CHEYNEY UNIVERSITY
OF PENNSYLVANIA

POLICY MANUAL

OFFICE OF THE REGISTRAR

A DIVISION OF ACADEMIC AFFAIRS

Brenda P. Shields, Registrar

2009-2016

Note: As Federal and State Regulations change the manual will be adjusted accordingly
Cheyney University of Pennsylvania

Office of the Registrar

Cheyney, Pennsylvania  19319

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REGISTRAR’S OFFICE MISSION STATEMENT

To implement Cheyney University’s academic policies and procedures as well as insure the academic integrity of official records of all Cheyney University students past and present.

Security Policies are as follows:

ALL current students are required to show their Cheyney University issued identification card. All other students may provide (passport, Federal issued identification, Government issued identification, driver license, or state issue identification)
Academic Affairs Council (APPEAL)

- Students may refer problems relating to academic regulations to the Academic Affairs Advisory Council.
- Written appeals to the Council must be addressed to the Provost and Vice President for Academic and Student Affairs.

**Please contact the Provost Office for further information 610-399-2271**

Academic Amnesty

Former Cheyney University students that are readmitted to the institution may be eligible for academic amnesty. To be eligible for academic amnesty, or grade deletion, the applicant must satisfy the following criteria:

- The student has been away from the university for 3 or more years since the time of departure.
- The student has not previously been granted academic amnesty at the host institution.
- The student has formally requested academic amnesty at the time of reapplying to the university.

If academic amnesty is granted, the following stipulations are contingent on the process:

- It is a one-time irrevocable request.
- Academic Amnesty is applied to all courses; even those with passing grades.
- The grades will remain on the student’s permanent record.
- Students will receive full credit for courses completed pre-amnesty.
- The corresponding quality points will not be used to calculate the student’s cumulative grade point average.
- Course’s passed with a “C” or better completed pre-amnesty can be used to satisfy general education requirements.
- Courses passed with a “C” or better completed pre-amnesty may be used to satisfy major requirements at the discretion of the individual departments.
- Only the host institution is bound to acknowledge academic amnesty.
- Readmitted students must meet the University, departmental, or certification requirements that are in place the year in which they return.
Academic Calendar - Holiday Schedule

All universities must follow the Common Academic Calendar established by the Office of the Chancellor and approved by the Council of Presidents. The Academic Calendar will be published on the PASSHE website and will be disseminated to each university through their President or designee.

The common academic calendar sets uniform dates for the following events:

- Start of classes in the Fall Semester
- End of classes and/or final exams in the fall semester
- Start of classes in the Spring semester
- Beginning of Spring break
- End of Spring break
- End of classes and/or final exams in the Spring Semester

** Beginning in January 2012, the spring semester will begin the Monday following Martin Luther King Day and include 70 days of instruction with an additional week for exams. Spring break will occur after the seventh week of the semester.

Academic Classification Policy

- **First Year** = Minimum semester hours of credit required 0-29 Required Cumulative GPA required is 2.0
- **Sophomore** = Minimum semester hours of credit required 30-59 Required Cumulative GPA required 2.0
- **Junior** = Minimum semester hours of credit required 60-89 Required Cumulative GPA 2.0
- **Senior** = Minimum semester hour of credit required 90 and above Required Cumulative GPA 2.0.
- **Graduate Student** are allowed to take up to 12 credits with a minimum of 3 credits and required Cumulative GPA 3.0
Active Duty Policy

Cheyney University provides two options for students who are currently enrolled but called to active military duty before the end of the semester:

Option 1

The student may choose to do a total semester withdrawal from all classes and, under an SSHE policy, receive a full refund for tuition and fees; any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of the withdrawal. This option requires that the student withdraw from every course and receive no grade for any course taken that semester. Please contact the Provost Office 610-399-2271 to withdrawal from the university.

Any student who has elected to use this option shall be granted readmission for the next semester in which the student wishes to return to Cheyney University. The student’s academic standing at the time of readmission shall remain as it was prior to the call to active military duty.

Option 2

If a substantial part of the semester has been completed by the time the student is called for active military duty, the student may meet with each instructor to determine an appropriate grade. Since assignment of grades is the responsibility of the instructor, he/she may assign whatever grade is appropriate. If the appropriate grade is an “incomplete,” Cheyney University will extend the deadline by which the incomplete must be removed to 180 days from the time the student returns from active duty. Any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of leaving the University for Active Duty.

Undergraduate students must contact the Bursar’s Office to complete the necessary paperwork to start the process for refunds; Graduate students must notify the Graduate Studies Office.

Any student who has a break in enrollment who wishes to return to Cheyney University must contact the Admission’s Office to have his/her status reactivated.
**Academic Excellence Policy (Undergraduate)**

Full time students with a semester grade point average between 3.25 and 3.49 are cited for academic excellence.

**Academic Forgiveness (Undergraduate)**

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 or other life experiences. At present, students with a history of poor performance who choose to return to Cheyney University after years of separation often face obstacles created by their previous academic record.

- This policy applies to any student who seeks readmission to Cheyney University after having been separated from the university for at least four years.
- Students must apply to the Undergraduate Exceptions Committee for Academic Forgiveness during the first semester of attendance after readmission.
- If granted, the student will continue the remainder of the program of study with a 0.00 GPA.
- Academic forgiveness may only be applied once to a student academic record.
- A student who receives Academic Forgiveness must take at least 24 additional credits of graded course work at CU before a degree will be granted.
- The GPA calculations and individual course grades earned during the previous period of attendance will remain part of the permanent transcript record.
- 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 readmission to the university.
- Students would keep credits earned previously in courses for which a final grade of “C” or higher was recorded. As is the case for transfer credit from other institutions, credits towards a degree will not be granted for courses less than “C” grade.
- This policy does not replace the “10 Year Rule” and students must be aware that courses in the major taken over 10 years prior to re-entry may be judged to be not applicable towards a degree.
Academic Passport and Student Transfer Policy

The Pennsylvania State System of Higher Education has adopted an Academic Passport Policy to maximize access to higher education for all Pennsylvanians. The goal is to facilitate transfer to PASSHE universities from Pennsylvania community colleges and other PASSHE universities.

Students who have earned the Associate of Arts (A.A.) or the Associate of Science (A.S.) degree in a transfer program containing a minimum of 30 credits or Liberal Arts courses for the A.S., and 45 credits of Liberal Arts courses for the A.A., degree shall be considered to have an Academic Passport, which allows them to transfer to any Pennsylvania State System of Higher Education University. Successfully completed undergraduate Liberal Arts credits earned by a student awarded the Associate degree will be accepted toward either lower-level general education or graduation requirements.

In addition, successfully completed undergraduate credits earned at another Pennsylvania State System University will be accepted, within the specifications of a given academic program. The credits may apply to graduation requirements, general education requirements or to the major requirements of the program in which a student is enrolled. Please note: students must meet the admissions standards for their selected program of study and enrollment limitations may restrict the number of students who can be accommodated. Specifics of this policy can be obtained from the Office of Admissions or the Office of the Registrar. Additional information is also available for the Academic Passport policy under Academic Policies. (BOG Policy 1990-06, Academic Degrees.)

The Academic Passport—The Academic Passport, described in detail in Section is a transfer program designed to promote and facilitate the transfer of students of Pennsylvania community colleges to State System of Higher Education universities, and to support the transfer of undergraduate credits earned by State System students to other System universities. Associate Degrees—Pursuant to Board Policy 1990-06, Academic Degrees - associate degrees indicate that the holder has developed proficiencies sufficient to prepare for upper division collegiate work or to enter directly into a specific occupation. Associate degrees are awarded only for completion of a coherent program of study designed for a specific purpose. They reflect satisfactory achievement of a minimum of 60 semester hours of credit, in two parts: a general education component and an area of concentration or major component.
• Associate of Arts (A.A.)—An Associate of Arts degree program is designed specifically for transfer into baccalaureate degree programs in the arts, humanities, social, or behavioral sciences fields, or in professional fields based upon these disciplines. Recipients of the A.A. degree normally complete a minimum of 60 credit hours.

• Associate of Science (A.S.)—An Associate of Science degree program is designed primarily for transfer into baccalaureate programs in one of the mathematical, biological, or physical sciences, or into one of the professional fields with these fields as its base. The A.S. degree also normally requires the successful completion of 60 semester hours of study.

Policy Statement: The policy of the Board of Governors of the State System of Higher Education encourages the seamless transfer of students between accredited Pennsylvania community colleges and System universities and between and among System universities. To that end, community college and System students who meet the established eligibility criteria shall be granted an Academic Passport, which shall provide entry to a System university and, pursuant to the guidelines below, ensure the transfer and acceptance of course credits.

Procedures and Criteria for the Academic Passport: the following sections outline the eligibility criteria for the Academic Passport and the procedures under which credits earned at one institution may be accepted by and applied to a degree program at the receiving institution.

**Students Transferring With an Associate Degree** - Students are encouraged to complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree program prior to transfer. Students who earn the A.A. or A.S. degree in a transfer or college parallel program from an accredited public Pennsylvania community college and who apply in accordance with the established university time frame shall have an Academic Passport that provides entry into any university in the State System of Higher Education.

System universities will recognize and honor the Academic Passport by admitting such students and shall, consistent with G.5 (Guiding Principles), apply credit towards graduation for all college parallel course work completed for the associate degree.
Up to a maximum of 45 General Education credits and Liberal Arts course credits earned at the two-year college shall be used to meet lower division university general education requirements, even if the receiving university does not offer the specific course being transferred or has not designated that course as General Education. A course by course match shall not be required. Capacity limits and/or higher admissions standards may apply to certain high demand academic programs.

Students transferring with an Associate of Arts or Associate of Science degree to a State System University must have a 2.0 minimum cumulative grade point average (GPA) in all course work presented for transfer from each institution attended.

Associate of Arts and Associate of Science degrees recognized for the Academic Passport must contain, as a minimum, 30 hours of Liberal Arts among the following fields of study: Composition/Communications, Humanities/Fine Art, Behavioral/Social Sciences, Biological/Physical Sciences, and Mathematics and Computer Science. Vocational, technical, and career courses shall not be used to satisfy General Education requirements.

