to learn and develop outside the formal academic environment. Activities are conducted for the personal development of those who initiate, plan and engage in them, and as a varied co-curricular adjunct to the academic program.

The Association of Campus Events (ACE) under the auspices of the Office for Student Involvement, consistently produces a wide array of lectures by prominent personalities, concerts by contemporary musicians, performances by professional artists and actors, movies, art exhibitions, excursions, panel discussions and special activities. Such programs are of a diverse nature to permit a maximum number of students to choose those suited to specific interests and needs.

The Association of Campus Events is located in Room 166E of the Student Union Building and can be reached by dialing (610) 683-4097.

HEALTH & WELLNESS CENTER

The Health & Wellness Center is located on the first floor of Beck Hall. The Center includes the following units:

- Clinical Service;

- Counseling Services;
- Health Promotion Services;
- Alcohol & Other Drug Programs & Services;
- Medical Records and;
- Wellness Resource Room.

The Center is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC) and the International Association for Counseling Services, Inc. (IACS). The units within the Center support the academic mission by providing quality health care, health promotion, counseling, and prevention services to the campus community. The Center is open during the weekdays from 8 until 4:30 pm. Counseling Services are extended to 6 pm on Tuesdays, and Clinical Services are extended to 8 pm Monday through Thursday and until 6 pm on Friday. Clinical Services are provided during the weekends from 10 am until 6 pm. All matriculated students who have submitted a health record and paid a health center fee are eligible for services. Services include routine illness/injury care. Emergency care is limited to first aid; all urgent medical and mental health issues are referred to community providers. In addition to departmental outreach programs, the Wellness Center provides a variety of health promotion activities and resources during open hours for students, staff and faculty.

CAREER DEVELOPMENT CENTER

One function of a college education is to foster the growth and development of the student in preparation for a meaningful and satisfying life after college. Because developing one’s career potential is an integral part of this process, Kutztown University provides career development, internship, graduate school, and job search assistance services for its students.

The Career Development Center Programs and services support and facilitate career development (self-assessment, exploration, and placement) for all students and empower members of the Kutztown University community to choose and attain personally rewarding careers.

Placement is the process of researching specific organizations that provide the types of work desired, interviewing for specific jobs through which career or professional interests can be satisfied, and then selecting from the options available the one that best meets students’ needs. This part of the process also requires students to develop skills in such areas as writing effective resumes and cover letters, interviewing techniques, and individual job-search strategies to enhance productive interactions with employers.

The goals of this integrated career planning and development process are for Kutztown University students to think of themselves as educated people with skills and abilities that have value to employers. They will, think in terms of functional responsibilities rather than merely linking their major subjects to jobs, to acquire and develop the skills necessary to become self-reliant and informed decision-makers, to prepare for a competitive job market, and to develop their potential of becoming self-reliant managers of their own careers.

The Career Development Center offers the following resources and services to help students prepare for professional opportunities after graduation.

Career resources — Among the resources available in the Career Library are books and articles on career development, current information on career opportunities, graduate school information, job-search directories, Internet access to information about thousands of employers, and career-related subjects.

Career programs and workshops — The staff conducts a variety of seminars and presentations in collaboration with academic departments, professional societies, Residence Hall groups, and other campus organizations. Workshops on resume writing, interviewing techniques, graduate school, internships and job-search strategies, and etiquette are also offered.

Individual Counseling/Coaching — Students may meet with members of the staff to discuss their career options and goals, major, internships,

individual job-search strategies, effective interviewing, and related interests.

On-campus interviewing — Staff members work with business, industrial, government, and educational representatives who interview on campus each year.

Internships, part-time, and full-time jobs — Internships and job listings are available for all students interested in gaining career-related experience. To further assist students in their search, the Career Development Center supports an on-line database for connecting candidates to employers through the College Central Network and other resources. Students are strongly encouraged to participate in job and internship fairs held both on and off campus.

“Career testing” — Helping students identify their skills, abilities, and interests is key to a successful college experience. To help students in this area, Career Development administers a variety of assessment instruments including: FOCUS, the Strong Interest Inventory, and the Myers-Briggs Type Indicator (MBTI).

ATHLETICS

The University is a member of the Pennsylvania State Athletic Conference, and competes at the NCAA Division II level. Varsity schedules for men include football, cross country, basketball, wrestling, tennis, indoor and outdoor track and field, and baseball.

Women compete in tennis, field hockey, volleyball, softball, cross country, swimming, soccer, indoor and outdoor track and field, golf, basketball, bowling and lacrosse at the inter-collegiate level.

Interested students should contact the coach directly.

A wide offering of club, recreational and intramural sports is provided for both men and women through the Office of Recreational Services.

