UnderGraduate policies and procedures 2009-2011
(INCLUDES PERSONNEL LISTING)
Regional and Professional Accreditation and Approval

Point Park University is an independent, four-year, coeducational university accredited by the Commission on Higher Education of the Middle States Association of Universities and Schools, 3624 Market Street, Philadelphia, Pa. 19104, 215-662-5606. Point Park University is also approved by the Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pa. 17126-0333, 717-787-7572.

All programs leading to the Associate in Science, Bachelor of Science, and Master of Business Administration degrees in the School of Business are accredited by the International Assembly of Collegiate Business Education, P.O. Box 25217, Overland Park, KS, 66225, 913-631-3009.

The programs in the School of Arts & Sciences leading to the Bachelor of Arts and the Bachelor of Sciences in Early Childhood Education, Elementary, and Secondary Education, as well as the programs leading to the Master of Arts in Curriculum and Instruction and the Master of Arts in Educational Administration, are approved by the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, 717-787-7572.

Programs in the Conservatory leading to the Bachelor of Arts and Bachelor of Fine Arts in Dance, and to the Bachelor of Arts and Post-Baccalaureate Bachelor of Arts in Dance Pedagogy, are accredited by the National Association of Schools of Dance, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703-437-0700.

The programs in the School of Arts & Sciences leading to the Bachelor of Science with majors in Civil, Electrical, and Mechanical Engineering Technology are accredited by the Technology Accreditation Commission of ABET 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, 410-347-7700.
THE UNIVERSITY SEAL

Point Park University’s seal retains several elements from the seal of Point Park College. These include the escutcheon with the inverted furca (fork) as its ensign. The inverted furca represents salvation flowing from above and embracing the world below. This furca also draws obvious attention to the Monongahela, Allegheny and Ohio Rivers and their confluence at Point Park, the triangular spot of land in downtown Pittsburgh that gave the University its name.

The three scrolls contained within the escutcheon articulate the goals of Point Park University education; ‘Pro Arte,’ ‘Pro Communitate’ and ‘Pro Professione’ express that a Point Park education stands for the benefit of knowledge, the community and careers.

This catalog is the official announcement of Point Park University (a tax-exempt, not-for-profit, educational institution) for the academic year 2007-2009. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this catalog, and may withdraw or modify the programs and courses listed herein. It is published by the Office of Academic Affairs.

NOTICE OF NON-DISCRIMINATION: Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran status, sexual orientation, marital status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University’s educational programs and activities.

This policy is in accord with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, 2nd floor, Thayer Hall, telephone number (412) 392-3952. Inquiries regarding Title IX and the Title IX regulations can also be referred to the Human Resources Officer as the Title IX coordinator.

Information and policies are subject to change.

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Calendar 2009-2011

Fall Semester 2009

Fall Term Begins ................................................................. August 29
Labor Day, University Closed ........................................... September 7
Thanksgiving Break ............................................................. November 23-28
Last Regular Class Session ............................................... December 11
Final Examination Week .................................................. December 12-18

Spring Semester 2010

Spring Term Begins ............................................................. January 9
Spring Break ............................................................... March 1-6
Last Regular Class Session ................................................. April 24
Final Examination Week ................................................... April 24-30
Graduation ................................................................. May 1

Summer Semester 2010

Summer Term Begins .......................................................... May 8
Memorial Day, University Closed ........................................ May 31
Summer I Classes End ....................................................... June 21
Summer II Classes Begin .................................................. June 22
Independence Day Break ................................................... July 5
Summer II Classes End ..................................................... August 2

Fall Semester 2010

Fall Term Begins ................................................................. August 28
Labor Day, University Closed ........................................... September 6
Thanksgiving Break ............................................................. November 22-27
Last Regular Class Session ............................................... December 10
Final Examination Week .................................................. December 11-17
Spring Semester 2011

Spring Term Begins.................................................................January 15
Spring Break........................................................................March 7-12
Last Regular Class Session...................................................April 29
Final Examination Week.........................................................April 30 - May 6
Graduation..............................................................................May 7

Summer Semester 2011

Summer Term Begins.................................................................May 14
Memorial Day, University Closed.............................................May 30
Summer I Classes End..............................................................June 27
Summer II Classes Begin.........................................................June 28
Independence Day Break.........................................................July 4
Summer II Classes End.............................................................August 8
Point Park University
Mission Statement

Point Park University educates students in a
diverse environment and prepares graduates to
apply knowledge to achieve their goals, advance
their professions and serve their communities.
ABOUT THE UNIVERSITY

As a co-educational, independent urban university with a tradition of teaching excellence, Point Park University currently enrolls approximately 4000 students through its School of Business, Conservatory of Performing Arts and School of Arts and Sciences. The University maintains close partnerships with the Pittsburgh public schools, other colleges and universities, major business corporations, the foundation community and other area employers. The student body represents 45 states and 33 countries.

Point Park University is located in the heart of Pittsburgh, Pennsylvania, one of America’s most dynamic cities and home to several world class organizations. Known as “Steel City” because of its historic role as a steel producer during America’s great industrial age, the city is the regional leader in business, finance, government, non-profit organizations, foundations, higher education, health care, professional sports and the arts for the tri-state area of western Pennsylvania, southeastern Ohio and northern West Virginia.

As the only university located in the downtown area, the growth and development of Point Park University reflects its commitment to being an integral part of the success of the city and region. Established in 1933 as Business Training College, it became Point Park Junior College in 1960. It became a four-year undergraduate institution in 1966, offered its first graduate degree in 1981, and achieved university status in 2003. The name was adopted because of the university’s proximity to Point State Park and the historic confluence of the Ohio, Monongahela and Allegheny Rivers.

THE CAMPUS

Point Park University is located in the center of downtown Pittsburgh, one of America’s most dynamic cities. Once known primarily for its steel industry, Pittsburgh has emerged as a symbol of revitalization in the Northeast. Yet, despite changing from a steel-dominated region to a high-tech center, Pittsburgh has managed to retain the charm and friendliness of a small town.

Point Park University has actively participated in the city’s renaissance. The campus, which includes the Pittsburgh Playhouse of Point Park University in Pittsburgh’s Oakland section, has expanded from five buildings to one of downtown’s largest footprints. Recent campus additions include a state of the art, environmentally certified dance building, two suite style residence halls and two fully furnished apartment buildings. University buildings include The University Center, housing the Point Park University Library, the Cinema and Digital Arts programs with state-of-the-art facilities, and a new television studio; Academic Hall with classrooms, laboratories, a newsroom, computer center and administrative offices; Lawrence Hall, a 21-story building with dance studios, classrooms, student lounge, snack bar, cafeteria, recreation center, residence halls, and administrative offices; Thayer Hall, home of the Point Park
The University

Children’s School, Student Services Center, classrooms and residence Halls; and the Patterson Building containing classrooms and offices. Tracy Henderson Alumni Park, located outside of the main entrance to Academic Hall, is a popular student gathering spot.

The Pittsburgh Playhouse of Point Park University is a three-theatre complex that serves as the educational arm for the Conservatory of Performing Arts (COPA). The Pittsburgh Playhouse offers outstanding dramatic, musical, children’s theatre and dance production that entertain diverse audiences from throughout the region through The REP, Point Park’s professional theatre company, and the Conservatory Theatre Company, Playhouse Dance Company, and Playhouse, Jr., the three student companies.