**Intra-System Transfer Incumbent System**- university students who have attained a GPA of 2.0 or higher in a minimum of 12 credit hours of college level course work shall hold an Academic Passport enabling transfer to any other System university.

System universities shall recognize and honor the Passport held by incumbent students who apply within the established university time frame by providing admission upon transfer and shall, consistent with G.5 (Guiding Principles), apply credit towards graduation for all college course work completed at the sending university.

Up to a maximum of 45 General Education credits and/or Liberal Arts course credits earned at the sending university shall be used to meet lower division university General Education requirements, even if the receiving university does not offer the specific course being transferred or has not designated that course as General Education. A course by course match shall not be required.
Capacity limits and/or higher admissions standards may apply to certain high demand academic programs.

Instruction through Distance Learning: With the prior approval of the student’s home institution, System students holding the Academic Passport shall be entitled to take any course offered through distance learning and listed in the catalogue at any other System university and have those credits and the grade earned accepted by their home institution. The home institution retains the right to determine the application of such credits towards the satisfaction of specific degree or major requirements.
Academic Programs

Cheyney University offers the following degrees: (A.S., B.A., B.S., M.Ed., & M.P.A.)

- All students will follow the curriculum and the degree completion requirements specified in the University Catalog issued for the year of their initial enrollment as degree-seeking students.
- The University will honor degree completion requirements specified for students in the University Catalog for the year of initial enrollment as long as such enrollment is continuous (summer semesters not included).
- A student who does not maintain continuous enrollment (summer semesters not included) for more than two years will follow the degree completion requirements specified in the University Catalog issued that year of readmission.
- A student who transfers to another degree program will follow the requirements specified in the University Catalog issued for the year of the transfer to the new degree program.
- Students are held responsible for reading and complying with the University policies contained in the Catalog.
- The University Catalog is not an unchangeable contract but, instead, an announcement of present policies only. Implicit in each student’s enrollment is an agreement to comply with University rules, policies and regulations that the University may modify to exercise properly its educational responsibilities.

**Please review the Academic Catalog for the list of Programs of Study.**
Academic Standing Policy (Grade Definitions)

Grades are computed based on the number of semester hours completed with passing grades. The levels are as follows.

- A (excellent) 90-100 is worth 4 quality points
- B (good) 80-89 is worth 3 quality points
- C (satisfactory) 70-79 is worth 2 quality points
- D (passing) 60-69 is worth 1 quality point
- F (failure) 59-below is worth 0 points. Any required failed course may be repeated no more than 3 times.
- I – Incomplete grade (no point value) a student who is passing the course but has failed to complete all course requirements due to illness or grave emergency. The “I” must be removed by completion of the requirements of the rest of the course within the first 7 weeks of the next semester in which the student enrolls at Cheyney University or it automatically becomes an “F”. Students who are not enrolled in the next semester must complete removal process within one academic year.
- IP – In Progress grade (no point value) (departmentally-designated self-paced courses) credits may be earned by completion of the required assignments through consecutive enrollment. Interruption will result in the IP converting to an F
- CR grade (not calculated in the GPA) accepted transfer credits.
- [ ] this symbol signifies a repeated course
- WC the student officially withdraws from a course, the WC hour’s does count as hours attempted but does not count in the GPA.
- W this symbol is used when a student is permitted to withdraw from the University.
- AUD = course was audited - does not carry credit nor GPA quality.
- S -Satisfactory (Midterm Grades)
- U -Unsatisfactory (Midterm Grades)
- NS -No Show (Midterm Grades) student has been absent from class.
- NGR/NG -No grade recorded
- AW – Administrative Withdrawal effective (9/09)
- 1910 = Year identifier used for transfer credits prior to 2005
Grade-Point Average Policy

- The four-point system is used in computing the grade-point average of all students. Under this system, a student receives
- Four quality points for each semester hour of “A”;
- Three points for each semester hour of “B”;
- Two points for “C”; one point for “D”; and
- “0” quality points for an “F” or “WC.”
- A student's grade point average is obtained by dividing the total number of quality points earned by the number of semester hours carried.
- An example of how to calculate the grade point average is as follows:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Course</td>
<td>A</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>2nd Course</td>
<td>B</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3rd Course</td>
<td>C</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>4th Course</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>5th Course</td>
<td>F</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- In this case, $28 \div 13 = 2.15$ (the grade point average for the semester is 2.15).

When a course is repeated, the most recent grade is used in computing the student's grade point average. However, both grades remain on the student's record.

Midterm Grades

Mid-Term grades are issued for every session in each semester to undergraduate students. Grades are “S” for satisfactory progressing, “U” for unsatisfactory progressing or “NS” for No Show. Mid-term grades are used as a mid-term marker to assess progress of each undergraduate student for advisement and planning. When a student receives an “NS” as a midterm grade letters are generated and sent out as a notice of a “No Show” as a warning to the student to prevent from receiving an “F” as a final grade.
Academic Standing Policy (Graduates)

Good Academic Standing

Graduate students, both Master’s Degree candidates and post-baccalaureate teacher certifications students, must meet and maintain a grade point average (GPA) of 3.0 (on a 4.0 scale) to remain in good academic standing.

Poor Academic standing will occur if: (1) the GPA falls below 3.0; (2) two “C” grades are earned; or (3) a grade of “D” is earned. (4) a grade of “F” is earned. Students who earn three grades of “C”; or one grade of “D” or “F” are officially dismissed from the university and the graduate program.
Academic Standing Policy (Undergraduate)

Academic Notification

Students who are no longer considered in Good Academic Standing and have failed to obtain a 2.0 GPA for the first-time will receive an Academic Notification. Student may only have one semester of Academic Notification.

Academic Warning

Students who have previously been on Academic Notification and have a cumulative GPA under 2.0 will be placed on Academic Warning and are in jeopardy of being on Academic Probation. Students may only have one semester of Academic Warning.

Academic Probation

Students who are or have previously been on Academic Notification & Warning and have a cumulative GPA below 2.0 will be placed on Academic Probation. Students may have only one semester of Academic Probation and while on probation may not register for more than (14) fourteen credits. To avoid being placed on probation, the student must earn the semester average necessary to meet the required student academic classification during the subsequent semester. These students are at risk of dismissal if GPA does not improve.

Academic Dismissal

Students who have received (Notification, Warning & Probation) from Cheyney University of Pennsylvania on separate occasions are dismissed (i.e., expelled) from the University permanently. To avoid being dismissal, the student must earn the semester average necessary to meet the required student academic classification.

Note: Students whose academic standings do not meet the minimum standards will be notified of their standing each semester, it is encouraged to check your academic record every semester. Students are also encouraged to view the SAP Policy for Financial Aid Administration on pages 40-43 in the Academic Catalog (www.Cheyney.edu)
Act 48

In an effort to continue to meet your professional education certification needs, the Registrar’s Office serves as a reporting agency for credit course work completed here at Cheyney University.

The submission of credit course work is easy, fast, and required by law.

Here are a few things that you should know.

On November 23, 1999, Governor Tom Ridge signed into effect a bill referred to as Act 48. Signed as House Bill 8, this law requires anyone maintaining an active Pennsylvania professional educator certificate to participate in furthering their education through continued course work. This law applies to all Pennsylvania educators holding Pennsylvania public school certification, including Instructional I and II, Education Specialist I and II, Administrative, Supervisory, Letters of Eligibility, and all vocational certificates.

All professional educators must obtain six credits of college study; six credits of continuing professional education courses; 180 hours (6/6/180) of continuing professional education programs, activities or professional experiences; or any combination of credits or hours equivalent to 180 hours every five years to maintain active status. One credit equals 30 hours of professional experience.

Each professional educator has five years to complete and submit the required course work to the Pennsylvania Department of Education (PDE). The initial deadline for those who were already certified when the law came into effect is June 30, 2005.

Course work completed for a master’s degree program or Level II certification can be submitted to PDE for Act 48 requirements as well. Act 48 does not eliminate Level II certification. Cheyney University serves as a reporting agency for credit courses completed at our university. Only courses that a professional requests are submitted to PDE for Act 48 use.
<table>
<thead>
<tr>
<th>Advanced Placement Exam</th>
<th>Advanced Placement Grade Required</th>
<th>Credits Awarded</th>
<th>Cheyney University Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3 or Higher</td>
<td>3</td>
<td>HAR111 or HAR200</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3 or Higher</td>
<td>3</td>
<td>HMU201 or HMU202</td>
</tr>
<tr>
<td>Studio Art 2-D Design</td>
<td>3 or Higher</td>
<td>3</td>
<td>GRD100</td>
</tr>
<tr>
<td>Studio Art 3-D Design</td>
<td>3 or Higher</td>
<td>3</td>
<td>HAR211</td>
</tr>
<tr>
<td>Studio Art Drawing</td>
<td>4 or Higher</td>
<td>3</td>
<td>HAR220</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>4 or Higher</td>
<td>3</td>
<td>HEN112</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>3 or Higher</td>
<td>3</td>
<td>RPO102</td>
</tr>
<tr>
<td>World History</td>
<td>3 or Higher</td>
<td>3</td>
<td>RHI101</td>
</tr>
<tr>
<td>Economics - Macro</td>
<td>3 or Higher</td>
<td>3</td>
<td>BEC210</td>
</tr>
<tr>
<td>Economics - Micro</td>
<td>3 or Higher</td>
<td>3</td>
<td>BEC220</td>
</tr>
<tr>
<td>Psychology</td>
<td>4 or Higher</td>
<td>3</td>
<td>RPS211</td>
</tr>
<tr>
<td>U S Government &amp; Politics</td>
<td>3 or Higher</td>
<td>3</td>
<td>RPO111</td>
</tr>
<tr>
<td>United States History</td>
<td>3 or Higher</td>
<td>3</td>
<td>RHI211</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3 or Higher</td>
<td>4</td>
<td>MAT160</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4, 5</td>
<td>4</td>
<td>MAT160 MAT170</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3 or Higher</td>
<td>3</td>
<td>CIS101</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4 or 5</td>
<td>3</td>
<td>MAT205</td>
</tr>
<tr>
<td>Biology</td>
<td>3 or Higher</td>
<td>4</td>
<td>SLF110</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 or Higher</td>
<td>4</td>
<td>SCH111</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3 or Higher</td>
<td>3</td>
<td>SCH200</td>
</tr>
<tr>
<td>Physics B</td>
<td>3 or Higher</td>
<td>3</td>
<td>SPH100</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>3 or Higher</td>
<td>4</td>
<td>SPY211</td>
</tr>
<tr>
<td>Physics C: Electricity and Magnetism</td>
<td>3 or Higher</td>
<td>4</td>
<td>SPY212</td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>3 or Higher</td>
<td>3</td>
<td>HLF101</td>
</tr>
<tr>
<td>Spanish Language and Culture</td>
<td>3 or Higher</td>
<td>3</td>
<td>HLS101</td>
</tr>
<tr>
<td>Spanish Lit &amp; Culture</td>
<td>3 or Higher</td>
<td>3</td>
<td>HLS102</td>
</tr>
</tbody>
</table>
Advanced Standing