PUBLIC SAFETY AND POLICE SERVICES

The Department of Public Safety and Police Services has as its overall functions the protection of life and property, traffic and parking control and enforcement, and the maintenance of order and discipline among students, employees, and visitors. The department is also responsible for the coordination of the shuttle bus system for the campus. In addition to these services, the department has engravers to mark personal property for easy identification, a jump box service for dead batteries and on-campus safety escorts are provided 24 hours a day. To request a safety escort, dial 610-683-4002 or use any of the emergency phones.

In addition, Public Safety and Police Services conducts many service programs, such as CPR and First Aid, Rape Aggression Defense System and Crime Prevention. The department is located in the basement of Old Main. Its non-emergency phone number is 610-683-4002 and the emergency number is 610-683-4001.

VETERANS' AFFAIRS

The specific needs of the campus sub-group consisting of students who are veterans of military service are the responsibility of the Office of Veterans' Affairs, a unit of the Registrar's Office. The Veterans' Affairs Office assists veterans with the paperwork required to insure that appropriate benefits are received on time, and provides advisement and referral services for veterans on a variety of special concerns and personal problems.

AFFIRMATIVE ACTION POLICY STATEMENT

Kutztown University is committed to a policy of nondiscrimination in compliance with Executive Order 11246, Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, and all other applicable Federal and State statutes. Kutztown University does not discriminate in employment or educational opportunities on the basis of gender, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. In addition to the Affirmative Action Plan, the University has a policy covering sexual harassment.

SOCIAL EQUITY

Kutztown University is committed to a policy of nondiscrimination in compliance with Executive Order 11246, Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964,

and all other applicable Federal and State statutes. Kutztown University does not discriminate in employment or educational opportunities on the basis of gender, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. Kutztown University recognizes the importance of eliminating discrimination based on sexual orientation and other differences, and is committed to providing an equitable environment for all of its students and employees. The University has a policy and procedure for complaints of discrimination and sexual harassment.

DISABILITY SERVICES

Disability Services strives to create an accessible living and learning environment for students and employees with disabilities. Self-disclosing and requesting accommodations is voluntary although necessary in order to provide reasonable accommodations on an individual basis. Students seeking accommodations are strongly encouraged to notify Disability Services and provide all supporting documentation early to allow adequate time for planning. In general, documentation should not be older than three years. For more information concerning specific documentation guidelines, please refer to the Disability services website at www.kutztown.edu/admin/humandiversity/disabilityservices/index.shtml. For more information about Disability Services, please contact: Disability Services Office, 215 Stratton Administration Building, P.O. Box 730, Kutztown, PA 19530. Ph: (610) 683-4108, TDD: (610) 683-4499, Fax: (610) 683-1520.

DISCRIMINATION/HARASSMENT COMPLAINT PROCESS

Individuals who feel that they have been discriminated against on the basis of race, religion, color, national origin, ancestry, sex, age, veteran status, disability or sexual orientation or who feel they have been sexually harassed should discuss the matter with the University's Director of Social Equity, 02 Old Main.

DINING SERVICES

Dining Services offers a variety of meal plans that are categorized by meal type. The types are Premium and Block. In addition to meal plans, students may select a declining Dining Flex Dollar Deposit plan that can be used at any on-campus dining location by itself. The Premium and Block meal plans already include Dining Flex Dollars in each plan. Any student registered for classes may purchase a meal plan. Students living in the residence halls (except Golden Bear Village Apartments, Honors Building, and the efficiency Apartments in Dixon Hall) must have a 19 or 14 Premium or a 175 Block meal plan.

19, 14, OR 10 PREMIUM MEAL PLANS WITH DINING FLEX DOLLARS

A total of 19, 14, or 10 meals Monday through Sunday in the South Side Cafe or use your meal cash credit at one of the many dining locations on campus. One meal per meal zone. Option to choose from any four (4) meal zones to use for a maximum of three (3) meals per day Monday thru Friday. Saturday and Sunday participants may choose from any four (4) meal zones to use for a maximum of two (2) meals per day. Meal cash credit for every meal at all dining locations on campus except for Fresh Market Smoothies in the Student Recreation Center and the P.O.D. Mini Market in the Golden Bear Food Court. 5 guest meals per semester in the South Side Cafe. Meal plan prices are per semester. Prices for meal plans are subject to change. Please refer to the www.kutztown.edu/dining website for updated information.

175, 75, OR 25 BLOCK MEAL PLANS WITH DINING FLEX DOLLARS

A total of 175, 75, or 25 meals per semester to use in the South Side Cafe or use your meal cash credit at one of the many dining locations on campus. Unlimited meals per meal zone. Unlimited meals per day. Meal cash credit for every meal at all dining locations on campus except for Fresh Market Smoothies in the Student Recreation Center and the P.O.D. Mini Market in the Golden Bear Food Court. 5 guest meals per

semester in the South Side Cafe. Meal plan prices are per semester. Prices for meal plans are subject to change. Please refer to the www.kutztown.edu/dining website for updated information.