Students who attend Point Park University can walk to cultural attractions such as the Pittsburgh Symphony, the Three Rivers Arts Festival, the Pittsburgh Ballet, and the Pittsburgh Opera. Major sporting events held at PNC Park, Heinz Field and the Mellon Arena are also close to campus. Just across the Monongahela River from the University is Station Square, with its wide selection of boutiques, restaurants, and shops. Other local attractions include the Pittsburgh Zoo, the Duquesne and Monongahela Inclines, the National Aviary, and the Phipps Conservatory and Botanic Gardens. Notable museums in the area include the Carnegie Museums of Art and Natural History, the Carnegie Science Center, the Senator John Heinz Pittsburgh Regional History Center, and the Andy Warhol Museum.

THE LIBRARY

The Point Park University Library is located on the first floor and the lower level of the University Center, a turn of the twentieth century former bank building. The Library shares this space with the Cinema and Digital Arts program and the Film and Video Production program. The Library has an instruction/computer lab on the lower level, computers on the first floor and laptops for patron usage in the building. The Library supports a wireless environment.

The Library houses books, DVDs, videos and musical CDs, microfilm periodicals and newspapers, print periodicals and newspapers that support Point Park University’s programs. The Library subscribes to 56 databases that provide access to thousands of full text articles and citations. Many of the databases are subject specific, providing scholarly resources in the fields of education, business, performing arts, journalism and criminal justice, as well as other Point Park University academic programs.

Special holdings within the Library include over 4,000 plays, musical scores, librettos, anthologies and monologues; a popular reading collection with new fiction and non-fiction titles added monthly; a Digital Arts reserve film collection of over 300 DVDs and a children’s literature and school curriculum collection.
A current Point Park University ID is required to borrow material from the Library. Students can access the Library’s online databases off-campus by using their Point Park University e-mail log-in.

The Library belongs to consortium that allow Point Park University students to request and borrow material from other academic libraries. E-ZBorrow is an online service that permits Point Park University students, staff and faculty to search for and borrow books from 60 participating academic libraries. The Library also participates in PALINET’s reciprocal borrowing agreement, allowing Point Park University students to borrow library material from local universities, such as Carnegie Mellon, Duquesne University and Robert Morris University.

Library staff provide reference support at the reference desk, through e-mail, instant messenger and by appointment.

Additional information about Point Park University Library and its resources can be found at www.pointpark.edu and clicking on the Library link.
ADMISSIONS

Point Park University welcomes applications for full-time or part-time admission from students who wish to enter the University as freshmen or transfer students. Part-time students are those who intend to take less than 12 semester hours per semester.

International students also may apply for admission to Point Park University as full-time freshmen, transfer or post-baccalaureate students. Full-time attendance for international students in F-1 non-immigrant visa status is required by the United States Immigration and Naturalization Service (INS). Point Park University admits students to each of the three terms during the academic year: Fall, Spring or Summer. The decision to admit a student is based upon a variety of factors and is described in the following section. The Financial Aid section of this catalog provides information on the extensive benefits available at Point Park University and outlines the procedures for applying for financial aid. Prospective students should contact the Financial Aid Office for specific information about obtaining assistance.

FULL-TIME STUDIES

The Admissions Office is open 8:30 a.m. to 6 p.m. Monday-Thursday, 8:30 a.m. to 4:30 p.m. on Friday, and 9 a.m. to 1 p.m. on the first and third Saturday of every month. An applicant wishing to reach the Office of Admissions after hours may leave a voice-mail message at 412-392-3430. An Admissions representative will respond as soon as possible.

All students who are interested in attending Point Park University are invited to visit the University. Parents and friends are encouraged to join the students for visits, which include a personal tour of the University and a meeting between an admissions counselor and the student. Meetings with financial aid or a department chair, or visiting a class are optional. Appointments for visits can be made by contacting the Office of Admissions approximately one week in advance.

Admitted students to Point Park University participate in Pioneer Experience. Specific details about these programs will be sent to all students who have submitted their admission deposit prior to the term of entry.

FRESHMEN STUDENTS

Students interested in entering Point Park University as freshmen are considered for admission from three perspectives. First, academic abilities of applicants are evaluated on the basis of secondary school performance, the types of courses taken, the grades earned and class rank. Second, standardized national tests, such as the Scholastic Aptitude Test (SAT) and the American College Test (ACT), provide a means of predicting academic success at Point Park University. The third area is concerned with personal qualities and achievements and includes participation in extra-curricular activities, community involvement and the recommendation of guidance counselors, teachers and others who know the applicant well.
All applications for admissions are reviewed for an admissions decision. No applicant is automatically denied admissions. Point Park does not offer early decision to its freshmen applicants. The average Point Park freshman applicant has a cumulative 3.20 academic G.P.A., a SAT score of approximately 1550, or an ACT composite of 22. **Minimum admissions requirements** for freshman applicants are:

- a cumulative 2.50 academic unweighted G.P.A. on a 4.0 scale.
- an SAT score of 1300 (this includes the writing component) or...
- an ACT composite of 18

**Admissions into the Program for Academic Success**

Freshman applicants not meeting minimum admissions requirements may be, upon review by the admissions committee, offered admissions into our Program for Academic Success program (PAS Program). Visit the PAS program page for additional information.

Students in their final year of secondary school should submit their applications as early as possible. Applications are reviewed as soon as they are complete and students are informed of the decision at that time.

**Applying for Admission**

The documents required for a completed application include an application form, an official secondary school transcript and SAT or ACT test scores. The application fee is: paper - $40; online - free. All freshmen admission candidates must have completed an academic program in secondary studies or, in the judgment of the Admissions Committee, have achieved an equivalent competence prior to matriculation.

**Early Admission**

A student with an exceptional academic record and a recommendation from high school officials and parents may apply for early admission at the end of the junior year. It is recommended that students interested in early admission take the SAT in March or May of their junior year in high school.

**Freshman Admission with Advanced Standing**

Students who enter with freshman status may be eligible for admission with advanced standing. Credits may be granted for the Advanced Placement Examination Program of the University Board. Also, high school students who are taking classes at a college or university may be eligible for transfer credits. Credits earned at other colleges and universities are evaluated in accordance with the Point Park University equivalency standards and applied to the program chosen by the student. The courses to be transferred must be equivalent in content and hours to those offered by Point Park University. The grades must be a “C” or above. Applicants desiring information should contact the Office of Admissions.
TRANSFER STUDENTS
Point Park University accepts applications from students who have attended two-year technical schools, two-year community colleges or four-year institutions of higher education. Since most transfer students will be eligible for advanced standing (credit transfer), it is strongly recommended that students submit their completed applications as early as possible prior to the beginning of the academic term in which they are interested. Admission decisions are made shortly after a candidate’s application is completed. Transfer applicants who have a Grade Point Average (G.P.A.) of 2.00 or above are normally considered eligible for admission. An interview with an admission officer may be required prior to a final decision.

ADMISSION WITH ADVANCED STANDING
Point Park University offers admission with advanced standing to students who qualify. Students who enter as transfer students may be eligible for admission with advanced standing.