There are currently four (4) standard methods of receiving Advanced Standing at Cheyney University. The four (4) methods are: Advanced Placement (AP), Credit for Life Experience (CLEP); Challenge by Examinations; DANTES (DSST); International Baccalaureate these methods of gaining academic credit and advanced placement in undergraduate academic courses are identified below. No more than 30 credits may be earned by any combination of these methods.

Advanced Placement (AP)

Students who have completed AP courses and have scored satisfactorily on the AP exams, prior to entrance to Cheyney University may receive academic credit and advanced placement for those specific courses. Departments have designated the appropriate equivalent courses and credits. Students who wish to receive AP credit, based on their AP examinations, should notify the admissions office of the courses and exams they have taken, during the admissions process. Students are required to provide official score reports electronically from the College Board at 1-888-308-0013 or by visiting: www.collegeboard.com, prior to matriculation, this information is to be forwarded directly to the office of the Registrar.

Credit for Life Experience (CLEP):

Some students may have learned college level material through life experience, or through other learning opportunities. Credit for Life Experience may be gained by following the procedures: the portfolio method; challenge exams where permitted and/or Defense Activity for Non-Traditional Education Support (DANTES)
College Level Examination Program Exam Method (CLEP)

Students who have had the opportunity to learn material equivalent to the material in an existing university course may request to take the CLEP examination for credit in that course, up to a limit of 15 credits overall. The initial request should be made during the admissions process, and the CLEP exam(s) must be completed within the first two semesters at Cheyney University. Students may not take CLEP exams for credit for courses already taken at the university, whether the student has passed or failed these courses. Department approval must be obtained prior to taking the CLEP exam(s). If a student passes the CLEP examination for a specific course with a score in the 50th percentile or higher, the student will receive credit for that course. Students are responsible for the cost of the examinations. The university only accepts CLEP scores received directly from College Board. The official scores must be forwarded directly to the Office of the Registrar. The student's official transcript will carry a notation of credit earned, but no grade shall be awarded. A student may not receive CLEP credit for a course they are currently registered, or for a course a passing grade previously was earned, or as a course repeat. Use of the CLEP tests permits Cheyney University to provide the well-prepared student with opportunities to demonstrate competence in areas of intellectual concern covered in courses, to receive credit in these areas and to enroll in advanced courses earlier. Students will not receive CLEP credit for a Spanish CLEP test for a lower level Spanish course if they have received credit for a higher level Spanish course prior to taking the CLEP test.
Credit by Portfolio Method (CLEP)

Students who have life experience which suggests mastery of specific university courses may develop a reasoned portfolio demonstrating this mastery. Students must apply for such a portfolio review to the relevant department within their first two (2) semesters at Cheyney University. Credit is not granted for field experience, practica, or internship courses. This portfolio will be evaluated by a three person faculty committee, from the relevant discipline. An appropriate number of credits may be granted (not to exceed fifteen (15)), after the faculty review. It is important to note that the portfolio must demonstrate (and prove through documentation) the same learning outcomes as a student who passes the same course in the traditional academic setting. The student is required to pay half the cost of the approved credits. The completed portfolio must be submitted to the appropriate Dean for review.

Credit by Challenge Examinations (CLEP)

Departments may establish challenge examinations for specific departmental courses. The challenge examination(s) will test mastery of the departmentally designated course material. Departments will notify the Provost's Office of courses for which challenge examinations may be offered. Students may not earn in excess of fifteen (15) credits with this method.

Students who feel they have mastered the material of a Cheyney University offered course may "challenge the course by examination," taking a test on the course material, rather than enrolling for the course itself. Students may challenge any course for which the examination is available, if they have not received a grade for the course and if the course has not been waived due to demonstrated competency or advanced placement. It is important to note that a student challenging by examination must demonstrate the same learning outcomes as a student who passes the same course in the traditional academic setting.

The comprehensive examination is given at the convenience of the instructor. The student must pass the course with a grade of “C” or higher. The grade earned, with appropriate credit, is entered into the student's official academic record and calculated into the GPA. A student in senior status may not use this method to gain advanced standing. The testing department must submit
course numbers and names of courses approved to the appropriate Dean for review. Information may be copied to the Office of the Registrar for posting

Defense Activity for Non-Traditional Education Support (DANTES)

Cheyney University has and continues to award academic credit to all military personnel and to veterans based on a variety of presented official military transcripts via The Military Evaluation Program. The military transcript must be presented for evaluation prior to matriculation.

The Military Evaluations Program provides for the evaluation of Service School courses; selected, enlisted, warrant officer and limited duty officer occupations; Navy enlisted classifications; Department of Defense courses; National Guard and Reserve courses; plus Coast Guard courses. Thousands of Service members can earn college credit for their military training and occupation through evaluations conducted by the American Council on Education (ACE). These recommended credits can be applied to a college degree or a vocational certificate that can lead to career and educational advancement.

The American Council on Education (ACE) conducts evaluations by arranging for faculty subject matter experts to evaluate service school courses, military training and learning experiences occurring within the military Services to determine the comparability of those academic courses and experiences with those in the civilian education community.

ACE is also responsible for actively assisting colleges and universities and other appropriate agencies in understanding and using the credit recommendations and evaluations. College registrars, admissions officers, military education personnel, veterans and other academic personnel may contact the ACE Advisory Service for assistance.

DANTES Military Evaluations Program Manager (850) 452-1111 ext. 3213
DANTES, Code 20D DSN: 459-1111 ext. 3213
6490 Saufley Field Rd. Fax: (850) 452-1005
Pensacola, FL 32509-5243 E-mail: DANTES_ace@navy.mil
Articulation Agreements

Please visit Cheyney University Website: http://www.cheyney.edu/registrar/Articulation-Agreements.cfm

Audit Policy

All audited courses will be identified as such on the student’s grade report and transcript. Work taken on an audit basis will not be graded and will not count toward the fulfillment of requirements for a degree to be awarded by Cheyney University. Since credits attempted and quality points will not be awarded for audited courses, they will not affect the student’s grade-point average in any way. Auditors will pay normal tuition and such other fees as may be required for the course.

To audit an undergraduate course, a person must be admitted to the university and have met course prerequisites. Students wishing to audit a course should obtain a Course Audit Form from the office of the department offering the course. All audit processing, including revocation of previously requested audit classification, must be completed during the regular drop/add period. Completed copies of the forms are returned to the Registrar’s Office, to the Department Chairperson, and to the student. The Registrar Office will add the audit course to the student transcripts once the form is completed. Audit students have the same privileges as other students in all coursework. There is no limit on the number of courses, audited.
**Challenging Courses by Examination**

Departments may establish challenge examinations for specific departmental courses. The challenge examination would test mastery of the departmentally designated course material. Departments should notify the Provost Office of courses for which challenge examinations may be offered, at the beginning of each academic year.

Students who believe they have already mastered the material in a Cheyney University course may “challenge the course by examination”, taking a test on the course material, rather than enrolling for the course itself. Students may challenge any course for which the examination is available if they have not received a grade for the course and if the course has not been waived due to demonstrated competency or advance placement.

Instructions, fee information and approval forms can be obtained from the departmental office. The examination is given at the convenience of the instructor. The grade earned, with appropriate credit, is entered into the students record and calculated into the GPA, whether passing grade is earned or not.

**Change of Address**

This form is maintained in the Office of the Registrar and on Cheyney University website (www.cheyney.edu > Registrar Office > Forms), this request is available to all students, past or present.

Students wishing to have their address changed in Power Campus will need to complete this form.

Once the student completes all information on the form it is submitted to the Office of the Registrar for processing. All requests will be processed within (3) business days.

**Please note this form does not change your state status; please notify the Bursar’s Office of your state change.**
Cheyney University Athletic Eligibility Process

Purpose: Check the eligibility certificate prior to student-athlete participation and certify that the Cheyney University’s academic data listed on the form for each student is correct.

The form is presented at the Registrar’s Office by the Athletic Director (AD) or Assistant Athletic Director (AAD). The information on the form will be verified by the NCAA Compliance Member or the Registrar.

On the form the following information will be verified:

- Semester hours earned
- GPA for the semester hours
- Current Cumulative hours earned
- Current Cumulative GPA

Once the information has been verified, it will be signed by the NCAA Compliance Member or the Registrar. The original form will be given back to the Athletic Director (AD) or Assistant Athletic Director (AAD) and a copy of the form will be kept on file.

Cheyney University Center City

Cheyney University continues to be actively committed to the collaborative agreement with PASSHE and the partner system universities to engage in a shared initiative involving the centralization of our educational services at the Philadelphia Urban Center location. Cheyney University offers both degree completions undergraduate programs and graduate programs at the Center City location. The 701 Market Street Concourse Level Philadelphia, PA 19106. Please call 215-560-3891
Class Attendance and Grading policy

Only students whose names appear on the official class roster after notification of “Financial Clearance” are eligible to remain in courses and receive grades. Students who have been allowed to remain in a class without the benefit of registration will not receive grades in the class; there will be no exceptions to this policy. Students are to complete their university financial obligations prior to their arrival to begin the academic school year. All Professors are required to take attendance daily. Any student, whose name does not appear on the roster, should not be permitted to attend the class.

