ACADEMIC REQUIREMENTS

THE BACCALAUREATE CURRICULUM

Millersville University’s baccalaureate-degree programs have four common curricular elements:

1. Proficiency requirements in English composition and mathematics.

2. The general education program, which constitutes about half of the curriculum (48 of the 120 minimum credits required for graduation).

3. The major program, which usually constitutes most of the other half of the curriculum.

4. Electives courses, if needed, to meet the minimum of 120 credits required for graduation. (A few programs require more than 120 credits for graduation.) Students may combine elective and general education courses to complete a minor.

Within each of these components, students have many choices in developing programs of study. They have a challenging and responsible role in planning the substance of their program.

Students are reminded that a full-time semester course load consists of 12 credit hours. However, it is necessary to average at least 15 credit hours each semester in order to graduate in four years (eight semesters).

Final responsibility for each student’s program rests with the student. The role of the advisor is just that—to advise. Students are expected to familiarize themselves thoroughly with program requirements for their major described in this catalog, the Curriculum Record Form and the computerized degree audit. This computerized audit report is available to help students monitor progress toward completion of their major, minor and general education requirements.

PROFICIENCY REQUIREMENTS

CHEMISTRY

1. All undergraduate students who want to pursue CHEM 111 (Introductory Chemistry I) or above must demonstrate minimum levels of proficiency in chemistry.
   a. All entering biology, chemistry, earth sciences and physics undergraduate students are required to take part in the chemistry placement process. Students pursuing majors in other disciplines may also need to participate; please consult your academic advisor.
   b. The chemistry department determines the test(s) and the criteria for course placement.

2. Students placed in the preliminary chemistry course (CHEM 110, Fundamentals of Chemistry) are required to enroll in that course prior to taking CHEM 111. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or above prior to taking CHEM 111.

3. Students who must take CHEM 110 earn course credits, and the grade is counted in the cumulative grade point average, but these course credits may only be counted as elective credits needed to fulfill the 120-credit minimum required for graduation. These credits may not be counted within the major requirements set forth for degrees in chemistry or other disciplines.

MATHEMATICS

1. All undergraduate students must demonstrate minimum levels of proficiency in mathematics.
   a. All entering undergraduate students are required to take part in the mathematics placement process.
   b. The mathematics department determines the test(s) and the criteria for course placement.

2. Students placed in a developmental mathematics course are required to enroll in that course. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or above prior to taking any mathematics course at the 100 level or higher.

3. Students who must take developmental mathematics earn course credits, and the grade is counted in the cumulative grade point average, but developmental course credit cannot be counted towards fulfillment of the general education or graduation requirements for the baccalaureate or associate degree.

THE GENERAL EDUCATION PROGRAM

Consistent with Millersville University’s mission to provide a liberal arts-based education, the purpose of general education is to provide breadth of knowledge as a balance and complement to the depth provided by the major. This is necessary for the holistic development of Millersville graduates as responsible citizens in a diverse and technologically complex global community.

General Education Objectives. Students, working with advisors and taking into consideration prior knowledge and experience, purposefully select courses in the general education curriculum that meld with required courses, co-curricular and extracurricular activities, and courses in the major to achieve the following objectives:

FOUNDATIONS FOR LIFELONG LEARNING

1. Students will think, speak and write clearly. This is evidenced by:
   a. the clear presentation of ideas in formal spoken, written and media forms.
   b. the use of effective communication for ongoing dialogue.
c. the ability to find appropriate sources of information, evaluate that information and integrate that information into a final product.

d. the use of statistical methods and other techniques of mathematics to analyze and solve problems.

CRITICAL THINKING ACROSS THE LIBERAL ARTS

2. Students will demonstrate foundational knowledge of the important ideas and methods of different ways of knowing as follows:

a. Courses in the arts and humanities challenge students to examine, analyze and critically evaluate artifacts of the human intellect and imagination to illuminate the complexity of the human experience. Through exposure to multiple voices, insights, objects and other creative works, students explore and interpret questions of meaning, fact and value. Ultimately, this engagement expands knowledge, deepens empathy and encourages collaboration between diverse individuals and communities.

b. Courses in the sciences and mathematics develop students’ understanding and knowledge of scientific and mathematical reasoning and of strategies for logical problem solving. Students are challenged to recognize that scientific explanations offer falsifiable predictions, that claims must be supported by evidence and logical reasoning, and that the nature of scientific discovery and knowledge is fluid. Courses emphasize that the scientific meaning of fact, theory and law are not a hierarchy, and give students an appreciation of essential creative aspects of scientific process and discovery.

c. Courses in the social sciences focus on the intricate relationship between human behavior and social institutions. Through qualitative and/or quantitative methods of inquiry, students discover and ascertain how human beings behave and are expected to behave, within certain contexts. This interaction allows students to comprehend and articulate the relationship between behavior and context across people, cultures, time and place.

CONNECTIONS AND EXPLORATION

3. Students will connect important ideas and methods of inquiry from different disciplines as a means of becoming holistic and responsible citizens in a diverse and technologically complex global community. Students will:

a. demonstrate civic and social responsibility.

b. grow in their engagement with peoples of diverse histories and communities, both inside and outside the United States.

c. build the foundation for a lifelong process of understanding, developing and monitoring healthy lifestyle behaviors in all dimensions of wellness, including physical, social, emotional, intellectual, spiritual and environmental wellness.

d. gain personal enrichment by developing new interests that can be enjoyed throughout a lifetime.

To meet these objectives, the general education program is organized into a structure with three components: Foundations for Lifelong Learning, Critical Thinking Across the Liberal Arts, and Connections and Exploration.

GENERAL EDUCATION STRUCTURE (minimum 48 credits)

FOUNDATIONS FOR LIFELONG LEARNING COMPONENT

ENGL 110: English Composition (0-3 credits). This college-level competency requirement is in addition to the pre-college proficiency requirement described earlier. Competence in English composition must be demonstrated in one of the following ways before the junior year:

1. Achieving a combined score of 1100 in the verbal portion of the SAT and the SAT II English Writing Test. This is recorded as a waived requirement and does not cover credit hours.

2. Achieving a score of 3 or higher in the Advanced Placement (AP) test in English Composition.

3. Achieving a satisfactory score in the CLEP subject examination in English Composition.

4. Passing the English Composition Competency Examination administered by the English department at the beginning of each fall and spring semester.

5. Earning a grade of C- or higher in English Composition (ENGL 110).

COMM 100: Fundamentals of Speech (3 credits). College-level competency in speech must be demonstrated in one of the following ways, preferably before the junior year:

1. Earning a grade of C- or higher in a competency examination administered by the Communication & Theatre department. To take this examination, register with the Communication & Theatre department by the end of the drop/add period.

2. Earning a grade of C- or higher in Fundamentals of Speech (COMM 100).

Approved MATH course (3-4 credits). To develop mathematical reasoning ability, at least one approved general education math course must be successfully completed.

Advanced Writing (3 credits). A course to further enhance writing skills. The courses currently approved to meet this requirement are ENGL 311, ENGL 312, ENGL 313, ENGL 316 and ENGL 318. Some departmental honors theses (HNRS 499) are approved to meet this requirement. Some majors require a specific Advanced Writing course. Students should consult the appropriate curriculum sheet and their academic advisors before choosing a particular Advanced Writing course.

CRITICAL THINKING ACROSS THE LIBERAL ARTS COMPONENT (9 courses—minimum 27 credits)

Three courses (minimum 9 credits) each in Humanities and Fine Arts (G1), Science and Mathematics (G2) and Social Sciences (G3).
In Science and Mathematics, two of the three courses must come from biology, chemistry, earth sciences and/or physics, including one which has a laboratory (L) component.

No more than two courses within each Liberal Arts area may be from a single department. Additionally, at least three courses taken throughout the three Liberal Arts areas must be at the 200 level or above.

Up to six courses required for the major from departments outside the major may be credited toward the Liberal Arts Component, but courses taught by the student’s major department may not be credited here.

**CONNECTIONS AND EXPLORATION COMPONENT**

A total of 9 credits from the following areas are required to complete the Connections and Exploration Component.

Approved Wellness course (3 credits). The Wellness requirement is designed to assist students in making positive lifestyle changes that reduce their health risks, modify their consumer behavior and enhance their personal well-being and productivity.

Perspectives course (3 credits). A major function of these courses is to apply analytical and critical thinking abilities in resolving major social, cultural, scientific/technological and/or aesthetic problems. They are interdisciplinary and/or multicultural in content and require a high level of educational maturity, knowledge and thinking. Perspectives courses encourage undergraduate students to make independent and responsible value judgments and decisions.

Perspectives courses integrate the knowledge acquired throughout the baccalaureate experience. For example, perspectives courses nurture and extend the basic communications skills developed in the Foundations for Lifelong Learning Component of general education. Moreover, perspectives courses demonstrate how different areas of knowledge gained in the Critical Thinking Across the Liberal Arts Component of general education are complementary.