Credit for college-level courses or workshops may be granted to students who have successfully completed courses or workshops for college credit and who submit for consideration an official transcript of the academic credits earned. Eligible students include those who have completed such courses while attending secondary school as well as transfer students from junior or community colleges, proprietary schools and four-year institutions of higher education. Credits earned at other colleges or universities are evaluated in accordance with the Point Park University equivalency standards and applied to the program chosen by the student. The courses to be transferred must be equivalent in content and hours to those offered by Point Park University. The grades must be “C” or above.

Credit may also be granted for the College-Level Examination Program (CLEP), Advanced Placement Examinations for Point Park University courses, Armed Services courses, Defense Activity for Non-Traditional Education Support (DANTES) and Experiential Learning.

Applicants desiring additional information about admission with advanced standing may contact the Office of Admissions.

VETERANS
All Point Park University programs of study for credit are approved for veterans’ benefits. Veterans who have the academic potential and motivation for higher education are granted the opportunity to demonstrate that they can do college-level work.

Applying for Admission
Veterans should submit the application for admission with the application fee (paper - $40; online - free), and have educational records from high school and any other educational institution attended sent to the Office of Admissions. An interview with an admission counselor is recommended for all applicants and will be required if it is determined that a veteran has not met the regular admission requirements.
Veterans should contact the Veterans’ Administration immediately after receiving the admission acceptance for information concerning Service Members Opportunity Colleges and related educational benefits.

RE-ADMISSION

Students anticipating a prolonged absence from the University must submit to the Registrar a completed Leave of Absence form. Without the completed form in the Registrar’s file, full-time students absent for a semester or more must re-apply for admission to the University. Any student, completed form notwithstanding, absent from the University for more than three calendar years from the date the absence began must re-apply for admission.

Former students re-applying for admission to the University are subject to the same fees and evaluation processes as first-time applicants. Re-admitted students will continue their studies under the provisions of the graduation requirements and program guides in effect when they return to the University. If degree program has substantially changed, the student will be moved to a new program guide.

ACCEPTANCE OF OFFER OF ADMISSION

All accepted full-time applicants are required to pay a tuition deposit of $350 to reserve a place in the academic program of their choice. This fee is credited to charges incurred in the first semester. Deposits for fall are due May 1, and spring deposits are due December 1. Both are non-refundable after that date.

PART-TIME STUDIES

The Graduate and Adult Enrollment Office handles applications from part-time students and is open 8:30 a.m. to 6 p.m. Monday-Thursday, 8:30 a.m. to 4:30 p.m. on Friday, and 9 a.m. to 1 p.m. on the first and third Saturdays of each month. An applicant wishing to reach the Graduate and Adult Enrollment Office after hours may leave a voice-mail message at 412-392-3808. An admission representative will respond as soon as possible.

Undergraduate students enrolled in fewer than 12 credits per semester are part-time students. A large percentage of the student population at Point Park University traditionally has been part-time students, many of whom are working adults completing their degrees while attending to employment and family responsibilities. Part-time students have unrestricted access to day and evening classes and to all University facilities and services. Many programs of study can be completed on a part-time basis. For specific information, please contact the Graduate and Adult Enrollment Office.

Applicants wishing to enter Point Park University as undergraduate part-time students must submit a completed admission application with the appropriate documentation. The application fee is: paper-$20; online-free. Part-time applicants are exempt from the full-time requirement of submitting SAT or ACT scores; however, all applicants using the General Equivalency Diploma (G.E.D.) test as a basis for admission must submit a record of their test scores.
The University reserves the right to require an interview or supplementary materials for any applicant (degree or non-degree) and to use these as a means for making an admission decision.

CRITERIA FOR ADMISSION

Part-time students may enter the University either as degree candidates or as non-degree students.

1. Degree admission requires a satisfactory transcript from either a high school or post-secondary institution. Students who have a Grade Point Average of 2.00 or above are normally considered eligible for admission. In order to serve as the basis for admission, transcripts from post-secondary institutions must include a minimum of 12 earned credits or six months of training.

2. Non-degree admission, primarily for students who seek university credits but who are not formally declaring a major, requires a copy of a relevant diploma (high school or post-secondary) or a document of similar standing. This requirement does not apply to special summer applicants (i.e., students taking Point Park credits for transfer to another institution). Any other waiver of documentation requires the consent of the Graduate and Adult Enrollment Office. Credits earned while on non-degree status may apply toward the chosen degree program. Non-degree students may establish eligibility for degree status in one of two ways: a) complete 15 credits with an average grade of “C” or above, or b) submit the appropriate transcript.

3. Special summer students (those in good standing at other institutions who wish to attend any summer session at Point Park University) qualify for non-degree admission.

4. With the exception of the summer academic sessions, international students on F-1 student visas may not attend on a part-time basis.

Advanced Standing

See section on Advanced Standing Credit under Academic Policies.

CALENDAR OF STUDIES

The University operates under a calendar consisting of two 14-week terms: the Fall term beginning in late August and the Spring term beginning in January. In addition to the two semester terms, there are various configurations for the Summer term, including six-week and 12-week sessions. The University also offers “Special Delivery” and “Stacked” courses for the convenience of part-time students. Thus, part-time students taking a variety of courses in all terms can expect to earn as many as 20-30 credits in a year. (Accelerated programs have several seven-week quarters per year.)

SCHEDULING OPTIONS

The University schedules classes in a variety of formats, including early
morning classes, regular day classes, lunch-hour classes, late afternoon classes, early and late evening classes and a variety of Saturday classes and time slots. Part-time students are therefore able to schedule several classes per term by attending only one or two times per week.

ACCELERATED PROGRAMS

The Graduate and Adult Enrollment Office handles accelerated program admissions and is open 8:30 a.m. to 6 p.m. Monday-Thursday, 8:30 a.m. to 4:30 p.m. on Friday, and 9 a.m. to 1 p.m. on the first and third Saturdays of each month. An applicant wishing to reach the Graduate and Adult Enrollment Office after hours may leave a voice-mail message at (412) 392-3808.

The University offers special accelerated programs leading to a Bachelor’s degree in Business, Criminal Justice, Information Technology and Management, Integrated Marketing Communications, Law Enforcement and Organizational Leadership. These programs were created to meet the needs of adult students and are designed to be completed in two years of intensive, Saturday-only sessions. They are open to students with an associate’s degree or up to 60 credits completed in a degree-track program at an accredited school.

The accelerated degree programs in Business, Information Technology and Management and Organizational Leadership are offered through the School of Business. The accelerated degree programs in Criminal Justice and Law Enforcement are offered through the School of Arts and Sciences. The accelerated degree program in Integrated Marketing Communications is offered through the School of Communication. Further information is available from the Graduate and Adult Enrollment Office.

A unique feature of many of the Saturday accelerated programs is that they are offered as cohort programs, allowing the same small group of students to take the entire program together. Some of the benefits of this model include the following:

- Instructors can make extensive use of team projects and group activities in their teaching methods.
- Students establish a strong and trusted learning group and often form friendships outside of the classroom.
- Networking for employment opportunities among those in the cohort is common.
- Upon admission, students know the entire course sequence and are guaranteed that the courses will be offered in that sequence.