Cheyney University/West Chester University Cross Registration

Only full-time students in good academic standing are eligible to utilize “Cross Registration,” (an agreement between Cheyney and West Chester Universities), during the fall and spring semesters.

Students may enroll for a maximum of six (6) credits at the host institution, (West Chester University) if he/she is registered at the home institution, (Cheyney University) as a full-time student, (minimum of twelve credits).

Students wanting to satisfy general education or major department requirements with courses taken at the host institution must obtain written approval from the appropriate offices at their home institution. West Chester University requires authorization for general education requirements from the academic advisement center and for major curriculum requirements their appropriate Department Chairperson. Cheyney University requires written approval from the student’s academic advisor, area dean and the Office of the Registrar before this process can move forward.

Cheyney University and West Chester Universities provide the opportunity for students to enroll concurrently at both institutions. The following procedures have been established between the two institutions to govern the “Cross Registration” process of students. These procedures must be followed to insure proper enrollment and awarding of credits between the two universities.
PROCEDURE (Cross Registration):

1. Cheyney University students enrolling for credit at West Chester University must be registered for a minimum of twelve (12) credits at Cheyney University.

2. A maximum of six (6) credits may be taken at West Chester University in any one semester. Pre-approval must be granted by the student’s academic advisor, department chair, area dean, and the registrar.

3. Students may not repeat a course previously taken at the home institution.

4. Students must provide an official transcript from West Chester University to the Office of the Registrar at Cheyney University to receive official credit.

5. Grades/credits earned at West Chester University via cross registration will not be calculated into the grade point average at Cheyney University, but will be treated as transfer credits.

6. Cross registration is not available at the graduate level or during the summer sessions.

7. The total credits carried must not exceed eighteen (18), nor may they be less than 12 at the home institution.

NOTE: It is the student’s responsibility to provide copies of this entire document to the Offices of the Registrar, Bursar, and Financial Aid at Cheyney University.
**Dean's List Policy (Undergraduate)**

To be eligible for the Dean’s List, the student must carry at least 12 semester hours of credit exclusive of developmental courses and earn a grade point average of 3.5 or better during the semester.

**Declaration/Change of Major/Minor Policy**

A student who wishes to declare or change majors/minors must complete a Declaration/Change of Major/Minor Form. The student must be in direct contact with their assigned Academic Advisor, retain and complete the form in its entirety and either returns the form to the Department Secretary or their Academic Advisor for processing. The Department Secretary or Academic Advisor will then submit the form to the Registrar Office for the update.

**Note:** The University requires that all students declare a major by their sophomore year.

Any student may request a change major/minor, but individual academic departments often have special criteria that must be satisfied before approval for change of major/minor is granted. All changes of major/minor or Academic Advisor made during the Fall or Spring semester after the Drop/Add periods are made effective the beginning of that 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 that are in force on the effective date of the change, addition or re-entry.
Definition of Credit Hour

The policy determines the procedures for credit hours awarded for all courses.

One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction (12.5 clock hours) that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The total minutes for the semester are 2250 for a 3 credit hour course. It is acknowledged that formalized instruction may take place in a variety of modes.

While awarding semester credit hours typically occurs for instruction delivered in accordance with an institution's standard semester calendar, it may also occur for instruction that may not follow the typical pattern of an institution's standard semester calendar as long as the criteria for awarding such credit is met.

The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course whether it is online, blended, lecture, or seminar format. We will need to determine the amount of student work expected in each online course in order to achieve course objectives and to assign a credit hour based on at least an equivalent amount of work as represented in the definition of credit hour in #2 of the Federal Definition.

For online courses, academic engagement would include, but not limited to, submitting an academic assignment, taking an exam, an interactive tutorial, or computer-assisted instruction, attending a study group that was assigned by the institution, contributing to an academic online discussion, and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Courses that have less structured classroom schedules, i.e., seminars, independent studies, internships, practica, studio work, clinical, or other work leading to the award of credit hours, at a minimum, should clearly state learning outcomes and workload expectations that meet the standard set forth in #2 of the Federal definition.

Instructional time does not include vacation time, homework, or periods of counseling or orientation.
PASSHE- Definition of Credit Hour

Description/Explanation of Item:

The length of class meeting times is defined as the number of contact hours per week per course credit hour. The Universities have different contact hour requirements per credit hour.

Action:

Universities must conform to the standard contact hours established by the State System.

Definition of academic credit hour: One semester academic credit hour is the equivalent to a minimum of 700 minutes of instruction (50 minutes x 14 weeks), exclusive of time for final examination. This is equivalent to 35 hours of instruction plus time for final examination for a three credit-hour course.

Universities will develop internally consistent policies to handle labs, music lessons, internships, etc.

NOTE: This definition is for traditional classroom (Face-to-Face) instruction. Language will need to be added to this procedure for blended and on-line courses.
Dual Enrollment

These are courses taken by non-degree students once the student take a specific course here at Cheyney University the list is then sent to Philadelphia Department of Education who then prepare course codes and return the information back to faculty which will email grades to Philadelphia Department of Education one week following final exams for each semester. Once this is complete the forms are then sent to the Office of Registrar. Once verified transcripts will be sent to the students address.

Excessive Credits

A full-time semester for undergraduate students is 12–18 credits; for graduate students it is 9–12 credits. Undergraduate and graduate students wishing to enroll in additional credits must obtain approval from the college Dean. Approval is based on various criteria, such as current grade point average, total courses, and specific conditions. Students may complete an “Academic Affairs Advisory Council Petition” for Approval of Excess Credit; this form is available on the Registrar’s webpage. The petition must be completed and submitted to the Office of the Dean thirty (30) days prior to the first day of class.
Students Rights of Family Educational and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Cheyney University accords all rights under the law to students who are in attendance at the University, and in certain instances to the parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954. Basically, a dependent student is a student whose parent(s) provides more than half of his/her support. Generally, the University does not provide information to parents because of this act. However, exceptions are made if:

GENERAL
Disclosure of Information from Education Records to Parents of Postsecondary Students

Recently many questions have arisen concerning the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the privacy of students' education records. The Department wishes to clarify what FERPA says about postsecondary institutions sharing information with parents.

What are parents' and students' rights under FERPA?

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

While concerns have been expressed about the limitations on the release of information, there are exceptions to FERPA's general rule that educational
agencies and institutions subject to FERPA may not have a policy or practice of disclosing "education records" without the written consent of the parent (at the K-12 level) or the "eligible student."

**When may a school disclose information to parents of dependent students?**

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

**Can a school disclose information to parents in a health or safety emergency?**

The Department interprets FERPA to permit schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

**Can parents be informed about students' violation of alcohol and controlled substance rules?**

Another provision in FERPA permits a college or universities to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

**Can a school disclose law enforcement unit records to parents and the public?**

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone - including parents or federal, State, or local law enforcement authorities - without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

**Can school officials share their observations of students with parents?**

Nothing in FERPA prohibits a school official from sharing with parent’s information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.
Final Examination Policy

The final examination week is part of the regular academic program and must be incorporated into each instructor’s course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore the instructor may choose an appropriate activity that conforms to course objectives.

The terminating activity shall take place only at the time and location assigned by the Registrar’s Office. Unless granted an excused absence, the faculty member responsible for the course must be present for the full examination period to direct the terminating activity. Faculty members may require student attendance at the terminating activity.

Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Block finals must be held as scheduled.
**Graduation for Academic Term Spring, Summer & Fall**

**Undergraduate & Graduate**

Commencement exercises occur once a year, at the end of the Spring semester. All Academic, University and **Financial requirements** must be met prior to graduation.

Degrees are awarded three (3) times per year:
- May
- August
- December

**Graduating Seniors:**

**Undergraduates**- who have completed all requirements must submit an anticipation of graduation prior to graduation. Student may obtain an anticipation of graduation form from their department; this form must be reviewed by the student, Academic Advisor, Dept. Chair, and Dean. The anticipation graduation form may not be delivered to the Registrar Office by the student.

**Graduate Students**- who have completed all requirements must submit an anticipation of graduation prior to graduation. Student may obtain an anticipation of graduation form from their department; the form must be reviewed by the student, Academic Advisor, Dept. Chair, and Dean. The anticipation graduation form may not be delivered to the Registrar by the student.

**Participants (Undergraduate Student Only):**

**Participating**- Students who have received written approval to participate in Commencement Ceremony who have not completed all required course work, may not exceed six (6) outstanding credits. (Science majors may not exceed (8) outstanding credits.

**Undergraduates** - Students, who qualify to participate in Commencement exercises, must first submit an anticipation of graduation and an application to participate in commencement. Each form must be reviewed by the student, Academic Advisor, Dept. Chair and the Dean.
Graduation with Honors Policy (Undergraduate)

To graduate with honors, a student must meet the following criteria:

- **Summa Cum Laude** - Completion of three years in residence at Cheyney University and a minimum of 75 credit hours at Cheyney University with a grade point average of 3.75 or higher. Life experience credit, credit by examination, and transfer credits may not be included in the required 120 semester hours.

- **Magna Cum Laude** - Completion of three years in residence at Cheyney University with at least 60 credit hours of credits and a grade point average of 3.50 - 3.74.

- **Cum Laude** - Completion of two years in residence at Cheyney University with at least 60 credit hours of credits and a grade point average of 3.25 - 3.49.