The following stipulations apply to perspectives courses:

1. Prior to enrolling in a perspectives course, each student must have successfully completed English composition, fundamentals of speech and earned at least 60 credits (junior standing).
2. Student must satisfactorily complete one 3-credit perspectives course from a list of approved courses, which may be either in the major department or outside the major department.
3. No perspectives course may be counted within the Critical Thinking Across the Liberal Arts Component of general education.
4. Students who complete an academic fall or spring semester abroad as part of a baccalaureate degree will be considered to have fulfilled the perspectives requirement. International students studying at Millersville will also be considered to have fulfilled the perspectives requirement. This waiver does not cover credit hours. A student employing this waiver will be required to satisfy three credit hours of general education courses in lieu of the waived 3-credit perspectives course. This is in addition to any other Open Elective requirements of the student.

First Year Inquiry seminar (0 or 3 credits). Incoming students are encouraged to take a First Year Inquiry (FYI) seminar, which will count as part of a Connections and Exploration Component. The FYI seminar is a component of general education specifically designed for first-semester freshmen and offered in a seminar format, typically linked to a foundations course (either ENGL 110 or COMM 100) as part of a learning community.

A major function of these FYI seminars is to introduce a process of critical inquiry applied to important social, cultural, scientific, technological and/or aesthetic problems. Each FYI seminar will introduce multiple perspectives related to the understanding and resolution of these problems. A second function of these FYI seminars is to support students’ transition into the college experience academically, socially and personally. For those students who do not complete a FYI course, an additional open elective would be completed to satisfy the overall 12 credits required for the Connections and Exploration Component.

**ADDITIONAL REQUIREMENTS**

Cultural Diversity and Community: Each student must satisfactorily complete one 3-credit cultural diversity and community course from a list of approved courses. This course may also count as any additional requirements (major, minor or general education) of the baccalaureate degree. Cultural Diversity and Community is a requirement of the Connections and Exploration Component of general education. This requirement aligns general education with the University’s mission to foster in students an appreciation for cultural diversity. Here, “cultural diversity” refers to the differences among people in terms of beliefs, customs, values, politics and experiences. In essence, culture is a worldview; it is both learned and evolved. The following factors are seen as underlying these differences: age, economics, education, gender, geography, language, nationality, occupation, physical ability, race and ethnicity, religious affiliation and/or sexual orientation, among others. A Cultural Diversity and Community course is more than a mere survey or exposure of the students to different cultures; rather, it teaches students to think critically about the basis for intercultural differences.

Writing: These courses ensure that undergraduate students have the opportunity to develop competence and confidence in their writing skills. The English 110 competency must be satisfied prior to enrollment in “W” courses. Each student must satisfactorily complete three 3-credit courses from a list of approved courses. These courses may also count as any additional requirements (major, minor or general education) of the baccalaureate degree.

**COURSES APPROVED TO SATISFY GENERAL EDUCATION REQUIREMENTS**

Lists of courses that may be credited toward each of the general education requirements are available from the academic advisement office, the academic advisement web page and the web class schedule.
THE MAJOR PROGRAM
After general education, the second component of a high-quality university education is an in-depth understanding of an academic discipline. Millersville currently offers 51 major fields of study within its bachelor's degree programs. Many majors offer options for fulfilling requirements that provide even greater choice in selecting a field of study. Students enrolled in programs that require more than 120 credits may need more than the traditional four years to complete their studies.

A list of Millersville's major programs and options and the specific course requirements for each is given in the Academic Programs section. Curriculum Record Forms have also been developed for each major and option to summarize the requirements and provide an informal record of student progress. They are available from department offices, through the Office of Academic Advisement or through Millersville's website. In addition, degree audit reports summarizing the status of a student's degree requirements are available on the University website through our Millersville Access System (MAX).

DECLARING OR CHANGING A MAJOR
To declare or change a major or an option within a major, contact the registrar's office, Lyle Hall, for an appropriate form, or online at the Millersville University website, Student Forms Center. Some departments have specific requirements for admission to their major programs. Students must meet the major program requirements in effect at the time they declare or change their major. Students in undecided major status, with at least 45 credits passed, should refer to the Undecided Major Status section for specific academic requirements.

DEPARTMENT EVALUATION OF MAJORS
Students are subject to the approval of their major department for continuation in their major program. Departments may establish additional requirements for continuation in the major, review student credentials at the end of any semester and deny continuation in the major to any student they feel is not making satisfactory progress. Students who have been denied continuation in the major may appeal to the school dean and then to the Academic Standards Committee for reconsideration.

SECOND MAJORS
In some programs, through careful selection of elective courses, it is possible to complete the requirements for a second major. Upon certification by each major department that requirements have been satisfied, both majors are recorded on the student's records.

MINORS
Students who wish to become proficient in a second discipline may complete the requirements for a minor. Each minor requires a minimum of 18 credits. A GPA of at least 2.0 must be earned in Millersville courses required for the minor. Half of the minor must be completed at Millersville, only one course may count toward both a major and a minor, and no student may minor in his or her major. A list of minor programs and specific course requirements for each are given in the Academic Programs section.

To declare or change a minor, obtain an appropriate form from the registrar's office or through the University website, Student Forms Center.

THE ASSOCIATE DEGREE CURRICULUM
Millersville's associate degree programs are career-oriented for students with specific occupational objectives. They consist of 60 to 65 credits of study. The programs normally have three components: communication skills; general knowledge of the natural sciences, social sciences and humanities; and an area of concentration. Approximately half the coursework is in communication skills and general education; the other half is in the area of concentration. For more information, see the Academic Programs section.

OTHER CURRICULAR POLICIES
ADDITIONAL DEGREE REQUIREMENTS
To earn an undergraduate degree at Millersville University, a student must meet the following requirements:

1. All curricular and proficiency requirements as described above must be met.
2. A minimum of 120 credits must be completed for a bachelor's degree.
3. A GPA of at least 2.0 must be earned in Millersville courses.
4. A GPA of 3.0 must be earned in Millersville courses to meet entrance and exit requirements for a Bachelor of Science in Education (B.S.Ed.) degree.
5. A GPA of at least 2.0 must be earned in Millersville courses required for the major (area of concentration for associate degrees).
6. A GPA of at least 2.0 must be earned in Millersville courses required for the minor.
7. At least 30 credits (in addition to student teaching) of the last 60 credits must be completed at Millersville. Participation in approved Millersville University exchanges or attendance at programs consistent with Millersville University academic agreements will satisfy this requirement.
8. At least half of the major requirements must be completed at Millersville.
9. At least half of the minor requirements must be completed at Millersville.
10. Students who graduate with a B.S.Ed. degree or complete an approved program of post-baccalaureate studies for teaching
certification must be admitted to Advanced Professional Studies. They must also meet the Pennsylvania state requirements and other Pennsylvania certification requirements, such as passing the required Praxis exams, to qualify for Pennsylvania teacher certification.

11. An Application for Degree form should be submitted before the end of the third week of the term in which the student expects to graduate. The University confers degrees six times annually: at the conclusion of the fall semester, winter session, spring semester, first summer session, second summer session and third summer session. Application forms are available from the registrar’s office, Lyle Hall, or www.millersville.edu/commencement.

ADMISSION TO ADVANCED PROFESSIONAL STUDIES AND CERTIFICATION (EDUCATION MAJORS)

All students enrolled in teacher preparation programs must be admitted to Advanced Professional Studies and meet Pennsylvania state requirements and University requirements prior to being enrolled in their initial Advanced Professional Studies course. Students must meet additional Pennsylvania state requirements in order to be certified. A listing of Advanced Professional Studies courses and requirements is available in the Office of Field Services and on the Certification Office website.

EARNING MORE THAN ONE DEGREE

Students who wish to complete the course requirements for two different degrees (e.g., B.A. and B.S.Ed.) simultaneously must complete at least 30 credits beyond the minimum of 120 credits needed for the first bachelor’s degree earned. Students who complete fewer than 30 credits beyond the first degree but complete requirements in more than one major will choose the degree to be awarded. All majors completed will be recognized in academic records, including transcripts.

A student may earn a second associate or bachelor's degree at a later time by meeting the following requirements:
1. A minimum of 30 additional credits must be completed at Millersville at the undergraduate level following the award of the first degree. These credits must be in the major and required related fields.
2. All requirements for the major of the second degree must be satisfied.
3. Coursework completed as part of the first degree program may be used to satisfy the related coursework requirement in the second degree.
4. Coursework completed as part of the first degree program may be used to satisfy up to half of the second degree’s major. If a course required in the second degree’s major was completed as part of the first degree, it may not be repeated.
5. Teacher certification credits may not be counted toward a second degree.
6. When there is overlap in the majors of the first and second degrees, the 50-percent limitation in requirement 4 above and the limited course offerings in some departments may preclude the pursuit of a second degree.

SPECIAL ACADEMIC OPPORTUNITIES

HONORS COLLEGE AND DEPARTMENTAL HONORS

Millersville University offers a number of programs to help exceptionally talented students develop their potential. Students who complete the program earn special recognition.

UNIVERSITY HONORS COLLEGE

The University Honors College challenges talented students while encouraging them to develop their intellectual potential. The program introduces students to the main currents of world thought and culture, and develops writing, research and analytical skills. Enrollments in honors classes are limited to facilitate student-faculty interaction. Students who successfully complete the program are awarded the University Honors baccalaureate at graduation.