During the fall and spring semesters, students take two courses at a time in seven-week modules, with a week off between each, for a total of four three-credit courses completed each fall and spring semester. During the summer semesters, students take core courses and/or participate in specially tailored practicum experiences or independent study on a part-time basis, usually completing six credits over the summer. Some programs also are offered off-site in surrounding counties. Further information and samples of the cohort models in each major are available through the Graduate and Adult Enrollment Office.
INTERNATIONAL STUDENTS SERVICES AND ENROLLMENT

Students who are not a citizen of, or do not hold permanent residency in, the U.S. are encouraged to apply to Point Park University to study under a U.S. government visa.

International applicants whose primary language is not English may demonstrate English language proficiency by submitting a score from either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) necessary for admission and scholarship. A TOEFL score of 500 or better (61 on the Internet-based test) or a test band of 5.0 on the IELTS are required for undergraduate consideration. Test scores must be dated within one year of application date. Students may request that test scores be sent directly to Point Park University. The Institution Code for Point Park University is 2676. A GPA of 2.5 on a 4.0 scale is also required in order to gain admission. If applicants fall below the given requirements, the Office of International Students and Enrollment will work with individuals in order to create an alternative education path to ensure success.

International applicants whose primary or tutorial language is English must submit a score from the SAT/ACT in order to be considered for admission and scholarship with Point Park University. Minimum scores of 18 ACT or 1300 SAT are necessary along with all other application components.

ENGLISH AS A SECOND LANGUAGE PROGRAM

International students who are admitted to Point Park University but who have not satisfied the University’s English language proficiency requirements may attend the ELS (English Language Services) Center located on campus.

Students who attend ELS Language Centers’ Intensive Program and complete Level 112 (or present the minimum required TOEFL score) fulfill Point Park University’s English requirement in lieu of the TOEFL. Students in ELS Levels 109 and above, with the approval of ELS and the University, may be permitted to enroll in one or two undergraduate courses of the University which commence after 4:00 p.m. or on Saturday. For more information on the ELS Language Center, please call (412) 392-3802 or e-mail pit@els.edu. You may visit the ELS Language Center’s web site at www.els.edu/pittsburgh.htm.

CRITERIA FOR ADMISSION

Point Park University reviews each application according to its merits and with sensitivity to the cultural and education background of the applicant. The criteria take into consideration the differences that exist between educational systems throughout the world. The International Student Services and Enrollment (ISSSE) examines each application on an individual basis.

Certain criteria, however, must be met by all degree applicants. Applicants must be graduates of secondary or post-secondary level accredited institutions. In assessing each applicant’s transcript, attention also is given to demonstrated
success in such subjects as the sciences, mathematics, selected social sciences and humanities courses.

International students interested in the University’s degree programs who are entering as transfer or post-baccalaureate students are evaluated primarily upon their academic success and potential as determined by their post-secondary school transcripts. Students who transfer from other United States colleges or universities must have obtained a minimum 2.00 grade point average (on a 4.00 scale) to be considered for admission.

APPLICATION PROCEDURES

International students who wish to apply for admission to Point Park University as degree candidates should obtain the International Application Form online or contact the office directly. The application must be submitted with the following support documents:

1. All secondary and post-secondary academic records (with accompanying English translation). Originals or certified copies are required
2. SAT/ACT or TOEFL/IELTS test scores
3. Verification of finances. An original bank statement showing appropriate funds certified within the past 30 days. (Required for I-20 generation)
4. Student Health Record (Required for enrollment)

For additional information on the international application procedures, please visit www.pointpark.edu/isse.

ADVANCED STANDING EVALUATION

Point Park University will award credits for candidates completing Higher Level (HL) courses in International Baccalaureate programs. Only scores of 5 or higher will be considered with a maximum of 8 credits eligible for transfer.

International Students who have completed post-secondary education either in the United States or abroad may be eligible for credit transfer to Point Park University. International students wishing to receive credits from institutions abroad should submit their original transcripts and description (or syllabus) of the post-secondary courses. The International Office reviews the documents and makes recommendations for the number of credits that can be transferred. The Registrar’s Office makes the final determination and approves all transfer credits. After the review process, the student will receive an Advanced Standing Evaluation (ASE) of his /her program which will indicate the number of transfer credits accepted by the University.

NOTIFICATION OF ADMISSION DECISION

The International Student Services and Enrollment reviews all completed applications for admission. The student will be notified of the admission decision via e-mail (if available) immediately after a review of the completed application has taken place. Students residing outside the United States will receive the decision by air mail and, where feasible, by special delivery or express mail.
Students who have been admitted to Point Park University will receive a formal letter of acceptance and the Certificate of Eligibility Form I-20. The I-20 will be necessary to obtain the F-1 student visa from the United States Embassy or Consulate in the student’s country.

Upon receipt of the letter of acceptance, the student must submit the non-refundable University deposit of $350 (U. S. currency) that guarantees a place in the University and is credited to the student’s first term tuition charges. An additional deposit of $250 is also required if the student wishes to reside on campus.
UNIVERSITY CHARGES

The University reserves the right to modify charges if necessary. The charges listed below are effective for the 2009-2010 academic year.

UNDERGRADUATE TUITION AND FEES 2009-2010

Expenses may be computed on the following basis for each term. COPA refers to the Conservatory of Performing Arts.

TUITION

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<tbody>
<tr>
<td>Full-time tuition (12 - 18 credits per semester) (Non-COPA)</td>
<td>$10,360</td>
</tr>
<tr>
<td>Full-time tuition (12 - 18 credits per semester) (COPA)</td>
<td>$12,550</td>
</tr>
<tr>
<td>Additional credits over 18, per credit (Non-COPA)</td>
<td>$574</td>
</tr>
<tr>
<td>Additional credits over 18, per credit (COPA)</td>
<td>$713</td>
</tr>
<tr>
<td>University fee (full-time students)</td>
<td>$230</td>
</tr>
<tr>
<td>Part-time and accelerated tuition per credit (Non-COPA)</td>
<td>$574</td>
</tr>
<tr>
<td>Part-time and accelerated tuition per credit (COPA)</td>
<td>$713</td>
</tr>
<tr>
<td>University fee (part-time and accelerated students, per credit)</td>
<td>$22</td>
</tr>
</tbody>
</table>

The University fee covers expansion of University facilities, services performed by the library, the identification card and other student services.

Students enrolled concurrently in undergraduate and graduate classes at Point Park University will be charged the per credit hour rate for each course.

ACTIVITY FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Students (undergraduate - 12 or more credits)</td>
<td>$77</td>
</tr>
<tr>
<td>Part-time and Accelerated Students</td>
<td>none</td>
</tr>
</tbody>
</table>

The Activity Fee of $77 per full-time undergraduate student is paid each term in addition to tuition and other fees. The income is applied to various student activities and services. Disbursement of funds collected through this fee is allocated at the following approximate percentages: Student Activities Center for programming, 40%; Student Activities Center for student transportation such as Port Authority bus pass discounts and university sponsored off-campus events, 20%; Student Activities Center for special co-curricular programs such as student leadership conferences, community service activities and special speakers and programs, 5%; Student Governance system for operations and student organization programming enhancements, 10%; subsidies to student media and communications enterprises such as WPPJ Radio, The Globe, Cavalcade, the TV Club and student program participation such as intramural sports, recreational programming and student ticketing to regular season intercollegiate contests sponsored by the Athletic Department, 20%, and special request events directly benefiting full-time undergraduate students, 5%.
SPECIALIZED INSTRUCTIONAL FEES

Some courses at the University require specialized instruction over and above the usual classroom presentations. Courses in this category may include independent study classes, private voice and private piano lessons, and any classes that include field trips and/or other activities that create ongoing costs to the University.