**Note: Graduation Honors are for undergraduate students only. Also Honors may not be awarded to students who received Academic Amnesty/Forgiveness.**

Graduation Policy

The policy for graduation is: the Office of the Registrar verifies student graduation eligibility. In order for the verification to take place the following policy must be instituted:

- The student applies through his/her department for graduation
- The Academic Advisor, Dept. Chair and Dean verify that the student has completed all required departmental and general education courses, signs off on the Anticipation of Graduation form and forwards the completed form to the Registrar’s Office no later than the date listed on the Academic Calendar.
• Once the Anticipation is received in the Registrar’s Office the student’s name is recorded on the “Prospective Graduation List” the student is then flagged in the system as “applied”, each student’s file is then pulled and reviewed to make sure all required information is located in the file. A GPA of 2.0 and 120 credits as required per your curriculum for graduation, of those 120 credits 42 credits must be upper level courses. Students are also required to satisfy intensive course requirement that are outlined on their curriculum worksheet.

• A transcript is printed, along with the student’s curriculum worksheet to verify the required courses are met and to ensure that there are no discrepancies. If discrepancies are identified questions are listed and forwarded via email to the appropriate Department Chair, Academic Advisor, Student & Dean. No further action is taken on the student’s application until clarification is provided. Once the application is in order the student is flagged as “certified” in Power Campus.

• Required documents are verified, if the file is incomplete the missing information must be obtained prior to the student receiving their degree.

• Once the students’ information and file have been verified the degree is ordered and after degrees are conferred the student’s degree is mailed to the address that is in the system. The student is now flagged as “graduated” in the Power Campus and the graduation process is now complete.

• Commencement occurs once a year; all requirements must be met by graduation. A student may apply for permission to participate in the ceremony if he/she is within six credit hours of completing academic requirements. (Science majors may not exceed (8) outstanding credits.)

• The last 30 semester hours must be completed while in residence at Cheyney University unless approved by the Provost.

• Any restriction(s) on a student’s account will prohibit that student from participating in the graduation exercises and receiving their degree.
Graduate Transfers Credits & Credit Unit Requirements

Most Master’s Degree programs at Cheyney University require a minimum of 36 semester hours. No more than six (6) semester hours of credits can be used as transfer credits from another accredited college, university or from continuing education program may be accepted and applied towards a master’s degree program.

Governor’s Institute Academy (GIA) Procedure

Cheyney University has been chosen to be a data collection point for the Governors Institute Academy. When the courses have been completed at other institutions, the Student Information is forwarded to Cheyney University.

The forms are received in the Office of the Registrar, the account information is placed manually in Power Campus, once the system is updated, transcripts are mailed to each student and the course information is submitted to PDE (www.pde.state.pa.us)
Host Institution Attendance Procedure

This form is maintained in the Office of the Registrar and can be accessed online via the Cheyney University website (www.cheyney.edu).

Students wishing to register for a course(s) at another institution must complete this form and get approval signatures prior to registering for course work at the host institution. Approval signatures are required from the Academic Advisor, Department Chairperson, Dean and the Provost.

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 Cheyney University the next semester.
3. Thirty (30) semester hours of the last 45 semester hours of credit required for graduation must be completed at the home institution. A minimum of 30 semester hours must be taken at Cheyney University. Grades earned in courses taken at another institution may not be included in determining a student’s GPA since only grades earned at Cheyney University affect this average. However, a minimum grade of “C” must be earned at the other institution for the credit to be accepted at Cheyney University.

An official transcript from the other institution must be received by the Office of the Registrar. Only earned grades of “C” or better may be accepted, the student final transcript will reflect a grade of “CR” = Credit.

The approved form is filed in the student’s permanent file in the Office of the Registrar

**Completed coursework from another institution prior to requesting and receiving authorization will not be accepted**
Incomplete (“I”) or In Progress (“IP”) Grade Policy

- In order for a student to receive an “I” or “IP”, grade the professor of record must complete the “I”/ “IP” form and submit it to the Office of the Registrar.

- An “I” or “IP” grade is entered into the system as the final grade, “I” grade stands for “Incomplete”; “IP” grade stands for “In Progress”. The Professor of record may give an “I”/ “IP” grade to any student who has not completed the requirement course work to satisfy the course.

Independent Study

Independent Study (IS) is a course of study specific in nature, content and level that is not provided as a regular course offering of study at the university. An independent study course would be designated by a faculty member with possible input from the student in question. The independent study would be subject to the approval of the chair of the department in which the course of study was undertaken. The option of offering a course by independent study within a particular academic department must have been previously approved through the university curricular process. A student wishing to pursue a course by independent study should contact a faculty member interested in offering such a course or the department chair in the department in which the independent study would be taken.
Individualized Instruction Policy

For undergraduate students, individualized instruction is only available for those who have passed at least 30 credits.

For graduate students, individualized instruction is only available after approval of degree candidacy.

If a student is interested or if it is mandatory that a student take a class that is not offered for a specific year and term and is a required course in the student’s program of study, that student initiates the request with the appropriate department chair. The course instructor, the appropriate Department Chair and the appropriate Dean must all approve the course to be taught by individualized instruction.

A student may take only one course by individualized instruction per semester. The student may not repeat any course by individualized instruction for which the student originally received a grade of “D” or “F”.

Students enrolled in individualized instruction courses may expect to meet with the instructor for at least five (5) contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered.

During the first week of classes, faculty members must distribute to their students a written course guide that 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.

After the Individualized Instruction form is completed it must be approved by the Department Chairperson, Dean, and Provost.

Once approved, the form is sent to the Office of The Registrar for processing.

*Individualized Instruction cannot be approved if the course is being offered during the semester of the request.
Internship/Cooperative Programs

Internships/Cooperative programs provide students opportunities to work in their field of study as part of course requirements and to gain experience prior to entering the workforce. Students may or may not earn academic credit for the experiences. All students are encouraged to seek internships and they should contact the Director of Internships for more information on available internships. All internship/Cooperative programs must approved by the Registrar prior to participating.

Major/Minor Requirement Policy

Dual majors and major/minor must be approved and guided by the Chairperson of each department. Student must complete all requirements for each major and minor.

Please note of all the minors offered by Cheyney:

- English
- French
- Mathematics
- Social Relations
- HRTM
- Psychology
- Recreation
- Spanish
- Graphic Design
- Fine Art
- Communication Arts
Ordering Replacement Degree

The Office of the Registrar will order a replacement degree upon written notification from the student.

- The cost for a replacement degree is $24.00

- Requesting a replacement degree is similar to requesting a transcript; the student will notify the Registrar’s Office in writing by mail, email or submit a request online by visiting [www.cheyney.edu > Academics > Registrar Office > Forms](http://www.cheyney.edu). The required information is as follows: student name, social security number, date of graduation, type of degree and the address where the degree is to be mailed. Payment must be received online by visiting [www.cheyney.edu](http://www.cheyney.edu) or by phone contacting the Bursar’s Office at 610-399-2224.

- The student account must be verified that there are no holds or stops that will prevent the student request. In the case of an older graduation date the file is pulled to verify that the student has no restrictions.

- Once the student is recognized as a graduate the degree is ordered from Jostens. It takes approximately 12 to 16 weeks for the degree to arrive at the University, upon arrival it is mailed via certified mail to the address provided on the request form within 2-3 business days.
**Participate in Commencement Exercises Policy**

The application is housed in the Office of the Registrar and also housed in the various departments on campus. Student may retrieve the form by contacting their department.

This form allows students that are six or less credits short of graduation to participate in Commencement Exercises if approved. (Science majors may not exceed (8) outstanding credits.)

The application to participate must be approved, completed and accompanied by an approved Anticipation of Graduation form. The student must keep in contact with their advisor for any follow up information, status updates will be emailed to the Academic Advisor, Dean, the Secretary to the Dean, Department Chair and student.

**Students that are approved to participate in Commencement are NOT graduating, just participating in the exercise.**
Cheyney University Policy Number AA-2010-1014

Policy on Six Year Rule (Graduate)

Approved by: Academic Affairs Council/President’s Council-Issued 2/17/2009

A. Purpose
The purpose of this policy is to create standards for giving or denying credit in the major to students returning to the university after being absent for six years or more.

B. Scope
This policy applies to all Graduate students.

C. Key words and phrases:
Appropriate Department Chair – the appropriate Department Chair would be the Chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the Department Chair with primary responsibility for scheduling the course in question.

D. Policy & Procedure(s)
Cheyney 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 six years or more prior to the resumption of study perhaps might not be counted toward graduation because such courses may no longer be considered current or may no longer be required for the degree. The Registrar, in consultation with the appropriate Department Chair, will determine the acceptability of these credits.
Cheyney University Policy Number AA-2010-1014

Policy on Ten Year Rule (Undergraduate)

Approved by: Academic Affairs Council/President’s Council-Issued 2/17/2009

A. Purpose
The purpose of this policy is to create standards for giving or denying credit in the major to students returning to the university after being absent for ten years or more.

B. Scope
This policy applies to all returning Undergraduate students.

C. Key words and phrases:
Appropriate department chair – the appropriate Department Chair would be the Chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the Department Chair with primary responsibility for scheduling the course in question.

D. Policy & Procedure(s)
Cheyney 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 might not be counted toward graduation because such courses may no longer be considered current or may no longer be required for the degree. The Registrar, in consultation with the appropriate Department Chair, will determine the acceptability of these credits.
Post Baccalaureate GPA Calculation

The Universities will “seal” the GPA at the time of Graduation and if a student returns for post-baccalaureate or for second degree work, then a new transcript sequence would be started. The policy does not extend to completion of A.A or A.S degree continuing at same institution.

Posthumous Degrees

In the event of the death of a Cheyney University undergraduate student, the University may grant the degree/diploma posthumously to the family of that student, upon the recommendation of the department, if the student was in good academic standing and had earned at least 90 credits (in senior standing).

In the event of the death of a Cheyney University graduate student, the department in which the student is enrolled may recommend to the appropriate Dean that a diploma be awarded. Such recommendations may be made if the student was enrolled in the last semester of the program at the time of death. The Dean will review the student’s current progress and past record to determine whether the student was in good academic and professional standing at the time of death. The Dean may recommend to the Provost that a student who was in good academic and professional standing be awarded a graduate degree posthumously.
This user guide focuses on how Students and Faculty can use Power Campus Self Service to access and update the information on record in the Power Campus Database.