Invitations to the program are extended to entering freshmen who have combined SAT scores of 1200 or above and are in the top 10 percent of their high school class. Other interested freshmen and currently enrolled students with cumulative grade point averages (CGPAs) of at least 3.35 are encouraged to apply for admission to the director of the University Honors College.

To remain in good standing in the Honors College, students must maintain a GPA of at least 3.20. University Honors College students who achieve a final overall GPA of 3.8 or higher will graduate from the University Honors College "With Distinction."

To receive the University Honors baccalaureate, students must:
1. Earn a cumulative GPA of at least 3.20 and 3.35 in honors coursework.
2. Earn a minimum of 25 honors credits and fulfill the Honors College curricular requirements. Honors credit is awarded only for those honors courses in which a B- or higher is earned.
3. Students must complete and successfully defend an honors thesis.
4. With proper approval, an Honors College student may enroll in up to two courses (maximum of 6 or 8 credits, depending on the major) in their department major and earn honors credit. Only courses at the 200 level or above will be considered appropriate. Students must have already earned a minimum of 12 credit hours with honors designation.

For more information, contact the director of the Honors College, and see the Undergraduate Programs of Study section.
DEPARTMENTAL HONORS
This program provides an opportunity for superior and highly motivated students to pursue a specialized area of interest intensively and independently. Upon successful completion of the program, students are recognized for their achievements at graduation with the designation of Departmental Honors on their University record.

To be eligible for the program, students must have a cumulative GPA of at least 3.0 and the endorsement of the department. The program generally consists of two to four semesters of supervised tutorial work, reading, self-instruction, creative inquiry and research, which culminates in the production of a thesis or project. One to four credits may be earned for each of the departmental honors courses (see specific departments’ requirements). Grades in these courses are determined by the faculty supervisor and departmental committee.

Final theses or projects are examined by and orally defended before the departmental committee. Grades of B- or higher must be earned on them. They are then presented to the Honors and Awards Committee for review. Titles of completed works are published in the commencement program. Contact the department office for an application and more information.

HONORS COURSES
Honors courses offer special academic challenges and opportunities for intellectual inquiry. These courses require a measure of independent reading, thinking and questioning. Students are expected to assume a greater portion of the responsibility for learning. Course requirements include activities to develop writing, research and analytical skills.

Honors courses are open to students in the University Honors College, students with a cumulative GPA of at least 3.35 and other students with permission from the instructor. A grade of B- or higher must be earned to qualify for the honors designation on the student's record.

ON-CAMPUS ACADEMIC OPPORTUNITIES

WINTER SESSION
Winter session allows students to complete additional courses between the fall and spring semesters. Courses are open to students from other institutions of higher education as well as Millersville students. Residence halls and dining facilities are closed during winter session. For more information about winter session, call the registrar’s office at (717) 871-5005, the CGSAL office at (717) 872-3099, or check the University website.

INDEPENDENT STUDY
Independent study allows students to pursue, with faculty supervision and guidance, an academic area of interest not available through an established course. To apply, students must complete a special studies assignment form, available in department offices and in the online Student Forms Center, and obtain approval for the proposed topic and faculty supervisor from the department chairperson and school dean before the start of the term.

INDIVIDUALIZED INSTRUCTION
Individualized instruction allows students to complete an established course during a semester in which it is not offered. Approval to pursue a course through individualized instruction is granted only under special circumstances. To apply, students must complete a special studies assignment form, available in department offices and in the online Student Forms Center, and obtain approval for the proposed topic and faculty supervisor from the department chairperson and school dean before the start of the term.

COURSE SCHEDULING PREFERENCE FOR VETERAN STUDENTS
Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Noncompliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us. In accordance with Act 46 of 2014, Millersville University provides early registration priority for enrolled students identified as veterans who meet the following criteria: 1. Has served in the United States Armed Forces, including a reserve component and National Guard, and was discharged or released from service under conditions other than dishonorable; 2. admitted to Millersville University for the current academic year; 3. reside in Pennsylvania while enrolled. Students who have identified themselves as being veterans, as defined above, will automatically receive their priority registration date and time in their MAX account. Students who believe they are veterans as defined above and who have not yet identified themselves as such should submit a DD214, Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript to the Registrar’s office, Lyle Hall. The Financial Aid Scholarship and Veterans Coordinator will provide to the registrar’s Office the names of the students meeting these criteria prior to the posted priority registration date. Students who are given Course Scheduling Priority privileges are permitted to enroll in courses two days prior to the regular scheduling timetable as defined by the office of the registrar. Students with questions concerning course scheduling preference for veterans may contact the following individuals: Ms. Giselle Fernandez (717-871-5100), Scholarship & Veterans Coordinator; the registrar's office (717-871-5005).

TAKING GRADUATE COURSES AS AN UNDERGRADUATE
Well-qualified Millersville University undergraduates may enroll in graduate courses for undergraduate or graduate credit. Specific conditions apply to each of these two credit alternatives.

Undergraduates may enroll in 500-level graduate courses for undergraduate credit with permission of the instructor and advisor. The credits earned count toward baccalaureate-degree requirements and cannot be converted to graduate credits.
An undergraduate with a 3.0 GPA or higher may enroll in 500- and 600-level graduate courses for graduate credit. The student must have a maximum of 15 semester hours to be completed in the baccalaureate degree program. Written permission must be acquired from the advisor, the course instructor, the graduate program coordinator and/or chair of the department offering the course, and the dean of graduate studies. The undergraduate will also need to be admitted as a nondegree graduate student.

A maximum of nine graduate credits may be earned by an undergraduate. These credits may not count toward the completion of the student’s baccalaureate degree.

**PASS-FAIL OPTION AND AUDITING COURSES**

The pass-fail option provides students the opportunity to pursue a course without the usual pressure of earning a grade. Auditing a course allows a student to attend classes and participate in discussions without the pressures of taking examinations, writing papers or fulfilling other requirements generally associated with earning credit. Students must submit requests to take a course on an audit or pass-fail basis by the end of the add period. See the Grades & Policies section for more information.

**DEVELOPMENTAL COURSES**

Course numbers beginning with a zero are pre-college developmental courses that provide opportunities for students to remediate academic skill weaknesses and develop basic proficiency. Placement in these courses is recommended, and under some circumstances required, following an assessment of the student’s basic skills. For more information, see the section on Proficiency Requirements.

A grade of C- or higher is required to demonstrate proficiency in a developmental course. Students who must take a developmental course(s) earn course credits, and the grade is counted in the cumulative grade point average, but developmental course credit cannot be counted towards fulfillment of the general education or graduation requirements for the baccalaureate or associate degree.

**UNDECIDED MAJOR STATUS**

Students may seek admission to Millersville without selecting a major. Special academic advisors are assigned to guide undecided students through the general education requirements and assist them in exploring potential majors through the Exploratory Program. Students who qualify for admission to Millersville, but do not meet admission criteria for a selected major, are classified as undecided until they qualify for study in the major of their choice.

Students with at least 45 credits passed and in undecided status, or changing to undecided status, must either:

1. Declare and be accepted into a major.
2. Complete a review of academic goals as follows: The student, in consultation with an assigned advisor, must propose and have approved by the advisor each semester an academic plan of action that includes a realistic timeline for the completion of degree requirements. The approval form will indicate whether the student is waiting to get into a major and, if so, the reason for nonacceptance into that major. A copy will be filed in the registrar’s office.
3. Sign a statement which indicates awareness of the ramifications of remaining in an undecided status but may choose to continue to remain in that status.

Permission to register will be granted only if one of the above requirements is completed.

**OFF-CAMPUS ACADEMIC OPPORTUNITIES**

**GRADUATE AND UNDERGRADUATE COURSES**

Credit-bearing courses are scheduled at off-campus sites as a convenience to part-time students and working adult students. Graduate courses are available most semesters online, at schools in local school districts and/or at off-campus locations in Lancaster, Harrisburg and York.

Undergraduate courses are offered each semester at several sites in central Pennsylvania. Students enrolled in off-campus sites are welcome and encouraged to use campus facilities and services. For information about off-campus courses, contact the CGSAL, 717-871-7171.

**NONCREDIT COURSES**

The Corporate University and Nonprofit Resource Network at Millersville provide customized and training solutions to businesses and community or nonprofit organizations. For information, contact The Corporate University, with offices conveniently located in Millersville and Harrisburg, 717-871-7642, or corpu@millersville.edu, or the Nonprofit Resource Network, 717-871-7642, or nnrinfo@millersville.edu.

**STUDY ABROAD**

Study abroad can be a valuable and important part of a student’s undergraduate education. Regardless of a student's major, learning firsthand about another way of life and seeing the world from another culture's perspective are invaluable assets for success in our global society.

Millersville University students may study abroad in nearly every country worldwide for a summer, a semester or an academic year. Although most students who study abroad choose to do so during their junior year, students may study and/or do an internship abroad for University credit any time after completing 24 academic credits. International internships for most majors/minors, student teaching abroad and international social work placements are also available.

Whether fluent in foreign languages or only in English, students may participate in study abroad through Millersville's own interna-
tional partners, through other accredited U.S. institutions' programs or directly through many international universities. Millersville offers its own study/intern-abroad programs with universities in over 10 countries.

For more information about study abroad, contact Global Education, Cumberland House, (717) 871-7506, or email globaleducation@millersville.edu.