DINING FLEX DOLLARS

As a student, you have the option to have a dining flex dollar “declining debit” account. With a dining flex dollar account, you can purchase food at any time at any of our dining locations on campus. Meal plans already include dining flex dollars. If you do not have a meal plan, you may start a dining flex dollar account with a deposit of \$25.00. Additional flex dollars may be added to all dining flex dollar accounts in increments of \$25.00. Unused dining flex balances at the end of the fall semester will roll over to the spring semester. However, at the end of the spring semester, any remaining dining flex dollars are non-refundable.

Students with dietary medical restrictions or any questions should consult with the Dining Services Office at (610) 683-1314 or kudiningservices@kutztown.edu.

McFARLAND STUDENT UNION BUILDING MISSION STATEMENT

The McFarland Student Union (MSU) strives to be the cornerstone of the campus community. MSU shall provide the facilities, amenities and services to the University community to encourage an open atmosphere that enhances student life and the academic experience. The staff of MSU shall foster an interactive environment with students, staff, and faculty through formal and informal programs that promote social development and educational exchange.

LOWER LEVEL — The key features of the lower level are the Bookstore, a 240-seat auditorium, television lounge, game room and a collection of student organizations and student service departments. As always, the Bookstore features the products and services to meet student’s daily needs. The auditorium provides an intimate setting for mid-size to large programs and combines comfort with high quality audio-visual support. The space is perfect for lectures, movies, and meetings. The lower level is also accentuated by the presence of Kutztown University Student Services Incorporated (KUSSI), Office for Student Involvement, Student Government Association (SGA), Association of Campus Events (ACE) and a student media center featuring WRKU, Keystone Newspaper, Keystone Yearbook and Essence Magazine.

MAIN LEVEL — The main level of MSU offers many recreational and service venues as well as special event rooms and student service offices. Every day is filled with activity and action on this level. The main level features: the Cub Café, the Bear’s Den Coffeehouse Lounge and Taylor & Byrne’s Café, Cyber Lounge, Fireside Lounge, Pennsylvania State Employees Credit Union (PSECU) “E” Banking Center, Computer Lab, Volunteer Center, Information Center, Multipurpose Ballroom, and two dining/meeting rooms. The main level also features several key student life and service offices such as the office of the Associate Vice President and Dean for Student Services and Campus Life, New Student Programs, and McFarland Student Union and Commuter Services.

UPPER LEVEL — The upper level of MSU features six meeting rooms and a commuter lounge. Four of these meeting rooms are located directly above the Cub Café and are small to mid-size meeting and breakout rooms. Down the hall from this suite of meeting rooms is a large conference room and a small adjoining conference room. The upper level commuter lounge looks out to a two story open-air lobby and features conveniences for commuter students such as a ride board, mini-kitchen and a phone.

McFARLAND STUDENT UNION AND COMMUTER SERVICES

— The Student Union and Commuter Services serves as the central operating force for MSU. The Office provides a number of services and programs through the Information Center including a Box Office and general University information services. The Student Union and Commuter Services Office handles the coordination of all events in

MSU and offers event planning and support services for campus groups and departments planning important functions. Additionally, the Student Union and Commuter Services Office provides on campus commuter and adult students specialized services. The Office sponsors a variety of programs including Commuter Tuesdays, Commuter Appreciation Day, Commuter Stress Free Zone, Coffee breaks and much, much more. For more information about the McFarland Student Union and Commuter Services consult our website at www.kutztown.edu/sub.

During the fall and spring semesters, open hours are:

Monday - Friday from 7:00 AM - 12:00 AM;
Saturdays from 9:00 AM to 10:00 PM; and
Sundays from 11:00 PM to 12:00 AM.

During the winter and summer academic session, operating hours are:

Monday - Thursday from 7:30 AM to 6:00 PM; and
Fridays from 7:30 AM to 4:00 or 4:30 PM.

IMPORTANT PHONE NUMBERS INCLUDE:

Information Center (610-683-4018)

Operations Office (610-683-4087)

FOR MORE INFORMATION, VISIT: <http://www.kutztown.edu/admin/SUB>
OR CONTACT THE OFFICE AT: msu@kutztown.edu.

MULTICULTURAL SERVICES

The mission of this department is to establish an environment and support system for all students with a focus on students from under-represented populations. Services provided enhance students' efforts to reach their academic goals. Services include leadership development, academic monitoring, student organization advisement, and the implementation of cultural awareness programs. For more information, call 610-683-4807 or visit the John B. White Multicultural Center located on south campus.