Faculty: Using the web browser, faculty can search course sections, course catalog setup courses to keep record of course activities, update personal information, review students list, enter grades and advise students. All information for Faculty is located in the user guide for Faculty located in the Office of the Registrar and on Cheyney University website (www.cheyney.edu)

Students: Using the web browser, students can search course sections, course catalog, view class information, update personal information, register for class, view grades, view unofficial transcripts also view financial information. All information for Students is located in the user guide for Students located in the Office of the Registrar and on Cheyney University website (www.cheyney.edu).

Note: All training & troubleshooting for Self-Service is provided by the Registrar’s Office contact person Latashia Johnson ext. 2437.

**Materials can be found on Cheney’s website Registrar Office > Power Campus. (http://www.cheyney.edu/registrar/PowerCampus-Self-Service.cfm)**
Presidents List Policy (Undergraduate)

To be eligible for the President’s List, the student must carry at least 12 semester hours and earn a grade point average of 4.0 during the semester.

Procedures and Criteria for Transferring without the Academic Passport

Pennsylvania community college students who have not completed the A.S. or A.A. degree may also apply to and be accepted for admissions to a State System university. To facilitate the transfer of students with a minimum of 12 credit hours of college level course work, up to a maximum of 45 credits in courses which have been designated and credited as general education by an accredited Pennsylvania community college shall be used to meet lower division university general education requirements, even if the receiving university does not offer the specific course being transferred or has not designated that course as general education. Students seeking to transfer course credits without the completed A.S. or A.A. degree must have a minimum cumulative GPA of 2.0 or greater in all course work presented for transfer for each institution attended. Cheyney University will evaluate the credits prior to enrollment.

Guiding Principles

1. Students seeking to transfer to a State System university and who are admissible shall receive an evaluation of credits prior to enrollment and payment of tuition and fees. (Application fees may still be required.)

2. Current or future mutually agreed upon institutional articulation agreements may provide for the transfer of credits in excess of the numbers contained in this policy. Transfer students who meet the conditions of published articulation agreements (i.e., 2+2) between the sending and receiving institutions shall not be required to take a higher number of credits for the baccalaureate degree than indigenous students of the receiving institution.
3. For students holding an Academic Passport, admissions to a specific curriculum and acceptance of transfer credits in that curriculum at a participating university shall be determined by the university based upon the same established criteria required for indigenous students.

4. Students transferring from a Pennsylvania community college with an Academic Passport shall be entitled to the same rights and privileges accorded System students with junior status.

5. In the acceptance and application of credits for students holding an Academic Passport, the receiving university shall look first to apply as many credits as possible towards the satisfaction of lower division general education requirements. Next the receiving university shall look towards applying the credits remaining to satisfy requirements in the major. Lastly, credits may be applied to satisfy elective requirements. It is the intent of this policy that credits earned by a community college student as part of a qualifying degree program should be accepted and applied towards completion of the baccalaureate degree. It is recognized that in certain circumstances, such as a change in major or intended program of study, it may not be possible to apply all credits earned at the community college to the four-year degree; however, absent legitimate academic reasons, the intent of this policy is to make full and complete use of credits earned in a qualified A.A. or A.S. degree program.

6. When a student transfers from one State System university to another, the record of all successfully completed undergraduate credits taken by the student at a system university shall be placed on the transcript of the receiving institution. The credits shall be evaluated by the receiving institution to determine which shall apply to general education requirements, the major requirements of the program in which the student is enrolled, or electives. State System universities shall honor and accept credits earned at other State System institutions. It is recognized that given the specific requirements of some majors for certification or licensure and the fact that students often do change majors, it may not always be possible to apply all credits earned to the receiving institution’s degree program. The intent of this policy, however, is to maximize the acceptance and application of credits earned by a student at another System university.
7. Consistent with G.3 above, transfer students shall not be required to repeat or retake courses which they have already successfully completed at another accredited institution, as defined in this policy.

Implementation

1. The intent of this policy is to ensure that students transferring to System universities have the skills and competencies to succeed in upper level college work. Competency may also be demonstrated through examination, and each university should provide transfer students with the same opportunities as non-transfer students to demonstrate their competence.

2. System universities shall publish and promote all of their transfer programs, including the Academic Passport and other articulation agreements. They also shall offer transfer advisement and counseling to community college and university students interested in seeking admissions to their institution. An office or person shall be designated at each System university to manage the articulation and transfer process internally and to provide the contact point for external communication. A student appeals process for transfer issues shall be developed at each System university and published in the university catalog and other relevant documents.

3. Coordination of curriculum matters shall be the responsibility of the Articulation Coordinating Council with representatives of the participating colleges and universities meeting on a regular basis to work cooperatively to continuously improve and enhance the articulation between State System universities and Pennsylvania community colleges.

4. The Articulation Coordinating Council shall convene a meeting of System university faculty representatives and community college faculty representatives for the purpose of enhancing and advancing the development of program to program articulation agreements, exploring agreement on a common core for general education, and to define more fully the distinctions between upper and lower division courses, and the assignment of course numbers. The discipline-based faculty groups also may consider programmatic implications associated with implementation of this policy.
5. It is recognized that much work remains to be done before Pennsylvania has an effective statewide articulation program. To that end, the Board of Governors directs the System universities to join with other publicly funded higher education institutions to (1) develop a statewide articulation program which would consider establishment of core to core general education and program to program agreements and (2) determine the applicability of Associate of Applied Science degree credits to baccalaureate degree programs as well as the feasibility of common course numbering, indexing, or other innovations designed to provide students with a more effective and efficient pathway through higher education.

6. Periodic Review Each State System University shall prepare an outcomes assessment report on the effectiveness of the Academic Passport to be used as a basis for any necessary revisions and improvements. Such reports shall be compiled by the Office of the Chancellor and presented to the Board of Governors one year following the adoption of this policy and biannually thereafter. Included in the assessment shall be an institutional review of transfer decisions, a survey of students who have transferred, and other relevant data (e.g., retention rates, grade point averages, and graduation rates).
Public Notice Designating Directory Information

In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), Cheyney University hereby designates the following student information as public or “directory information”. Such information may be disclosed by the institution, without a student’s previous consent, for any purpose, at its discretion:

1. Name
2. Address (home, email & local at school)
3. Telephone numbers (home & local phone at school)
4. Date and place of birth
5. Major Field of Study
6. Weight and height (members of athletic teams)
7. Degrees and awards received
8. Other similar information

Currently enrolled students may block the public disclosure of all directory information by completing a form in the Registrar Office. Students should consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will prohibit Cheyney University from releasing any of the student’s “directory information” to non-institutional persons or organizations.

Cheyney University will honor a student’s request to withhold directory information but cannot assume responsibility or liability as a result of information being withheld. Once request has been filed by student, the request will be honored until removed by student in writing.
Removal of “I” or “IP” Grade Policy

The student who has received “incomplete” or “in progress” grade for their coursework must make an arrangement with the instructor outlining what is required to complete the course. The professor must complete and submit an “I”/“IP” Grade change form to the Office of the Registrar with student’s appropriate grade.

Undergraduate:
   a. At the end of the 10th week of the next subsequent regular semester.

Graduate:
   b. At the end of 4th week of the next subsequent regular semester

Undergraduates students, if the course work is not completed at the end of the tenth (10th) week of the next semester, the “I” grade is converted to a grade of “F”, which is permanently recorded on the students transcript. A student who receives an “IP” grade must register for the course each semester until the coursework is completed; a break in registration causes the “IP” grade to convert to an “F”, which is permanently recorded on the student’s transcript. Students may not graduate with an “I” or “IP” grade. Graduates students, if the course work is not completed at the end of the 4th week of the next subsequent regular semester the “I” grade is permanently recorded as an “F” grade.
Repeat Policy

Action Approved for Undergraduate Students:

The Universities will employ a common standard for individual course repeats as outlined below:

• Undergraduate students will be limited to a maximum total of (6)six repeats.
• A single course can be repeated a maximum of (3)three times, when a student repeats a course credits are only counted once in determining the GPA & total credits needed for graduation.
• The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. Courses with “CR” or “C” or higher may not be repeated and “WC” will be counted as an attempt but will not be calculated in the GPA.

Action Approved for Graduate Students:

The Universities will employ a common standard for individual course repeats as outlined below:

• Graduate students can repeat a single course for grade improvement only (1)once.
• Graduate students will be limited to a maximum total of (2)two repeats across the program
• The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

Note: For Post Baccalaureate students, the Course Repeat Policy will be the same as the one for Graduate Students. That is, Post Baccalaureate students can repeat a single course for grade improvement only once with a limit to a maximum total of two repeats during the Post Baccalaureate career. Universities can set policies that allow fewer repeats but cannot have policies that exceed the maximum.
Simultaneous Degree Completion

Undergraduates Students

The common standard will be to require a 150-credit minimum for completion of simultaneous degrees. Two diplomas awarded.

Students meeting all of the requirements of two majors with less than 150 credit hours can obtain a double major. In the case of a double major, if the two majors involve multiple degree designations (e.g., BA 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.

Graduate Students

For awarding two simultaneous graduate degrees at least 12 hours will be required beyond the minimal credit requirements for the degree program with the most required credits.

Please note:

**Action for Post-Baccalaureate students returning for a second Undergraduate degree: Students need to complete an additional 30 credits (regardless of number of earned credits of the first degree) and complete degree requirements in effect at time of matriculation for second undergraduate degree.

**Action for Post-Masters Students returning for a second Master Degree: Students need to complete an additional 15 credits (regardless of number of credits of the first master degree) and complete degree requirements in effect at time of matriculation for second Master degree.

Please review degree programs available to all students in the Academic Catalog on (www.Cheyney.edu)
State System Summer Study Abroad Honors Program

The purpose of the Summer Honors Program is to provide an opportunity for two honor students from each State System university to attend a special credit bearing summer experience hosted by one of the 14 universities of the State System of Higher Education. In existence since 1985, this program has been the peak undergraduate experience for many of the System’s most able students.

Each University is invited to select two academically outstanding students each summer to participate in this experience. The host university may on space available basis select additional students to participate. Grades earned by students may be transferred back to the home institution under the Board of Governors Policy.