PASSHE VISITING STUDENTS
The purpose of the PASSHE Visiting Student program is to facilitate student enrollment at institutions of Pennsylvania’s State System of Higher Education and to enable students to take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

The student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing.

Students may take a maximum of 24 credits via the Visiting Student Policy.

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.

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.

It is the responsibility of the student to work with the student's advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with PASSHE procedures, and to complete the Visiting Student Notification Form and submit it to the home institution prior to enrolling in courses at another PASSHE institution.

Students cannot use the Visiting Student Program to repeat courses.

Students cannot use the Visiting Student Program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the home university, and placement availability at the requested institution.

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.

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.

The Visiting Student Form is available from the registrar's office.

STUDY AT OTHER INSTITUTIONS
Millersville students may take courses at other colleges and universities for transfer back to Millersville. Many students, for example, take summer courses at a college near their home. Students must obtain approval in advance from their advisor, the department chairperson and the registrar. Authorization for Transfer of Credit forms are available in the registrar's office or on the Millersville website, under Student Forms Center. For more information, see the Transfer Credit section.

Exchange Agreement with Franklin & Marshall College. Through this exchange agreement, full-time Millersville students may, with approval, pursue courses not available at Millersville at Franklin & Marshall College. No tuition is charged by Franklin & Marshall College. This agreement does not include courses offered during the summer or winter at Franklin & Marshall. See the approval form, available in the registrar’s office, for additional requirements.

Exchange Agreement with Lancaster Theological Seminary. Through this exchange agreement, full-time Millersville students who qualify for admission to graduate-level courses may, with approval, pursue courses not available at Millersville at Lancaster Theological Seminary. No tuition is charged by the seminary.

3-2 Cooperative Programs in Engineering. Physics-engineering and chemistry-engineering majors are offered in cooperation with Pennsylvania State University. In addition, the physics department has an engineering program with the University of Southern California. These programs require three years of study at Millersville, with a major in physics or chemistry, and two years in residence in the engineering program of one of the cooperating institutions. Interested students should contact the physics or chemistry department chairpersons for further information.

INTERNSHIPS
Internships provide students with the opportunity to gain professional experience in their chosen field before they graduate, and can be a valuable bridge between college and career. Millersville University offers a strong academic internship program that provides structure and awards academic credits. Students complete internships locally, regionally, nationally and internationally, in both paid and unpaid positions, in businesses, government and nonprofit organizations across a wide variety of academic and professional fields. The work experience is part of the total learning experience, which is supervised by a faculty member in the student’s major.

Students must have completed 24 credits, have at least a 2.0 GPA and a declared major or minor to be eligible. Individual departments may also establish additional criteria and requirements beyond the University minimum standards. Academic requirements to be completed during the internship include regular meetings with a faculty supervisor and completing an outcome paper. Students typically earn three credits, completing a minimum of 120 hours (for most majors) over the course of a semester.

Internships at Millersville University are administered as an academic program through Experiential Learning and Career Management, located in Bedford House. Our students benefit from the collaboration between the faculty and the internship program staff in preparing, coordinating and supervising students completing an internship.
Specialized internship experiences are available through some academic departments, such as The Harrisburg Internship Semester (THIS). Sponsored by Pennsylvania's State System of Higher Education, this program offers a paid internship with policymakers in the state legislature, executive branch and other governmental agencies. For more information specifically about The Harrisburg Internship Semester, please contact the THIS Campus Coordinator—Millersville University, www.passhe.edu/inside/asa/opportunities/this or richard.glen@millersville.edu.

For more information about internship opportunities and the University's internship program, please contact Experiential Learning and Career Management in Bedford House, or visit the website at www.millersville.edu/elcm.

STUDENT TEACHING, EARLY FIELD EXPERIENCES AND CERTIFICATION
Undergraduate and graduate teaching experiences, including pre-student teaching (early field experiences), student teaching, internships and student teaching in international and Native American settings, are coordinated through the field services office.

EARLY FIELD EXPERIENCES
The University maintains a strong commitment to connecting theory and practice through early field experiences, prior to student teaching, in local school districts and childcare settings. Most early field experiences are integral parts of specific education courses, and students must successfully complete these experiences to be admitted to student teaching. Admission to Advanced Professional Studies is required for many of the courses that contain early field experiences. (Please consult the section on Admission to Advanced Professional Studies.) For the early field experiences available in your major, contact your department chairperson. Students need an Act 114 FBI clearance, Act 34 Criminal clearance and an Act 151 Child Abuse clearance that indicate “No record exists” for eligibility for placement in early field experiences. Students also need a negative TB test. All clearances and a TB test with negative results must be updated yearly and not expire during the early field experience semester. Each student in the course of their placement will have an urban experience.

STUDENT TEACHING
The University, working with school district administrators, will assign student-teaching placements. Student teachers may not approach or request a specific school or cooperating teacher. Student teachers are not assigned to the school district from which they graduated or in which family members are attending or employed. Students are responsible for their own transportation during student teaching.

For admission to the Millersville student-teaching program, the following policies apply:
1. Student must have earned at least 85 credits with a cumulative GPA and major GPA that meet University and state requirements prior to the student-teaching semester.
2. Students must have successfully completed all required professional education courses and early field experiences, and been admitted to Advanced Professional Studies (APS), having met all APS requirements.
3. Students must apply to the student-teaching office one full year prior to the semester in which they plan to student teach.
4. No student may student teach while on academic probation.
5. Students need an Act 34 Criminal clearance and an Act 151 Child Abuse clearance that indicate “No record exists” for placement in a student-teaching experience. As mandated by the state of Pennsylvania, students will also need an FBI criminal clearance that indicates “No record exists” for eligibility for placement in a student-teaching experience. Students also need a TB test. All clearances and a TB test with negative results must be updated and not expire during the student-teaching semester.

Millersville’s Professional Development School (PDS) is a full-year internship experience that immerses future teachers in a school setting. The senior-year apprenticeship with a master teacher allows selected teacher education students to shift their focus from simply learning about teaching to implementing their learning in the classroom to make a positive impact.

Throughout the year, Millersville teacher education students work in a nurturing environment with their mentor teachers to transition from students learning about teaching to career-ready teachers prepared to be in the classroom on their own. In their fall semesters, students take several classes where their work focuses on improving their classroom environments. This takes place in regional schools. In their spring semesters, students ideally co-teach the same class from the fall, completing the official student-teaching semester. This seamless integration between the theoretical aspects in the classroom and the practical implementation simultaneously occurring in the field creates student teachers able to navigate the ever-changing environments of education.

This award-winning Professional Development School model is recognized by the National Association of Professional Development Schools (NAPDS) for its excellence in training future teachers. In 2014 Millersville University won the Exemplary Professional Development School Achievement Award.

Millersville’s PDS model forges a mutually beneficial connection between the regional schools and the University through the close collaboration on this program. Millersville students benefit from this collaboration through extremely successful placement rates.

CERTIFICATION
Millersville University prepares students to be able to apply for the following certification areas in the state of Pennsylvania:
- Art
- Biology
- Chemistry
- Dual K-8 Special Education and PreK-4
- Dual 7-12 Special Education and BSE Subject Area
Earth Sciences
English
French
German
Mathematics
Middle Level
Music
Physics
PreK-4
Social Studies
Spanish
Technology Education

CHINCOTEAGUE BAY FIELD STATION OF THE MARINE SCIENCE CONSORTIUM
Millersville is a founding and senior full member of the Chincoteague Bay Field Station of the Marine Science Consortium, a nonprofit educational corporation comprised of regional universities and colleges that operate a marine station at Wallops Island, Virginia. The consortium has several seagoing vessels and laboratories with biological and oceanographic equipment. Newly constructed labs and living facilities for students and staff are provided at the station.
Four 3-week sessions are offered at Wallops Island each summer. See the biology and earth sciences department listings for information on the Chincoteague Bay Field Station of the Marine Science Consortium and the many programs and courses offered there. For more information and to apply for courses, go to www.cbfieldstation.org, or contact the CST.

SPECIAL EVENTS
For more information on special events at Millersville, visit the University home page: www.millersville.edu.