For courses in programs of this nature a Specialized Instructional Fee is charged in addition to the cost of the actual credits involved. These fees are based on the proportionately higher cost of offering the course, not on any specific activity included in any given semester. Therefore, these fees are not refundable in whole or in part except in cases of withdrawal from the course before the end of the third week of classes during the Fall and Spring terms or at the end of the first week of classes during the Summer sessions.

Specialized Instructional Fees are published each term with the schedule of classes.

TUITION AND FEES REFUND POLICY

Refunds to students are computed on the basis of the official date of withdrawal certified by the Registrar. It is the responsibility of the student to notify the Registrar in writing on the day of withdrawal and to apply to the Office of Student Accounts for a refund. Refunds of tuition will not be made to students who are suspended or dismissed. Tuition and Specialized Instructional Fees are pro-rated as follows (other fees are not refundable after the opening of the session):

Fall and Spring Terms

- 1-7 calendar days, inclusive - all fees.................................100%
- 7-14 calendar days, inclusive - excludes
  University fee and activities fee.................................50%
- More than 14 calendar days .................................None

Summer Sessions (Six- and Twelve-week Terms)

- 1-7 calendar days, inclusive .................................................100%
- More than 7 calendar days .................................................None

Accelerated

- 1-7 calendar days, inclusive .................................................100%
- More than 7 calendar days .................................................None

The advanced tuition deposit of $350 is non-refundable.

ROOM AND BOARD COSTS PER SEMESTER 2009-2010

Housing for each semester:

Residence Halls—Lawrence Hall and Thayer Hall

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Cost 2009-2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>$3,190</td>
</tr>
<tr>
<td>Double Room</td>
<td>$2,150</td>
</tr>
<tr>
<td>Triple Room</td>
<td>$1,960</td>
</tr>
</tbody>
</table>
14 Meal Flex Plan with $125 Flex Dollars.............................. $2,360
10 Meal Flex Plan with $175 Flex Dollars.............................. $2,200

Suites—Conestoga and Pioneer Suites:
Fall or Spring Semester ...................................................... $3,360
Summer Semester .............................................................. $2,770

14 Meal Flex Plan with $125 Flex Dollars.............................. $2,360
10 Meal Flex Plan with $175 Flex Dollars.............................. $2,200
75 Block Plan with $125 Flex Dollars ................................. 820
30 Block Plan with $175 Flex Dollars ................................. 490
Flex Dollars ........................................................................ 400

Boulevard Apartments:
4 beds (per semester) ....................................................... $3,770
6 beds (per semester) ....................................................... $3,670

Apartment and Commuter Meal Plan:
75 Block Plan with $125 Flex Dollars ................................. 820
30 Block Plan with $175 Flex Dollars ................................. 490
Flex Dollars ........................................................................ 400

Single rooms are available on a limited basis. Priority is given to students with junior or senior standing. The $250 Residence Hall Deposit, submitted with the contract for housing, is placed in escrow for the length of the resident’s stay in the dormitory. Full refund of the liability deposit is granted upon a student’s termination of residence provided that no claims for damages against the resident exist at the time of termination. The liability deposit must be maintained at $250 at all times. The liability deposit is non-refundable if the student does not matriculate at the University or does not cancel the housing contract.

ROOM AND BOARD REFUND POLICY

Unless the student cancels the Housing and Food Service Contract prior to the published cancellation date, the $100 Damage Deposit will not be refunded, and the student will be assessed a $150 penalty fee.

A student who voluntarily terminates from the residence hall after his/her first day of occupancy will be obligated for the full semester room charge. The board charge will be pro-rated.

MISCELLANEOUS FEES 2009-2010

Advance Deposit for New Full-time Students - Undergraduate........ $350.00
Pioneer Experience Freshman Orientation Fee ........................................... $100.00

**Audit** - Undergraduate (Non-COPA): .................................................. $287.00
  per credit* (50% of per credit charge)

  - Undergraduate (COPA): ................................................................. $357.00
    per credit*

  - Graduate ....................................................................................... $330.00
    per credit*

**Credit by Examination** .................................................................$75 per test plus $100 per credit

**Credit for Experiential Learning** ..............................................$75 per evaluation plus $100 per credit

Miscellaneous late fees may be charged by the Office of the Registrar and by the Office of Student Accounts. These charges are listed in course books.

*Plus any Specialized Instructional Fees

**PAYMENT SCHEDULE**

All University bills including tuition, fees, room and board, are due and payable approximately fifteen (15) business days prior to the first day of the semester.

Checks should be made payable to Point Park University and sent to the Office of Student Accounts, Point Park University, 201 Wood Street, Pittsburgh, Pa. 15222-1984.

All checks returned from the bank will be assessed a $25 service charge in addition to the amount of the check.

Students must receive account clearance each semester. The Student Account office will assess a $50.00 monthly late fee to any student account that is not paid in full by the end of the Add/Drop period. If a student participates in the Corporate Reimbursement program, a $50.00 monthly late fee will be assessed after the contract due date. Payment plan participants will be charged a $25.00 late fee for each payment that is received after the monthly due date. These fee schedules will be strictly enforced.

Point Park University offers Annual and Semester Payment Plans to facilitate payment of student charges. Both plans provide an alternative to the traditional payment of tuition, room and board, and fees. Contracts for the plans are available on the University website and in the Student Accounts Office.

Corporate sponsored students may defer payment of charges by completing the appropriate semester Employer Reimbursed Tuition Agreement form. Students must submit the form, the application fee, and a letter from the employer to participate. Employer reimbursed Tuition Agreement forms are available on the University website and in the Student Accounts Office.
FINANCIAL AID

The Office of Financial Aid, located on the first floor of Thayer Hall, is open 8:30 a.m. to 6 p.m. Monday - Thursday, 8:30 a.m. to 4:30 p.m. Friday, and 9 a.m. to 1 p.m. on the first and third Saturdays of each month.

FINANCIAL AID: FULL-TIME STUDENTS

To make it possible for full-time students to take advantage of the educational opportunities at Point Park University, the Office of Financial Aid coordinates a variety of merit and need-based financial assistance programs. Scholarships, awards, grants, loans, and employment are available from a variety of federal, state and institutional sources.

The steps outlined below explain how to apply for all forms of financial aid:

1. **Apply for Admission to Point Park University.** The applications of all students accepted are reviewed by the scholarship committee for consideration for Academic Scholarships. All admitted students are encouraged to complete the scholarship application essay. Non-Conservatory applicants (all applicants except for dance, theatre arts, cinema and digital arts, and film and video production) MUST submit a personal essay to be considered for a department scholarship.

2. **Complete the Free Application for Federal Student Aid (FAFSA).** This form will enable students to be considered for all federally funded Title IV programs, including the Federal Pell Grant Program, the Federal Stafford Loan Program, financial aid from Point Park University sources, and, for Commonwealth of Pennsylvania residents, the Pennsylvania State Grant Program. Once completed, the student should either mail the application to the federal processor in the envelope provided or file the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The student should list Point Park University on the FAFSA, with the Title IV Code of 003357.