The State System Summer Study Abroad Honors Program is an intense academic program that provides students with an opportunity to apply their studies aboard and examine issues central to both academic and society. The core program consists of three credit courses, historical lectures, field trips and a practicum project, such as an archeological dig. Locations have included such countries as Italy, England, Scotland, and South Africa.

The Keystone Honors Academy coordinates this opportunity for students to gain a sense of world perspectives and cultures. Students interested should contact the Dean of the Keystone Honors Academy.
Students Add/Drop Policy (Registration)

Drop/Add period will extend to the 8th calendar day excluding holidays and when the university is closed, to provide student with one full week plus the weekend in a typical semester to obtain any necessary signatures/approval for closed courses or pre-requisites overrides.

These periods will be converted to percentages to apply to nontraditional semesters. The drop/add periods covers 8.57 percent of the class days (excluding the final exam period) adjusted to a whole number.

Universities may devise strategies to handle special circumstances.
*To extent possible, students should not add a course if missed the equivalent of more than a week and a half of classes.

Student Name Change

A student is recognized officially by the name entered on the Admissions Application.

To request a name change: Students must submit their request in writing accompanied by supporting documentation. For example a student who marries after enrolling must provide official documentation such as a “Marriage License”, a copy of the Driver’s license or state issued Identification card, and the request are placed in the student’s official file.
Student Rostering (Registration) Procedure

First-time students will receive their schedules no later than Friday prior to the first day of class. The Department of Guidance & Counseling creates a class schedule for each new student using their SAT & Placement test scores. Each student roster will be entering into Power Campus Self –Service by the Guidance & Counseling Department. First-Time students are not required to register themselves.

All readmitted, returning or declared students must see their Academic Advisor to have their schedules prepared. Once the Advisor has informed the student of the necessary classes needed, the student will then enter their schedule through Power Campus Self-service system. Students are required to contact IT Helpdesk to retrieve a username ID & password to access the Self-Service system. All students readmitting must satisfy degree requirements based on the “Academic Program” in place at the time of readmission. The curriculum for each department can be found in the University’s Academic Catalog.

REGISTRATION PROCESS

Step 1: MEET WITH YOUR ACADEMIC ADVISOR FOR COUNSELING, SELECTION OF COURSES AND AUTHORIZATION TO REGISTER FOR EACH SEMESTER.

Step 2: VERIFY OR OBTAIN POWERCAMPUS SELF SERVICE ACCESS, CONTACT THE INFORMATION TECHNOLOGY DEPARTMENT.

Step 3: VERIFY THAT YOUR ACCOUNT IS FREE FROM STOPS. IF YOU HAVE “STOPS”. PLEASE CLEAR THEM WITH THE APPROPRIATE OFFICE.

Step 4: ROSTER (REGISTER) FOR THE SEMESTER, VIA POWERCAMPUS SELF-SERVICE.

Step 5: COMPLETE A HOUSING RESERVATION FORM, IF APPLICABLE

Note: FOR PERSONAL AND PROFESSIONAL ASSISTANCE IT IS IMPORTANT THAT STUDENTS VISIT THE APPROPRIATE OFFICES; EACH OFFICE IS ANTICIPATING ASSISTING STUDENTS. OFFICE HOURS ARE WEEKDAYS, 9:00 AM UNTIL 4:00 PM.
THE GOAL IS TO CLEAR ALL STUDENTS PRIOR TO THE END OF EACH SEMESTER.

Subpoena Records Policy

Student records are protected by the federal privacy laws and specific statutory protocols must be followed. All Subpoenas are forwarded to the President Office at Cheyney University.

Upon receipt of the subpoena, the Registrar’s Office will immediately send a letter of notification to the student, along with a copy of the subpoena. The notification letter will inform the student that they may contact an attorney and request that we not share their information. Their attorney must contact the university within the allotted time indicated in the letter, or the requested information will be released to the requestor.

After the notification letter is mailed to the student, the Registrar’s Office will assemble all of the requested documents, complete the record certification form, copy the student’s notification letter, and send all information to the President’s Office.

The President’s Office will mail the subpoena, record certification, and all requested records to the University Legal Counsel in Harrisburg who will respond to the subpoena.

If a student’s records are requested and a signed Authorization by the student is received:

The university will not send the student a notification letter since the student signed a release. The Registrar’s Office will assemble all of the documents requested, complete the record certification form, and forward the information to the President’s Office. If more than one division/office maintains the requested records, each records custodian must complete a certification form. The release, record certification form, and records will be forwarded to the University Legal Counsel in Harrisburg who will respond to the subpoena.
Substitution of Courses

Undergraduates’ students: A maximum of (15) fifteen credits may be allowed for courses substitutions for undergraduate students. All substitutions must be approved by the Academic Advisor, Department Chair, Dean and Registrar.

Graduate students: A maximum of (6) six credits may be allowed for course substitutions of graduate students. All substitutions must be approved by the Academic Advisor, Department Chair, Dean and Registrar.

The Curriculum

The Curriculum is the vehicle through with the university seeks to make its most significant impact upon the lives of students. Developing, implementing, and updating curricula are the responsibilities of the faculty and academic administrators. Curricular offerings are described in the catalog for each academic program.

The three digit number will convey the course level and certain specific information as outlined:

**Lower than 100 - Developmental Courses (these courses do not count towards graduation)**

- 100-199 Freshman Level Courses
- 200-299 Sophomore Level Courses
- 300-399 Junior Level Courses (upper level)
- 400-499 Senior Level Courses (upper level)
- 500-599 First Year Graduate Courses
- 600-699 Graduate Courses

*PASSHE Policy 1990-06-A- Requires that 42 credits of the total 120 credits earned towards graduation, are for upper level courses.*
**Unit of Instruction** – Semester Hours is the unit of instruction; one semester hour is equivalent to one 50-70 minute period of instruction or lecture per week for 15 Weeks.

**Major/Minor Course of Study** – Courses organized by major/minor, subject or area around which student’s center their studies according to interests and future plans.

**Elective Courses** – Course not taken to fulfill general education or major requirements may be chosen as electives to complete the minimum of 120 semester hours required for graduation. This should be guided by the students prospective work field or interest.

**Transcript Evaluation Responsibility**

The Transfer Evaluation Form is located in The Office of the Registrar, or online by visiting [www.cheyney.edu](http://www.cheyney.edu) > Registrar Office > Forms) and housed in each academic department.

**If the student has declared a major:**

This Form is completed by the student’s academic advisor based on a student’s Declared Major. Once the transferred student has submitted descriptions of courses taken at the previous university, and an official transcript, this information is used by the Academic Advisor to determine the equivalents here at Cheyney University. This form must have the advisor’s signature and be forwarded by a departmental staff member to the Office of The Registrar for processing. The Academic advisor with the assistance of the Department Chair or Dean, if necessary, makes the final decision on transferrable credits.

**If the Student has not declared a major:**

The student will be advised by a faculty member from the Guidance and Counseling Department and the above described process will also apply.

This form may not be completed or submitted by the student nor may it be used by the advisor for course substitutions.

**Developmental/Remedial courses are NOT Transferrable.**
Transcript Request Policy

The requestor must submit a request for a transcript to the Registrar’s Office using any of the following options: The required information may be faxed to (610)-399-2385, mailed to Cheyney University, Attn: Office of the Registrar, 1837 University Circle, P.O. Box 200, Cheyney, Pa 19319, e-mailed to the registrar’s office at registrar@cheyney.edu or submitted online at www.cheyney.edu > Academics >Registrar Office > Forms > Transcript Requests.

The Requestor must be the student/former student unless written authorization has been given by student/former student.

The required information is as follows:

- Name student attended under
- Current name if it has changed
- Current telephone number or email address
- Social Security Number
- The year of graduation or last semester attended
- Complete destination address

Our office must have a written request for transcript and notification of payment in order to process, if one of the requirements is missing the request will be filed until the missing information is received.

**The following holds will prevent you from receiving your transcripts:**

**Bursar’s Office, Public Safety, Library, Keystone, Financial Aid & Debt Management.** If you have a hold on your account you would need to contact the appropriate office to have the hold removed.

Payment for the transcript(s) can be made by contacting the Bursar’s office at (610)-399-2224 or on-line at (www.cheyney.edu) if paying by credit card; you may also pay with a Money Order or Cashier Check made out to Cheyney University for the appropriate fees with your request. **Cheyney University does not accept personal checks.**
Regular mail requests leaves our office within 2-3 business days after receiving
the request and the payment, Express & Priority transcripts are mailed from our
office the same day if the request and payment are processed before 3:00 p.m.
Unofficial transcript only are faxed or emailed (PDF Format) the same day if the
request and payment are processed before 3:00 p.m.

If a transcript is returned to our office the return date is logged into our data
system and filed.

Cost:
- Official Transcripts …. $12.00 each effective 2012
- Unofficial transcript…..$ 6.00 each effective 2012
- Express Mail……$19.99 plus the cost of the transcript(s)
- Priority Mail………… $5.60 plus the cost of the transcript(s)
- Same day pick up (In person)…. $12.00 plus the cost of the
  transcript(s)

Note: Transcripts that are archived takes up to 7 business days to process.

**All prices are subject to change-
(Delivery prices are determined by USPS).
Transfer Applicants

Transfer students must possess a minimum of 2.0 in order to transfer to Cheyney University. Credits are transferable, but grades are not. Completed course work at a regionally accredited institution with an overall academic average of “C” or better may apply for admission as a transfer student. Applicants must submit official transcripts from each institution previously attended. A transfer applicant, who has fewer than 12 credits, is also required to submit an official high school transcript showing the date of graduation along with SAT/ACT scores in accordance with applications submitted by freshmen students. All transfer applicants are required to submit a non-refundable $20 application fee (money order or cashier’s check). Transfer students who have completed 12 credits or more are not required to have taken the SAT or ACT standardized tests.

- Cheyney University does not limit the number of credits a student may transfer to the University; however, students must complete all graduation requirements.