SPECIAL FUNDS
The William W. Adams Endowment in support of the Aristides De Sousa Mendes Lecture. Used to support the Aristides De Sousa Mendes Lecture at the annual Holocaust Conference. In the event the Holocaust Conference is discontinued or suspended for more than one year, the interest earned from the endowment should be applied to studies of the Holocaust at the University.
Albert W. Bender Memorial Endowment. Used for acquisition of materials for the University library.
Benchmark Construction Company, Inc. Living-Learning Community Programming–South Quad Lobby Endowment. The income from the endowment will be used for programming within the Living-Learning Community, South Quad, Lobby.
Harold and Clara Brenner Memorial Endowment Fund. Used for acquisition of materials for the University library.
Robert V. and Virginia K. Brown Endowment for Health and Wellness. Income from the endowment will be used to support programming and other needs related to the promotion of health and wellness within the Center for Health Education and Promotion or its successor.
Class of 1938 Endowed Fund. Used in support of University projects as determined by the president of the University.
Class of 1939 Endowed Fund. Used in support of University projects as determined by the president of the University.
Class of 1949. Funds to be used for library acquisitions.
Class of 1950. Funds to be used for purchasing computers for classrooms and the library as determined by the president of the University or designee.
Class of 1953 Endowment. Income from the endowment is to be used at the discretion of the president of the University or designee.
Diana's Dreamers: Determined to Defeat Breast Cancer. Income from the endowment will be directed towards Millersville University’s student health and wellness programming, with a specific emphasis on breast health.
The Amy and Lee Dmitzak Honors College Endowment. To support programs associated with the Honors College, with first preference toward assisting with global initiatives. Funds will be used at the discretion of the director of the Honors College in consultation with the University’s president.
The Dr. Mary Elizabeth Dixon Endowment for Allied Health Professions. To be used for the acquisition of instructional equipment for Allied Health professions in the Department of Biology. Allocation of funds for specific equipment is to be determined by the chairperson of the biology department and the Allied Health Coordinator.
Susan C. and Gerald C. Eckert Service and Philanthropy Endowment Award. Income from the endowment will be directed to a University program in honor of the recipient and as directed by the award recipient.
Endowment for the Arts. To support equipment needs, renovations, maintenance and programs in the arts, including the Winter and Ware centers.
Ermaleen B. Etter Faculty Research Award. Awarded to an education faculty member to conduct research contributing to professional and personal enhancement of professors instructing students with learning disabilities.
Mary Ross Ezzo. Funds to be used toward a literary lectureship.
Paul G. Fisher Endowment for a Symphonic Guest Artist. Funds are directed to the honoraria and expenses to bring distinguished symphonic band conductors or soloists to the University to perform primarily with the Millersville Symphonic Band.
Peter H. Freedman Jazz Concert Endowment. To fund an annual jazz concert.

Helen A. Ganser Endowment Fund. Used to purchase library materials.

Glenna M. Hazeltine Endowment. Used in support of a University conference, to be known as the Glenna M. Hazeltine Women in Mathematics and Science Conference.

William Randolph Hearst Foundation Endowment Fund. Funds support scholarships for the Lancaster Partnership Program.

Elsie Breckbill Hollinger Endowment for Library Acquisition. Used for acquisition of materials for the University library.

Instructional Equipment Endowment. Income from the endowment will support purchases and maintenance of instructional equipment at Millersville University.

Eleanor Isaacson Lifetime Achievement in the Arts Award. The income from the endowment will be used to support the Isaacson artist-in-residence. Program expenses may include, but are not limited to, artist’s fees, class materials, workshops, public presentations and associated events.

Ray W. Kaufman Endowment Fund. Funds honoraria and expenses to bring distinguished orchestral performers to the campus to perform with the Millersville Community Orchestra.

Esther Kilheffer Endowment in Earth Sciences. Used for the purchase of instructional equipment for the earth sciences department.

Harry D. Kilheffer Endowment. Used for acquisition of materials for the University library.

William J. Killough Foreign Language Faculty Support Quasi Endowment. Income from the endowment will support the faculty of the Language and Culture Studies department at Millersville University.

Richard ’73 and Sally ’72 Kuhnert Endowment for Mathematics. Used to provide funds to support department initiatives furthering the mission of the department. The usage shall be determined by the University president and/or his/her designee, typically the chair of the Department of Mathematics, in consultation with the dean of the CST.

Liddell Field Study Endowment. The income from the endowment will support academic field experiences for students at Wallops Island (or other similar field studies). The funds may be used at the dean’s discretion for scholarships, research stipends or equipment to enrich the program.

Bruce R. Limpert Endowment. Income from the endowment will be used to support the Providence Project at Millersville University under the leadership of Dr. Marlene Arnold. The distribution of the funds will be made by the University president or his/her designee. Upon completion of the Providence Project, all remaining spendable income will be directed to the Entrepreneurship Program.

Frank S. Lisella Endowment for Biology Equipment. Funds to be used by the biology department to purchase equipment that will support the education of students.

Anna Funk Lockey Lectureship Endowment Fund. Funds support a lectureship in education.

Susan P. Luek Psychology High Impact Practices Endowment. The income from the endowment will support student-faculty research needs within the Department of Psychology or its successor, such as research supplies and portions of the costs associated with students or faculty preparing for, traveling to or presenting at conferences.

Elsie McAuslan Library Endowment Fund. Used to purchase materials for the library.

William M. and Winifred Cooke McCain Endowment. Used for acquisition and restoration of material of historical value to the Millersville University Archives and Special Collections.

Mary McGrann Award. Award is to be used to procure specialized supplies, equipment and services necessary to assist a deaf or hearing-impaired person in achieving his/her academic goals while enrolled as a full- or part-time student at Millersville University. A student from Lancaster County shall receive first preference for the use of these funds. Should multiple students need these funds, the decision on their expenditure shall be made by the University president or his/her designee.

The Melva S. Mcllwaine Masterclass and Concert Endowment. Used to provide students of Millersville University with direct access to nationally and internationally recognized artists in vocal and instrumental music—classical, popular and jazz through master classes and concerts, which will also benefit the community at large. A committee shall be appointed by the University president or her/his designee representing the major performing music areas—vocal, instrumental, keyboard, percussion—who shall select the artists for the featured events.

Paul J. McInerney Memorial Lecture Endowment Fund. Funds cover direct costs of invited distinguished guest lecturers, who will lecture within the physical sciences.

Meteorological Endowment. Established in memory of Dr. Russell DeSouza for equipment acquisition for the earth sciences department.

C. Maxwell Myers Endowed History Memorial Fund. Used to purchase library books for the history department.

Conrad Nelson Endowment in the Fine Arts. Income from the endowment will be used to fund an artist-in-residence program.

Joseph F. Noonan Memorial Academic Student Activities Endowment. The income from this endowment will be used to finance activities for students that will enhance their academic program. Funds to be awarded on proposals submitted to an All-College Committee established by the Vice President for Academic Affairs.

The Petras Endowment for Equipment. The income from the endowment will be used to purchase computer equipment for classrooms or the library.

Carl R. Rees Mathematics and Computer Science Fund. Used to advance faculty development in the mathematics and computer science departments.

The Robertson College of Science and Technology Instructorship Endowment. Awarded to untenured faculty in the College of Science and Technology for release from one course to pursue research. First preference will be faculty in their first year. If there is no new hire in a particular year, a one-course release time award may be granted to other faculty members with the following priority: faculty in their second year of tenure-track service, followed by those in their third year, followed by those in their fourth year. If no tenure-track faculty member is eligible in a particular year, the Instructorship will not be awarded and the spendable income will be retained to the endowment principal to enhance future earnings. Additionally, in any year in which a portion of the spendable income is unused, that portion will be returned to the principal as well.

College of Science and Technology Dean's Discretionary Endowment. Used to provide funds to be allocated flexibly to support college programs consistent with the mission of the college. The usage shall be determined by the University president and/or his/her designee, typically the dean of the College of Science and Technology. Funded by Richard ’73 and Sally ’72 Kuhnert.

Elsie S. Shenk Endowment. Used in support of the Wellness and Women's Center Program.

Jestina Stahl Endowment for Library Support. Funds are directed to the acquisition of materials for the library.

Samuel Bechtold Stayer and Caroline Nissley Stayer Endowment. Awarded to faculty within the College of Education and Human Services for activities which enhance both their professional development and the academic development of their students, and ensure that Millersville University maintains a leadership role for programs in education.


Susquehanna Bancshares Nonprofit Internship Program. The income from the endowment will be used to support the students and programs associated with the Susquehanna Bancshares Nonprofit Internship program. These costs include, but are not limited to, student stipends and program costs.

Richard Cecil Todd and Claudia Pennock Todd Athletic Endowment Fund. Used to develop and maintain an outstanding athletic program, including all men’s and women’s varsity sports. Only the men’s varsity basketball program shall be excluded from this fund. It is recommended that funds be used for athletic scholarships, the strength-training facility, and sponsorship of and participation in appropriate tournaments.

Richard Cecil Todd and Claudia Pennock Todd Basketball Endowment Fund. Used to develop and maintain an outstanding men's varsity basketball program.

Richard Cecil Todd and Claudia Pennock Todd History Endowment Fund. Used for unrestricted purposes within the Department of History. The benefactor recommends the following to be considered: continued participation in the National History Day Project (or comparable project), undergraduate scholarships, lecture series, student retreats, departmental publications, special equipment or distinguished history chair.

Richard Cecil Todd and Claudia Pennock Todd Library Endowment Fund. Used to support the University library. The funds shall aid the University in its quest for excellence and shall be used to supplement and not replace regularly budgeted state funds for the library.

Richard Cecil Todd and Claudia Pennock Todd Presidential Endowment Fund. Used to benefit the University at large. The fund shall be unrestricted in nature.

Richard Cecil Todd and Claudia Pennock Todd Social and Cultural Growth Endowment Fund. Used to promote social and cultural programs at the University and to develop in students a thoughtful and well-informed attitude towards problems of current significance and towards that which is fine in music, art, literature and drama.

United Campus Ministry Endowment. Funds will support program/activity needs for United Campus Ministry (UCM).