   The federal government randomly selects some student applications for verification. Those students will be required to submit a signed copy of the federal income tax return used to complete the FAFSA. The student should retain copies of their federal income tax returns in the event that they are selected for verification.

DETERMINING THE FINANCIAL AID AWARD

All financial aid awards are made in compliance with federal, state and institutional policies.

Financial aid awards for full-time students at Point Park University are determined on the basis of academic achievement, community service, artistic or athletic talent and financial eligibility. Financial Aid Eligibility is the difference between what it would cost a student to attend Point Park University and how much the student and his/her family can reasonably be expected to
SCHOLARSHIPS AND AWARDS
Scholarships and Awards for Non-Conservatory Freshman

Presidential Scholarship
The Presidential Scholarship is awarded for $11,000 annually (Fall and Spring semesters) to full-time freshman who meet the following criteria:

• A 3.0 high school grade point average in a college preparatory curriculum (based on a 4.0 scale)
• A total of 1700 on the three sections of the SAT or
• A composite score of 25 on the ACT

To remain eligible for the Presidential Scholarship, students must maintain a 3.0 grade point average and continue to enroll as a traditional full-time undergraduate student at Point Park University.

Trustee Scholarship
The Trustee Scholarship is awarded for $9,000 annually (Fall and Spring semesters) to full-time freshman who meet the following criteria:

• A 3.0 high school grade point average in a college preparatory curriculum (based on a 4.0 scale)
• A total of 1500 on the three sections of the SAT or
• A composite score of 21 on the ACT

To remain eligible for the Trustee Scholarship, students must maintain a 3.0 grade point average and continue to enroll as a traditional full-time undergraduate student at Point Park University.

Departmental Scholarships
A committee of faculty in each academic department awards departmental scholarships. Scholarships range in value from $1,000 to $3,000 per year, provided the student meets the criteria determined by the respective department.
Scholarships and Awards for Non-Conservatory Transfers

Transfer Merit Scholarship

The Transfer Merit Scholarship is awarded for $5,000 annually (Fall and Spring semesters) for full-time transfer students who have a 3.5 GPA or higher. To remain eligible for the Transfer Merit Scholarship, students must maintain a 3.0 grade point average and continue to enroll as a traditional full-time undergraduate student at Point Park University.

Departmental Scholarships

A committee of faculty in each academic department awards departmental scholarships. Scholarships range in value from $1,000 to $3,000 per year, provided the student meets the criteria determined by the respective department.

Scholarships and Awards for Conservatory Freshman and Transfers

Students majoring in Dance, Theatre Arts, Cinema and Digital Arts, and Screenwriting must be accepted both academically and artistically. Total maximum of the Artistic Achievement Award and the Dean’s Academic Scholarship will not exceed $14,000 annually.

Artistic Achievement Award

The Artistic Achievement Award is awarded for $3,000 - $14,000 annually (Fall and Spring semesters) to full-time freshman who have demonstrated a high caliber of artistic ability through the audition process and/or personal interview.

To remain eligible for the Artistic Achievement Award, students must maintain a 3.0 grade point average and continue to enroll as a traditional full-time undergraduate student in the Conservatory of Performing Arts at Point Park University.

Dean’s Academic Scholarship

The Dean’s Academic Scholarship is awarded for $5,000 annually (Fall and Spring semesters) to full-time freshman who meet the following criteria:

- A 3.5 high school grade point average on a 4.0 scale
- A total of 1760 on the three sections of the SAT or
- A composite score of 26 on the ACT

To remain eligible for the Dean’s Academic Scholarship, students must maintain a 3.0 grade point average and continue to enroll as a traditional full-time undergraduate student in the Conservatory of Performing Arts at Point Park University.
For Conservatory Transfers

Full-time transfer students who have attained a 3.5 GPA are eligible for $5,000 per year (Fall and Spring semesters). To remain eligible for the Dean’s Academic Scholarship, students must maintain a 3.0 grade point average and continue to enroll as a traditional full-time undergraduate student at Point Park University.

Additional Awards

Athletic Scholarships

Point Park University offers athletic scholarships for competition in men’s and women’s basketball, men’s and women’s cross country, men’s baseball, men’s soccer and women’s soccer, women’s softball and women’s volleyball. Contact the Athletic Department for more information and application materials.

Loti C. Falk Dance Scholarship

The Conservatory of Performing Arts awards the Loti C. Falk Dance Scholarship annually to an outstanding dance student selected by the Dance faculty. Contact the COPA Dance Department chair for more information and application materials.

William K. Leech Educational Grant

This annual award is presented to a Performing Arts major who is pursuing a career in children’s theater. It is named in honor of the late Mr. William K. Leech, founder and longtime producer/director/writer for the Playhouse Jr. The award is presented at the Conservatory of Performing Arts annual spring banquet with a value between $600 and $1,000 annually. Contact the COPA Office for more information.

Vincent J. LaBarbera Scholarship

This scholarship honors the memory of a longtime faculty member and chair of the Department of Journalism and Mass Communication. Applicants must have completed at least one semester of undergraduate work in the Journalism and Mass Communication major and have earned a cumulative Point Park University G.P.A. of 3.3 or higher. This scholarship is awarded each April. Contact the School of Communication for more information and application materials.

John V. Hopkins Scholarship

This competition is held in the spring of each year and is open to full-time students who will be juniors or seniors in the upcoming fall semester. All entrants must have a cumulative Point Park University G.P.A. of 3.5 or above and must write an original essay of 1,000 to 2,000 words on a given topic. These essays must be original and prepared especially for this competition. Contact the Office of the Vice Provost or more information and application materials.
**Joe N. Koenig, Jr. Memorial Scholarship**

This is a scholarship for full-time juniors or seniors majoring in a field of engineering technology, established by the parents of Joe N. Koenig, Jr. The scholarship is awarded for $1,000 per year to a student selected by a committee in the Department of Natural Sciences and Engineering Technology (NSET). Preference is given to transfer students from a two-year college.

**Non-Traditional Student Scholarship**

This competition is held in the spring of each year and is open to both part-time and full-time students who are at least 25 years old, pursuing their first university degree, and have little or no previous university experience. All entrants must have a cumulative Point Park University G.P.A. of 3.0 or above and complete a 500-word essay on a specific question. The value of this award is equivalent to the cost of three credits tuition. Contact the Office of the Vice Provost for more information and application materials.

**Eberly Scholarship**

The Eberly family, through its generosity, has established the Eberly Foundation Scholarship Fund at Point Park University. The fund’s goal is to assist the educational needs of students from southwestern Pennsylvania. Students from Fayette County are eligible to receive the Eberly Scholarship. Superior academic achievement, good moral character, and financial need are all considered in the awarding of these limited scholarship monies. Contact the Office of Financial Aid for more information and application materials.

**Norma Miller Scholarship**

The Norma Miller Scholarship is open to both full-time and part-time students. The scholarship is for women who have been victims of domestic violence and who are in the process of leaving or who have recently left an abusive marriage or to those having recently suffered the loss of their spouse. Applicants also must demonstrate financial need. Contact the Office of Student Affairs for more information and application materials.