- Cheyney University will consider all non-developmental transfer credits for which a letter grade of “C” or greater was earned.

- For students who have earned an associate degree from a Pennsylvania community college, Cheyney University will consider all non-developmental transfer credits for which a letter grade of “D” or greater was earned.

- For students who have attended another Pennsylvania state System of Higher Education institution, Cheyney University will consider all non-developmental transfer credits for which a letter grade of “D” was earned, if the student has earned a GPA of 2.0 or higher at all institutions he/she has attended.

- Transfer students who apply for admission as Education majors must have earned a cumulative GPA of 2.8 or higher to receive a regular offer of admission to Cheyney University. Applicants who fall below this cumulative GPA requirement may be offered “Major Conditional” admission to the University. Major Conditional students are required to enroll as “Exploratory/Majors”, and are initially academically advised by a designee of the College of Education and not be the academic department. After the Major Conditional student has earned 12 credits or more with a GPA of 2.8 or higher, he/she may be permitted to declare an Education major and may be eligible to apply to the College of Education.
• Cheyney University converts Quarter Hour credits to Semester Hour credits by multiplying the Quarter Hours by .666. Resulting credit hours valued as a fraction or percentage, 2.33, 2.5, etc. may be used to meet requirements, however, students must still earn a total of 48 credits of Liberal Studies.

• Students may be exempted from ENGL 101 – College Writing I or ENGL 103 – College Writing II, if they transfer 63 or more credits.

As a participating member of the Pennsylvania Transfer and Articulation Center (PATRAC.org), Cheyney University actively strives to transfer and use towards graduation requirements, those courses completed in accordance with the 30-credit Transfer Framework. For additional information regarding this initiative, please refer to the following Web site: http://patrac.org/Student/TransferCreditFramework/tabid/323/Default.aspx
Transfer Credit Appeal Process

All questions and appeals regarding the transfer of credits to Cheyney University should be directed to the Office of the Registrar. All questions will be reviewed by the University’s appropriate official to consult with the advisor of the appropriate department. A course syllabus and/or description is required and must accompany all student’s appeal, it will be the student’s responsibility to provide this information from the previous university. The Office of the Registrar will strive to respond to the student with a final determination within a two-week (or less) period of time.

If a student has questions about course transfers and request re-evaluations the student may seek advisement from there advisor and have the department conduct a re-evaluation. If a course is denied for acceptance for transfer, the student has a right to file a petition within the department.

Students should address any questions about the appeals process to the Registrar’s Office.

Transfer Credits Policy

Only transfer credits submitted on official transcripts are considered for transfer to Cheyney University. Only courses with grades “C” or higher are considered for evaluation, unless the student has earned an Associate’s Degree. All potential transfer courses must be completed at an accredited college or university. Transfer Credits must be submitted upon admission to the University. The University accepts a maximum of 90 credits; however, please note that 51% of the coursework must be completed at Cheyney University (which must include 30 of the last 45 credits taken at the university).

Cheyney University transfer credits will be given for equivalent courses with the appropriate credit hours completed at the regionally accredited institutions. Other courses that are not equivalent to Cheyney will be given and entered as courses taken from their previous University. The student will receive credits for each course taken as long as those courses are not remedial or developmental courses (courses that do not count towards graduation) and grades that are below a “C” (unless the school falls under the Consortium Agreement or the student has an associate degree, in these cases “D”s will be accepted.)
Purpose

To specify the respective State System and university information to be included on student diplomas, in order to properly represent the respective degree granting authorities.

B. Policy

The president and council of trustees of each university shall present its diploma design for approval. The university may use a single design for all university diplomas, or have various designs for different degree levels, schools, programs, degree designations, or certifications. The chancellor shall, on behalf of the Board of Governors, approve such designs, in accord with the following standards.

C. Standards

1. The diploma shall bear the full legal name listed in our database.
2. The diploma shall identify the appropriate degree designation(s) approved for the major program(s) completed by the student. These include the Associate in Arts; the Associate in Science; the Associate in Applied Science; the Bachelor of Arts; Bachelor of Science; Master of Arts; Master of Science; Doctor of Philosophy; and other such special or professional degree designations as may be approved by the Board.
3. The diploma shall not identify the major field of study completed by the student except as it may be part of the degree designation (e.g., M.B.A.).
4. The diploma shall appropriately reflect the full statutory title of the university and of the State System of Higher Education.
5. The diploma shall bear the name, title, and signature of the:
   • Chair, Board of Governors
   • Chancellor
   • Chair, council of trustees
   • University president.

D. Implementation Date (Effective December 1, 1989.)
Verification of Attendance Policy

The requestor may complete and submit the Verification of Attendance form in the Office of the Registrar, submit a company form or make the request in writing.

The request must include the following pertinent information:

- Student’s name
- Student’s Social Security Number
- Parent’s Name (if applicable)
- Parent’s Social Security Number (if applicable)
- Period of enrollment in question
- Name of Receiver
- Receiver’s contact information (may include fax number)

Verification requests will be processed within 2-3 business days, mailed or faxed to the receiver. Verification information will only be forwarded or shared with the agency requesting the information. This office assumes all responsibility for providing information directly to the receiver.

The Enrollment verification process via telephone requires the requestor to supply the student’s name, date of birth and social security number. We only verify information given; we do not disseminate any additional information.

National Student Clearinghouse is also available for student services to verify enrollment please visit [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

Note: Verification of Enrollment submissions from Cheyney University to Clearinghouse are processed on the 15th of every month for each semester term.
Veteran Affairs Certification Policy

The School Certifying Officials in the Office of the Registrar provides assistance to those eligible student Veterans, Active Servicepersons, Dependents, Reservists, and National Guard Members with their questions and paperwork.

The student must contact the Department of Veteran Affairs to complete an application that will determine their eligibility for educational benefits.

Once that has been completed, the Certifying Officials in the Office of the Registrar will be able to certify your enrollment status (total amount of credits registered for that semester). Once certification has occurred the student will be notified via email by the VA and the student can move forward with obtaining their benefits from the Department of Veteran Affairs.

Cheyney University of Pennsylvania is an approved educational institution for education and training under the Veterans Educational Assistance Act (GI Bill) and the Dependent’s Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office by calling the toll-free number 1 888 442-4551 (This is a 24 hour automated line where you can confirm when the last check was sent, the date it was processed, the date benefits were certified, the time left on entitlement, and the last date you can use entitlement) or by accessing the website www.gibill.va.gov

The Certifying Officials at Cheyney University are committed to assisting qualified veterans, dependents of veterans, and the dependants of disabled veterans with their educational benefits.

- Chapter 30: Montgomery GI Bill - Active Duty
- Chapter 31: Vocational Rehabilitation Program
- Chapter 32: Veterans Educational Assistance Program (VEAP)
- Chapter 33: Post 9/11 GI Bill
- Chapter 35: Dependents Educational Assistance Program (DEA)
- Chapter 1606: Montgomery GI Bill - Selected Reserve

Chapter 1607: Reserve Educational Assistance Program (REAP) - Reservists or National Guardsman called to active duty on or after September 11, 2001
(Policy 1991-03-A) Visiting Student Program

The State System Visiting program provides an opportunity for students enrolled in any of the Pennsylvania State System of Higher Education universities to enroll in courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits towards graduation at the home institution.

Purposes

1. To facilitate 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.

B. Standards

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. Students 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 other PASSHE universities shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.

   o 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.

   o 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.

   o Students cannot use The Visiting Student Program to repeat courses
Students cannot use the Visiting Student Program for internship or practice 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 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 for honors, eligibility of athletics and credits to graduation are assured.
Withdraw from Class “WC” Policy

“WC” period starts the day after add /drop period’s for each term (Fall, Spring & Summer) & each session (15Wks, 1st 7.5Wks, 2nd 7.5 Wks.) within the semester. “WC” period ends 3 weeks before the semester end for the 15Wk session and 3.5weeks before the semester end for 7.5 sessions. For summer semesters “WC” period ends 1.5 weeks before the summer semester ends. Please view the Academic Calendar for details.

- A student may “WC” from a class up to the date stated on the Academic Calendar.

- When a student “WC’s” from a class, the class will appear on their academic record with a “WC” in the final grade field.

- In order to “WC” from a class you must pay $5.00 per class, obtain the appropriate signatures and submit the completed form to the Office of the Registrar for processing. No copies will be issued, if you desire a copy for your records, please do so prior to submitting the form to the Registrar’s Office.

- “WC” forms are processed upon arrival, date stamped, and filed. Students are financially responsible for all courses in which they have withdrawn and will see a final grade of “WC” on their unofficial transcript in Power Campus Self-service. The number of registered credits will not change once a student “WC”.

Withdrawal from the University Policy

- In order to withdraw from the University the student must obtain and submit the completed “Withdraw from the University Form” to the Office of the Provost.

- The Provost notifies the Office of the Registrar of the decision in writing and the final grade of “W” will be posted to all courses for the requested semester. The “W” grade does not affect your academic standing or is it calculated in the student’s GPA.

- A student who withdraws from the University is allowed to return to the University with proper notification.
Contact Information/Offices:

ADMISSION:
admission@cheyney.edu
Office # 610-399-2275
Fax # 610-399-2099

BURSAR’S OFFICE
bursar@cheyney.edu
Office # 610-399-2224
Fax #: 610-399-2443

FINANCIAL AID:
financialaid@cheyney.edu
Office # 610-399-2302
Fax # 610-399-2099

REGISTRAR’S OFFICE:
registrar@cheyney.edu
Office #610-399-2225
Fax #: 610-399-2385

INFORMATION TECHNOLOGY
IT@wolf.cheyney.edu
Office # 610-399-2043
Fax # 610-399-2139

RESIDENCE
LIFE residence@wolf.cheyney.edu
Office #610-399-2428

HEALTH CENTER
healthcenter@cheyney.edu
Office # 610-399-2260
Fax #: 610-399-2566

**In an Emergency please call Cheyney Police

CHEYNEY POLICE
police@cheyney.edu
Office # 610-399-2330/2405
EMERGENCY# 610-399-2405