Kay E. Vandergrift and Jane A. Hannigan Innovator-in-Residence Program Endowment. The income from the endowment will be used to support costs associated with the “Innovator-in-Residence” program. This program will bring an “innovator” to campus for up to three days to interact with the Millersville University community, including class presentations, workshops, public presentations and associated special events. Costs may include, but are not limited to, speaker honorariums, travel expenses and associated presentation materials.

Walter B. ’42 and Betty Waetjen Global Opportunities Fund. Funds to support program needs associated with either education-abroad initiatives or on-campus internationalization efforts. Such needs can include, but are not limited to, expenses related to providing financial assistance for students to participate in study, internships, student teaching or research experiences abroad; hosting visiting faculty and students from abroad; program support for said students and faculty; and costs associated with establishing, promoting or monitoring student programs with international academic partner institutions.

Robert S. and Sue A. Walker Center for Civic Responsibility and Leadership Endowment. The income from the endowment will support the Walker Center for Civic Responsibility and Leadership programs: student-centered educational and developmental projects and activities.

The Ware Center Endowment. Funds to be used directly for annual operational support restricted to building maintenance and to program support for music and performing arts at the Ware Center at 42 N. Prince St., Lancaster, Pa., in perpetuity.

Donald E. Weiman Instructional Equipment Endowment. Award used to support the repair or purchase of equipment for the chemistry department.

Harold R. Weirich Memorial Lecture in Biology Endowment Fund. Funds support annual lecture in biology.
Women's Issues Endowment. Awarded annually to members of the University community for conducting or disseminating research or organizing programs that focus on issues of central concern to women.

Women's Studies Endowment. Awarded to support teaching, the conducting or dissemination of student or faculty research, or the organization of, or attendance at, programs focusing on issues of concern to the women's studies program.

David Zubatsky Endowment for International Studies. Used for acquisition of materials of value for the University library to establish a collection for international studies.

Dr. David S. and Marie N. Zubatsky International Studies Scholarship and 20th-Century Art Library Materials Fund. Used for acquisition of 20th-century art resources for the University library.

David S. Zubatsky Endowment for Judaic Studies. Used for acquisition of materials for the University library to establish a collection for Judaic studies.

ACADEMIC POLICIES

GRADING POLICIES
Each instructor establishes his or her own grading policy based on classroom participation, homework, unannounced quizzes, etc., and states it clearly and in writing at the beginning of the course. Sufficient measures are built into each course structure to evaluate student achievement.

Final examinations normally do not count as more than one-third of any student's final grade. Instructors may excuse any student with superior achievement (a grade higher than A-) from taking a final exam.

GRADES AND GRADE POINT SYSTEM
The grade point average (GPA) is a comprehensive evaluation of a student’s academic standing. The grades and terms used to describe achievement are reported at the end of each semester as:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Point Value</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
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<tr>
<td>B-</td>
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<td>2.7</td>
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<tr>
<td>C+</td>
<td>Acceptable</td>
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<tr>
<td>C</td>
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<td>2.0</td>
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<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
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<tr>
<td>D</td>
<td>Poor</td>
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<tr>
<td>F</td>
<td>Fail</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td>*</td>
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<td>P</td>
<td>Pass</td>
<td>*</td>
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<td>S</td>
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<td>U</td>
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<td>W</td>
<td>Withdraw</td>
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<td>M</td>
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<td>AU</td>
<td>Audit</td>
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<tr>
<td>X</td>
<td>Proficiency in Progress</td>
<td>*</td>
</tr>
<tr>
<td>Z</td>
<td>No Adequate Evaluation for Grading</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*Not considered in computing GPA.

University policy accepts D- as minimum earned credit. There are certain general education and department major competency requirements that are satisfied only by a higher minimum grade. If a student earns less than this higher minimum grade in such a course, the credits will count toward earned credits but might not count toward completion of general education and department major requirements.

The semester GPA is the number of grade points earned in Millersville courses in a semester, divided by the number of credits in
that semester for which grades calculated in the GPA were earned. Grade points for each course are calculated by multiplying the grade point value by the number of credits for the course.

The cumulative GPA (CGPA) is the total number of grade points earned in Millersville courses divided by the number of Millersville GPA credits. Credits from audited courses, subsequently repeated courses, advanced standing programs such as AP and CLEP, and transfer credits are not included in the CGPA.

The Millersville grade point average (GPA) is rounded to two decimal places.

GRADES AND POLICIES

Schedule Adjustment: Drop/Add. For fall and spring terms, students may drop or add courses online from the early-registration period until 11:59 p.m. EST, the eighth calendar day of the term, excluding holidays.

During the summer and winter sessions, the registrar will determine equivalent dates for no grade, W grade and regular grade periods. Refer to the registrar’s website for details.

Faculty signatures are not required to drop or add a course, unless faculty permission is specifically required. Courses that are dropped during the drop/add period will not be entered on the student’s record.

It is the student’s responsibility to make official changes to his/her schedule. There is no automatic drop policy for nonattendance.

Withdraw (W). The notation made on a student’s record about a withdrawn course depends on when the student withdraws. Students who “drop” or withdraw by the end of the drop/add period have all references to that course deleted from their records. Students will be permitted to withdraw from a course and receive a grade of W up until the end of the 10th week of the semester. The W grade does not carry any quality points and will not be calculated in the student’s GPA. There will be no limit on the number of courses from which the student may withdraw. A student who withdraws from their last course is required to submit a form withdrawing them.

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Withdrew (W).

It is the student's responsibility to make official changes to his/her schedule. There is no automatic drop policy for nonattendance.

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The official date of withdrawal will be determined by the student’s last date of attendance in any registered course. Deadlines for withdrawal are strictly enforced. It is the student’s responsibility to obtain all required signatures (both the course instructors and advisors) in time to meet the deadline.

Failure to withdraw from a course properly may result in additional tuition fees as well as a failing grade. Financial aid may also be affected. See the sections on Credit Load Policies and Tuition for more information.

During summer and winter sessions, the registrar sets equivalent deadlines for withdrawing from a course without a grade or with a W grade.

To withdraw from a course, contact the registrar’s office, Lyle Hall, for an appropriate form, or obtain a form on the web in the Student Forms Center.

Military Withdrawal (M). A grade of M may be assigned when a student or spouse must withdraw due to military obligation (called to active duty) and is unable to complete their courses. M grades are not applicable to students who withdraw from the University to complete basic military training. M grades are not used in the computation of cumulative grade point average.

Incomplete Policy. An incomplete (I) grade is used to denote coursework that is unfinished due to circumstances beyond a student’s control, such as personal illness, accident or death in the family. It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. A student may request that the course instructor assign an incomplete grade. The instructor may assign an incomplete (I) grade only if the student is passing the course and can complete the remaining requirements without attending additional classes. If class attendance is required to complete course requirements, the instructor must issue a final grade. An incomplete grade issued to a student on academic probation will not prevent or delay academic action for dismissal. A student’s cumulative grade point average will be calculated based on all completed coursework.

A student is encouraged to complete the required work as soon as possible. The deadline for making up an incomplete is at the end of the 10th week of the subsequent regular semester (fall or spring). At the deadline, one of the following actions will occur:

• The instructor submits a final grade on the change-of-grade form.
• The instructor recommends an extension.
• The grade of “I” converts to an F.

A faculty member may petition the school dean for a retroactive administrative withdrawal (W) from a course in which an incomplete grade cannot be resolved due to extraordinary circumstances (e.g., disability or death of the student or faculty). If the petition is approved, the dean will notify the registrar to record an administrative withdrawal for the course.

Students will not be graduated with unresolved incomplete grades. Degree candidates are notified of the outstanding degree requirements. The degree is not conferred until all requirements have been met.

Pass/Fail Courses (P, F). In order to stimulate and/or satisfy intellectual curiosity, students are encouraged to engage in challenging study on an elective basis. The pass/fail option provides the opportunity for a student to enter a course that he/she might ordinarily avoid. Accordingly:

1. A student may enroll in no more than a total of two courses pass/fail.
2. The student needs to have passed 60 or more credits before electing a course pass/fail.
3. The student must have a minimum GPA of 2.80 or obtain permission of the instructor.
4. The pass/fail option is ordinarily restricted to courses numbered 300 or above. However, a 200-level course may be taken pass/fail with the prior approval of the instructor.

5. Courses taken to satisfy degree requirements for the major, whether offered by the department of the major or offered by other departments as required-related courses, may not be taken pass/fail.

6. Departments may designate which of their course offerings beyond degree requirements their majors may not take pass/fail.

7. Professional education requirements may not be taken pass/fail.

8. Courses taken to satisfy requirements for the minor may not be taken pass/fail.

9. No course used to satisfy general education requirements may be taken pass/fail, but if students take the same courses for other than general education purposes, they may take them pass/fail.

10. Courses taken on a pass/fail basis will be counted toward the total credit-hour requirement for graduation, but those courses that are passed will not be included in the GPA computation on which academic honors and academic standing are based. Courses failed under the pass/fail option will be included when computing the GPA.

11. The minimum grade a student must earn in order to be awarded a “pass” grade is D-.

12. The option to take a course on a pass/fail basis may be exercised until the end of the add period. Contact the registrar’s office, Lyle Hall, for the appropriate form. Having properly registered for a course on a pass/fail basis, a student still has the option to take a letter grade instead of a pass/fail grade, provided that the decision to change is filed with the registrar the week prior to finals week.