**Myron Cope Scholarship**

The Myron Cope Scholarship is available to junior and senior students with a 3.0 QPA who are interested in sports journalism and broadcasting. Students should submit a resume, detailing journalistic experiences to date, and then write an essay of up to 750 words on Mr. Cope’s contributions and influence on sports journalism and sports coverage in Western Pennsylvania and beyond.

**MARC USA Scholar Award**

The MARC USA Scholar Award is for a junior or senior committed to advertising, marketing communication and public relations career following graduation. Eligible students must have a 3.0 QPA and complete and application form, submit a resume and write a 500-word essay on why they are pursuing such careers.
Margy Snyder Broadcast Award
The Margy Snyder Broadcast Scholarship is available to a junior or senior student with a minimum 3.0 QPA. Students must complete an application form, write a one-page essay about what influenced them to major in broadcasting and submit a resume, three broadcast work samples and two references.

Pittsburgh Post-Gazette Scholarship and Internship
The Pittsburgh Post-Gazette Scholarship and Internship is a scholarship and internship for juniors and seniors interested in reporting, layout and design, photography or Web site work. Students must have a 3.0 QPA and have completed the practicum or be registered to complete it next academic year. Students must submit a portfolio with at least five work samples. Internship can be scheduled summer, fall or winter.

William G. Schmid Jr. Scholarship
The William G. Schmid Jr. Scholarship is an award for sophomore, junior or senior JMC majors who will either double major or minor in any of the social sciences (History, political science, criminal justice, economics, etc.) Eligible students must have a 3.0 QPA and write a letter to the Schmid Scholarship Committee explaining their goals as a journalist and how the minor or double major will further their studies and career.

Bernard/Thomas Scholarship
The Bernard/Thomas Scholarship award is given to a student who has been active and taken a leadership role in the student media or worked for the Innocence Institute of Point Park University.

Changing your major may affect the amount of financial aid offered.

GRANTS
Point Park University Grant
Point Park University Grants are awarded on the basis of demonstrated financial need. The amount of the award is based on the level of the student’s financial need and the availability of funds. All students who complete a Free Application for Federal Student Aid (FAFSA) will be considered for this funding.

Federal Pell Grant
The Federal Pell Grant Program provides assistance to students who demonstrate financial need according to economic criteria and program requirements established by the federal government. To be eligible students must enroll in a degree or approved certificate/diploma program and be matriculated for their first bachelor’s degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This program is funded by the U.S. Department of Education and administered by Point Park University to provide assistance to students with exceptional financial need. Students with considerable need who qualify for a Federal Pell Grant are considered for this grant.
Pennsylvania State Grant Program*

The Pennsylvania State Grant is a resource available to Pennsylvania state residents who are enrolled on at least a half-time (6 credits per semester) basis. Eligibility is based on income information and dependency status as reported on a student’s Free Application for Federal Student Aid (FAFSA) and reviewed by the Pennsylvania Higher Education Assistance Agency (PHEAA).

*Students who are not residents of Pennsylvania may be eligible for similar grants from their own state agencies. Among the states currently offering grants that may be used by students attending Point Park University are Connecticut, Delaware, Maryland, Massachusetts, Michigan, Ohio, Rhode Island, Vermont and West Virginia. To arrange for such state grants, students should contact their appropriate state agency.

STUDENT EMPLOYMENT

Students attending Point Park University in a degree program may be eligible for student employment up to an average of 20 hours per week while in school. Many students take advantage of these employment opportunities, recognizing the personal and professional benefits that come from working.

Federal Work Study Program (FWSP)

The federal government and Point Park University subsidize the FWSP. Eligible students may be employed during the academic year according to the guidelines established for this program.

The Financial Aid Office determines award amounts based on demonstrated need. Students interested in the program are encouraged to contact the Financial Aid Office for more information and program requirements.

Point Park University General Work

The university may have a very limited number of general part-time work positions available to students for employment within the institution. Students should contact the Office of Human Resources for more information and application materials.

STUDENT LOANS

Student loan programs make it possible for individuals to borrow funds to help cover a portion of their educational expenses. The loans, which are long-term and low-interest, enable students to postpone the cost of education until after graduation.

Federal Perkins Loan Program

Federal Perkins Loans are made possible through a combination of resources: funds from the U.S. Department of Education, Point Park University, and repayment from previous borrowers. All freshmen and sophomore students are automatically considered but Federal Perkins Loans are typically given to the most needy full-time students. These loans are repaid beginning nine months after recipients conclude their education. Repayment may be extended over a ten-year period, with an annual interest rate of 5 percent.
Federal Family Education Loan Programs – Federal Stafford and Federal Direct Loans

The federal government has maximum loan amounts available to students on an annual and aggregate (lifetime) basis for undergraduate work. Students may borrow up to $5,500 per year as freshman, $6,500 per year as sophomores, and $7,500 per year as juniors and seniors. The maximum borrowing limit as a dependent undergraduate student is $31,000. There are separate maximums for subsidized and unsubsidized loans. Subsidized loans are based on financial need and the federal government pays the interest while the student is in school. Unsubsidized loans accrue interest while the student is in school and during the six month grace period. Students may pay the interest and principal or defer both on unsubsidized loans during the school period. Repayment of principal and interest for both types of loans begins six months after the student concludes their education or is no longer enrolled on at least a half-time basis.

Independent students, graduate/professional students, and some dependent undergraduate students for whom it is documented that their parent(s) cannot obtain a Federal PLUS Loan, there is additional eligibility for unsubsidized loans on an annual and aggregate basis.

Federal Parent Loans for Undergraduate Students (FPLUS)

The FPLUS loan enables parents of dependent undergraduate students to borrow up to the full amount of a Point Park University education minus other aid. The annual interest rate is fixed at 8.5 percent. A credit check is performed by the lender to determine eligibility.

FINANCIAL AID PROGRAMS: PART-TIME AND ACCELERATED STUDENTS

Point Park University administers a generous and comprehensive program of financial aid for adult students. The University also participates in tuition reimbursement programs available at many of the city’s major corporations. Through federal, state, university and corporate tuition funds, every student who wishes to obtain an education at Point Park University through part-time study should be able to do so.

All recipients of federal funds are subject to the Return of the Title IV Funds policy if they totally withdraw from all classes.

Point Park University Part-Time/Accelerated Grant

Point Park University offers grants to part-time and accelerated students who show financial need beyond that which can be covered by other forms of aid assistance. The amount of the grant is determined based on the student’s financial need and enrollment status. Part-time and accelerated students can receive up to $1000 per term depending on the number of credits taken. These grants are available in fall, spring and summer terms.

All students seeking Point Park University funding must complete the Free Application for Financial Aid (FAFSA) form available in the Financial Aid Office.
Alumni Grant

The Alumni Grant provides a discount on undergraduate and graduate courses taken at Point Park University by eligible students. The discount applies to tuition only. It is the responsibility of the student to apply for this discount prior to starting coursework at the University. For eligibility requirements and for more information, please contact the Office of Graduate and Adult Enrollment.