13. The pass/fail option is limited to students not on probation at the time of registration.

Satisfactory and Unsatisfactory (S, U). These terms describe achievement in student teaching and other field experiences.

Audit (AU). Auditing a course allows a student to attend classes and participate in discussions without the pressures of taking examinations, writing papers or fulfilling other requirements generally associated with earning credit. An audited course is reported on the student’s record with the designation AU. It cannot be used to satisfy graduation requirements, nor is it considered in computing GPAs. Standard tuition and fees apply.

To register to audit a course, contact the registrar’s office, Lyle Hall, for information and to obtain a permission form, and submit it by the end of the add period. The audit privilege may not be changed to credit status. Audit privileges are ordinarily limited to one course per semester.

Proficiency in Progress (X). This grade reflects progress toward, but not achievement of, proficiency in pre-college developmental courses.

Z Grade (Z). A grade of Z is treated the same as a grade of F in calculating the student’s GPA. The Z grade may not be removed or changed except by the student registering for and satisfactorily completing the course. The receipt of a Z grade shall not entitle a student to a refund of fees. This grading procedure is intended to apply only to those students for whom there is no adequate evaluation for the determination of a grade. In those cases in which the faculty member does not assign any grade, the registrar may assign the Z grade if the student has officially registered for the course.

Repeat Policy. A student, in consultation with the advisor, may repeat a course to improve their GPA, to meet minimum competency requirements or to satisfy graduation requirements. Students only need to repeat a failed course if it is specifically required for graduation. Students may repeat courses for which they have received a grade of C+, C-, D+, D, D-, F, W, Z or U.

Courses failed at Millersville must be repeated at Millersville in order to earn course credit and credit toward graduation. Students may not transfer credit for any course taken at another institution that is the equivalent of a course previously taken at Millersville; this policy applies whether the course was passed or failed at Millersville University. Students may repeat courses at Millersville for which they have received transferred credit, but they will forfeit the transfer credit.

Once the course is repeated, the new grade, credits and grade point value replace those earned previously in calculating the cumulative GPA. The earlier grade remains on the student’s record even though it is no longer included in the computation of credits or cumulative GPA. In consultation with the advisor, students who find it necessary to repeat a course will be informed of, and expected to use, support services available to them through the Office of Learning Services.

An undergraduate student may not take an undergraduate course of record more than three times. A course of record is defined as a course in which a student receives a grade of A, B, C, D (including + and -), F, U, Z or W. The academic department offering a course may drop a student from a course if the student attempts to take a course more than three times. Undergraduate students will be limited to a maximum total of six repeats during their academic career.

GRADE CHANGES

Students are responsible for reviewing grade reports as soon as they are available and contacting their instructor about any grade in question. Grade changes may be made only by the instructor issuing the grade, with the approval of the department chairperson and the school dean. Please refer to the Other Academic Policies section of the catalog for details.

COURSE PREREQUISITES

Courses may have a series of prerequisites (satisfactory completion of a prior course, minimum GPA or earned credits, placement test scores, etc.). Students who do not meet the stated prerequisite(s) may be removed from a course at the discretion of the professor. The professor will notify the registrar and student by the end of the drop period. The registration system will also remove a course due to the lack of proper prerequisites; review your schedule frequently to check for changes to your schedule.
TAKING A LESS ADVANCED COURSE
Students do not receive credit for a less advanced course if they have already demonstrated competency by passing a more advanced course. For example, MATH 100 and 101 may not be taken for credit after MATH 161, and FREN 201 may not be taken for credit after FREN 202. Students who wish to review less advanced material may do so on an audit basis.

ACADEMIC STANDARDS, PROBATION, DISMISSAL AND APPEAL

ACADEMIC STANDARDS
The registrar determines the academic standing of all students at the end of each semester and session. Academic standing is based on:

1. The student's cumulative grade point average (CGPA).
2. The total number of Millersville University credits for which the student has enrolled prior to the review. Credits for audited courses, transfer credits and advanced standing credits are not included.

Students with a CGPA of 2.00 or greater are in satisfactory academic standing. Students with less-than-satisfactory academic standing are subject to academic warning, probation or dismissal as follows:

<table>
<thead>
<tr>
<th>Review</th>
<th>Credits</th>
<th>CGPA</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5–16.0</td>
<td>Below 2.00</td>
<td>Warning letter</td>
<td></td>
</tr>
<tr>
<td>16.5–32.0</td>
<td>1.75–1.99</td>
<td>Warning letter</td>
<td></td>
</tr>
<tr>
<td>16.5–32.0</td>
<td>Below 1.75</td>
<td>Probation</td>
<td></td>
</tr>
<tr>
<td>32.5 or more</td>
<td>Below 2.00</td>
<td>Probation</td>
<td></td>
</tr>
<tr>
<td>32.5 or more</td>
<td>Below 2.00 while on probation</td>
<td>Dismissal*</td>
<td></td>
</tr>
</tbody>
</table>

*Students on probation at the end of a summer or winter session will be continued on probation for the following semester and cannot be dismissed. A student cannot be dismissed at the end of any fall or spring semester in which he/she has earned a 2.00 or greater semester GPA, even if the CGPA remains less than 2.00.

ACADEMIC PROBATION
Students on probation are limited to registering for no more than 13 credits per semester unless they have the written permission of their academic advisor, their department chairperson, the Director of Academic Advisement or an appropriate designee for each.

A student on probation will return to satisfactory academic standing at the end of the semester or session in which he/she earns a 2.00 or greater CGPA.

ACADEMIC DISMISSAL
A student dismissed for the first time is not permitted to register for or attend classes offered by the University for one semester. A student dismissed for the second time is not permitted to register for or attend classes offered by the University for two semesters. A student dismissed for the third or greater time is not permitted to register for or attend classes offered by the University for three years. A student's dismissal number accrues each time the student is dismissed, regardless of the outcome of any appeal.

Dismissed students are not permitted to register for or attend courses offered by the University during intervening winter or summer sessions. However, students who have registered for winter or summer 1 courses prior to being dismissed may attend said courses. If such winter or summer 1 coursework results in a cumulative GPA of 2.00 or greater, the student returns to satisfactory academic standing.

A dismissed student who wishes to be admitted to the University after his/her dismissal period must apply for admission through the Admissions Office. The Director of Admissions seeks the recommendation of the Academic Standards Committee (ASC) on third or greater dismissal applicants.

ACADEMIC DISMISSAL APPEAL
Students who have been dismissed will receive a Notice of Dismissal from the University. That notice will describe the procedures for appealing the dismissal sanctions. It is the student's responsibility to keep abreast of his/her academic standing and to be proactive in any appeal process.

Students who have been dismissed and believe extenuating circumstances affected their academic performance may submit a formal letter of appeal and supporting documentation to the ASC in care of the registrar's office. In order to be considered, letters of appeal must be received within eight business days of the date that appears on the Notice of Dismissal.

Students who are dismissed for the first time have the option to appeal in person before a subcommittee of the ASC, in addition to submitting the required written appeal. Students who are dismissed for the second or greater time may only appeal in writing.

The academic decision of the ASC subcommittee is on behalf of the entire ASC, and is therefore final and not subject to further review. The chairperson of the ASC or his/her designee will provide the appellant with a letter stating the decision of the ASC and terms (if any) for future action. Examples of such terms include a reduced credit load, the repeat of coursework and the recommendation to seek assistance from student-support services. Under no circumstances will the chairperson or subcommittee of the ASC modify the duration of a dismissal period prescribed herein.
After the ASC's decision, if an appellant believes the appeal process was not administered as prescribed herein, the appellant may pursue an appeal of the process, but not the academic decision, in writing, to the Associate Provost for Academic Administration. Such an appeal must be made within 10 business days from the date of the decision letter from the chairperson of the ASC. The appellant is advised to provide as much written documentation as possible, describing why the process was not administered as prescribed herein, and any supporting materials. The decision of the Associate Provost for Academic Administration regarding the process appeal is final and not subject to further review.

**SEMESTER CREDIT-LOAD POLICIES**

**FULL-TIME/PART-TIME STATUS**
To be considered full-time, undergraduates must be registered for at least 12 credits by the end of the drop/add period. Audited courses are included in the computation of semester credit load.

**RECOMMENDED CREDIT LOADS**
The normal semester load for undergraduates is 15 credits during the freshman year and 15 or more credits in subsequent years. Students with GPAs below 2.00 are strongly advised to take fewer than 15 credits; students on academic probation are limited to 13 credits per semester.

Students who have completed fewer than 80 credits may not register for more than 17 credits. Additional courses may be added at the beginning of the semester during the drop/add period.

More than 18 credits will require additional payment at the current charge per credit hour.

Students may not register for more than 21 credits in one semester.

During the semester in which a student is enrolled in student teaching, one additional course may be taken, provided the course does not conflict with the student-teaching assignment.

Students should recognize that some programs require more than 120 credits. Completing these programs or a second major or minor may require carrying semester loads above 15 credits, attending summer school and/or taking more than four years to complete a degree.

**SUMMER AND WINTER SESSIONS**
The recommended course load during any summer session (I, II, III) or winter session is two courses. Students should consult their academic advisor before registering for more than two courses in any session.

**OVERLOADS**
Normally, students may not carry more than 21 credits in any one semester. Students enrolled in student-teaching courses may enroll for one additional course if it does not conflict with the student-teaching assignment.

**LEAVING MILLERSVILLE UNIVERSITY**
Students who wish to leave Millersville before graduating may take a temporary leave of absence or withdraw completely.

**LEAVE OF ABSENCE**
Students who wish to interrupt their studies at Millersville for up to two consecutive semesters may request a leave of absence. This allows them to register for courses upon their return without applying for readmission. To be eligible for a leave of absence, a student must be enrolled in degree status and have a minimum CGPA of 2.00.

To request a leave of absence, complete an official Leave of Absence form, available from the registrar's office (Lyle Hall) or on the Millersville website in the Student Forms Center. Contact the registrar's office for information on the effects of a leave of absence.

Students who take a leave of absence to study at another institution during the fall or spring semester should also complete an Authorization for Transfer of Credit form, available from the registrar's office or on the web in the Student Forms Center.

A leave of absence is cancelled, and the student considered withdrawn, if the student fails to return by the established ending time or is dismissed by the University.

**MILITARY LEAVE OF ABSENCE**
Students who are called to active duty must contact the registrar's office for assistance with arranging a leave of absence and their subsequent return to the University. A copy of the student's military orders must be presented to the registrar. Students who expect to return to class within the current semester to complete their coursework, or who are called to duty after completing a significant part of the course requirements, should contact their faculty regarding missed work. Students who cannot complete the current semester will be granted a leave of absence for military duty and will be allowed to return for the next semester without penalty.

**WITHDRAWING FROM THE UNIVERSITY**
Students who wish to withdraw from the University must complete an Official Withdrawal Form, available from the registrar's office or on the Millersville website in the Student Forms Center. This applies to all students, whether withdrawing during or between semesters, regardless of reason for withdrawal. Failure to complete this form will jeopardize a student's chances of future readmission. Students who have officially withdrawn from the University and wish to return should contact the admissions office, Lyle Hall, for an application for readmission. See the Admissions section for more information.
OTHER ACADEMIC POLICIES

REVIEW OF PROGRAMMATIC STANDARDS

The University’s programmatic and assessment standards are established by the respective college and monitored by the college dean. A student may discuss issues related to these standards with the school dean. The college dean(s) and the University’s provost, however, maintain ultimate authority to determine whether a student has successfully satisfied the programmatic and assessment standards, including preliminary, qualifying and comprehensive examinations.

Faculty members are charged with the responsibility of evaluating a student’s academic performance in accordance with the faculty member’s professional and academic judgment. The deans of the University’s colleges establish the programmatic standards for their respective colleges and will review any issues related to those standards. The following procedures must be followed by students challenging these academic determinations or those encountering a problem with an academic affairs process. Appeals dealing with Academic Dismissal from the University, violations of the Academic Honesty Policy or violations of the Student Code of Conduct are handled by separate processes.

ACADEMIC APPEALS

Academic Determination

When a student disagrees with an academic determination by a faculty member, the student and the faculty member must meet, within 30 days of the release of the academic determination, to discuss the disputed issue and attempt, in good faith, to resolve the matter. The student has the responsibility to contact the faculty member so that the meeting can be arranged. If the student and faculty member are unable to meet within the specified time period, the student must contact the faculty member’s department chair within 10 calendar days of the above time period to move to the next phase of the appeal.

If the student and the faculty member are unable to mutually resolve the dispute, the student must file a written appeal with the faculty member’s department chair within 10 calendar days of the student/faculty member discussion. The student is advised to set forth in detail the basis for the appeal and provide written documentation in support of the appeal. The department chair will request a written statement from the faculty member and may meet with the faculty member as well. The department chair will review the appeal and any supporting documentation and then meet with the student. The department chair will notify the student and the faculty member of his or her decision within 10 calendar days of receipt of the appeal.

If the department chair’s decision does not resolve the dispute, the student may submit a written appeal with the appropriate college dean within 10 calendar days from the date of the department chair’s decision. The student should include any written documentation in support of the appeal. The college dean will request a written statement from the faculty member and may meet with the faculty member as well. The college dean will review the appeal and any supporting documentation and meet with the student. The college dean will notify the student, the department chair and the faculty member of his or her decision within 10 calendar days of receipt of the appeal. The decision of the college dean is final and not subject to further review.

Academic Affairs Process

When a student encounters a problem with an academic process at the University (e.g., transfer of credit from another institution, missing or incomplete information in a student record, etc.), the student should attempt to resolve the problem by contacting the staff member, or appropriate administrative office, within the division of Student Affairs and Enrollment Management within 30 days of identifying the error. The student and the staff member must discuss the disputed issue and attempt, in good faith, to resolve the matter.

If the student and the staff member are unable to mutually resolve the dispute, the student must file a written appeal with the staff member’s supervisor within 10 calendar days of the student/staff member discussion. The student is advised to set forth in detail the basis for the appeal and provide written documentation in support of the appeal. The supervisor will request a written statement from the faculty member and may meet with the faculty member as well. The supervisor will review the appeal and any supporting documentation and then meet with the student. The supervisor will notify the student and the staff member of his or her decision within 10 calendar days of receipt of the appeal.

If the supervisor’s decision does not resolve the dispute, the student may submit a written appeal to the VP of SAEM within 10 calendar days from the date of the supervisor’s decision. The student should include any written documentation in support of the appeal. The VP will request a written statement from the staff member and may meet with the staff member as well. The VP will review the appeal and any supporting documentation and will meet with the student. The VP will notify the student, the supervisor and the staff member of his or her decision within 10 calendar days of receipt of the appeal. The decision of the VP is final and not subject to further review.

CLASS STANDING

Class standing is based on total credits earned, including those transferred from other colleges and earned through advanced standing programs, such as CLEP, as follows:

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Class Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–29.5</td>
<td>Freshman</td>
</tr>
<tr>
<td>30–59.5</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60–89.5</td>
<td>Junior</td>
</tr>
<tr>
<td>90 or more</td>
<td>Senior</td>
</tr>
</tbody>
</table>

MILLERSVILLE UNIVERSITY 2018 - 2019
CLASS ATTENDANCE POLICY

The University supports departmental and faculty class attendance policies that are reflective of and consistent with University-approved guidelines. Faculty will include their class attendance policy in their syllabi given to all students in their classes at the start of the semester.

University-Approved Guidelines:

1. Students are expected to attend all classes. It is the student’s responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work, but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.

2. The University policy is that faculty will excuse absences for the following reasons:
   a. personal illness
   b. death or critical illness in the family
   c. participation in a University-sponsored activity
   d. jury duty
   e. military duties
   f. religious holidays

3. Faculty judge the validity of student absences from class within the University’s approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor.

4. In the case of foreseeable absences, students are encouraged to notify the faculty member in advance. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity to assure that the absence is excused.

COURSE NUMBER SYSTEM

Millersville University uses the following course-numbering system:

- **000-099**: Pre-college developmental courses.
- **100-199**: Courses primarily designed for freshmen.
- **200-299**: Courses primarily designed for sophomores.
- **300-399**: Courses primarily designed for juniors and seniors.
- **400-499**: Courses primarily designed for seniors.
- **500-599**: First-level graduate courses (these courses may be taken by advanced undergraduates but may not be required of an undergraduate student).
- **600-**: Graduate-level courses.

The following course numbers are reserved:

- **300, 400, 500**: Cooperative Education experiences.
- **179, 279, 379, 479, 579, 679**: Experimental courses.
- **489**: Honors courses.
- **498**: Independent study.
- **499**: Departmental honors/thesis/University Honors College thesis.

DEAN’S LIST

A student is eligible for the dean’s list after a given semester if he or she has:

1. Earned a semester GPA of 3.50 or higher, and;
2. Attempted at least 12 credits of undergraduate coursework, excluding those courses not used to compute the GPA.

GRADUATION HONORS FOR A BACCALAUREATE DEGREE

Students who have earned consistently superior grades in their coursework at Millersville University are recognized for their achievements at graduation with the designation of graduation honors. The student’s diploma and University record carry the appropriate honors designation:

- **Cum laude** for a cumulative GPA between 3.50 and 3.74.
- **Magna cum laude** for a cumulative GPA between 3.75 and 3.94.
- **Summa cum laude** for a cumulative GPA between 3.95 and 4.00.

Eligibility for graduation with honors is determined based on the Millersville grade point average. Neither transfer work nor in-progress courses are included in the honors GPA. For students who have been awarded academic amnesty, the pre-amnesty work is not included in calculating the honors GPA.
Changes in the eligibility for, or the level of, honors following the posting of grades for the final semester at Millersville will be reflected on the student’s diploma and Millersville transcript.

To qualify for graduation honors, students must:
1. Earn a GPA of 3.50 or higher in work done at Millersville, and;
2. Complete at least 60 credits of Millersville coursework.

Graduation Honors for Associate Degree Candidates. To qualify for the designation “with honors” on their diploma and University record, associate degree candidates must:
1. Earn a GPA of 3.50 or higher in work done at Millersville, and;
2. Complete at least 30 credits with grades A through D- of Millersville coursework.