Non-Traditional Student Scholarship

This competition is held in the spring of each year and is open to both part-time and full-time students who are at least 25 years old, pursuing their first college degree, and have little or no previous college experience. All entrants must have a cumulative Point Park University G.P.A. of 3.0 or above and complete a 500-word essay on a specific question. The value of this award is the equivalent to the cost of three credits of tuition. Contact the Office of the Vice President of Academic Affairs for more information and application materials.

Norma Miller Scholarship

The Norma Miller Scholarship is open to both full-time and part-time students. The scholarship is for women who have been victims of domestic violence and are in the process of leaving or have recently left an abusive marriage or to those having recently suffered the loss of their spouse. Applicants must also demonstrate financial need. Contact the Office of Student Affairs for more information and application materials.

Federal Pell Grant

The Federal Pell Grant Program provides assistance to students who demonstrate financial need according to economic criteria and program requirements established by the federal government. To be eligible, students must enroll in a degree or approved certificate program and be matriculated for their first bachelor’s degree. Awards vary based on the student’s enrollment status (three-quarter time, part-time or less than half-time).

Pennsylvania State Grant Program

The PHEAA grant is a resource available to Pennsylvania state residents who are enrolled on at least a half-time (six credits per semester) basis. Eligibility is based on income information, dependency status and direct cost of attendance at Point Park University.

Pioneer Grant Program

Students in part-time (less than 12 credits) or accelerated programs who have completed their associate’s degree at any of the following schools is eligible to receive a Pioneer Grant of $55 per credit:

- Butler County Community College
- Community College of Allegheny County
- Community College of Beaver County
- Westmoreland County Community College
- Kaplan Career Institute
- Pittsburgh Technical Institute
- Triangle Tech
Corporate Tuition Reimbursement

Employees of companies belonging to the Pittsburgh Downtown Partnership should check with their Human Resource Office regarding special discounts available to Pittsburgh Downtown Partnership companies.

Corporate sponsored students may defer payment of charges by completing the appropriate semester Employer reimbursed Tuition Agreement form. Students must submit the form, the application fee, and the letter from employer to participate. Employer Reimbursed Tuition Agreement forms are available on the University web site and in the Student Accounts Office.

Federal Stafford Loan Program (Federal Family Education Loan Program)

Part-time students at Point Park University who take a minimum of six credits per semester may apply for a Federal Stafford Loan. Loan limits, terms and conditions are the same as for full-time students.

Changing your major may affect the amount of financial aid offered.

FINANCIAL ASSISTANCE:
INTERNATIONAL STUDENTS

Scholarships

Point Park University offers scholarships to international students based on academic merit for study in one of its degree programs. The scholarships and awards are offered for four years of undergraduate study, provided the student continues to meet the original criteria stated in the award, adheres to the guidelines set forth by the student’s visa stipulations, and makes good progress toward completion of degree. Federal and state grants are not viable assistance programs for international students, but education fees can be subsidized through employment authorized through the U.S. government and the Office of International Student Services and Enrollment.

Employment

The United States Citizenship and Immigration Services (USCIS) allows all students, except ELS students, an opportunity to pursue the equivalency of 12 months of full-time, off-campus employment through Optional Practical Training (OPT). OPT is helpful for gaining work experience in one’s particular field of study. Students also may enroll in Curricular Practical Training (CPT) at any time during their academic studies, with prior approval from the academic department. CPT is work that is both related to the student’s academic field and is an integral part of the curriculum.

The USCIS has established policies on employment for international students. These regulations prohibit international students from working off-campus without prior approval from the USCIS. However, students who have already completed one year of academic study, and who are experiencing severe financial hardship due to conditions that occurred after their arrival in the United States are allowed to request permission to work from the USCIS.
REVIEWING YOUR ACADEMIC RECORD
Standards for Satisfactory Academic Progress to Maintain Financial Aid Eligibility
Undergraduate Students

All students must meet the academic requirements established by the University in order to maintain good standing. Students are subject to academic review by both the Office of Academic Affairs and the Office of Financial Aid and either review may result in placing a student on probationary status.

In order to be considered for financial aid each year, students must make satisfactory academic progress towards completion of degree requirements and be in good academic standing. Students will be reviewed once a year to ensure that they meet progress standards. This means that full-time students must complete an average of 24 credit hours per year and attain a minimum cumulative grade point average as follows:

<table>
<thead>
<tr>
<th>Cumulative G.P.A.</th>
<th>Reviewed after</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>0-29 credits</td>
</tr>
<tr>
<td>1.8</td>
<td>30-59 credits</td>
</tr>
<tr>
<td>2.0</td>
<td>60+ credits</td>
</tr>
</tbody>
</table>

Transfer students will be expected to complete degree requirements in fewer semesters, depending on the number of transfer credits received upon entering the University. Part-time students will be evaluated by converting their credits, G.P.A.s and semesters into full-time equivalents and evaluating them against full-time requirements.

Any student who fails to meet the academic progress standards outlined above will be given a one-time waiver. The student may continue to receive financial aid during the waiver semester. Following the waiver semester, the student will be reevaluated to ensure that he/she has met the next semester’s standard of progress in order to continue to receive aid in subsequent semesters. For those students who do not meet the standard of progress after their waiver semester, the student will be required to submit a written explanation of their failure to make progress and continued eligibility for financial aid will be determined by the Financial Aid Appeals Committee. Contact the Financial Aid Office for more information on their academic progress requirements.

All recipients of Federal Funds are subject to the Return of Title IV funds policy if they totally withdraw from all classes.

RENEWAL OF FINANCIAL AID

Annual renewal of financial aid requires that returning students file the FAFSA and any other required documentation. Renewal application materials are sent in electronic format each fall semester for the next academic year.
STUDENT AFFAIRS/ CAMPUS LIFE

Student Affairs/Campus Life is responsible for meeting the co-curricular needs of Point Park University students. Covering a broad spectrum of support programs, activities and organizations, Student Affairs provides services that address the career, cultural, health, learning, recreational, and social needs of students. These services comprise an integral part of university life and are available to all students.

ATHLETICS

Point Park University offers nine varsity sports for men and women: Men’s Cross Country, Women’s Cross Country, Women’s Volleyball, Men’s Soccer, Women’s Soccer, Men’s Basketball, Women’s Basketball, Women’s Golf, Men’s Golf, Baseball and Softball. Student athletes are required to meet minimum academic eligibility requirements including full time status as a student. Athletic scholarships are available to those whose talent is exceptional.

CAREER DEVELOPMENT

The Office of Career Development supports the individual career goals of students and alumni through educational and enrichment activities. Furthermore, Career Development offers assistance with maximizing on-line resources and also sponsors annual career events and job fairs.

For an appointment, contact the Office of Career Development at (412) 392-3950 or careerdev@pointpark.edu. No appointment is necessary to use the resource room, which is accessible during regular business hours. Career information and services are also available through the University website keyword “career.”

COMMUNICATIONS ORGANIZATIONS

Point Park University features several campus groups affiliated with national professional journalism and communications organizations. Membership in these groups can provide students with important and long-lasting professional contacts. Point Park University’s award-winning chapter of the Public Relations Student Society of America (PRSSA) provides public relations services for campus as well as community groups. College Students in Broadcasting (CSB) is a networking and professional development organization for broadcast majors. The National Press Photographers Association (NPPA), the Society of Professional Journalists (SPJ) and the Advertising Federation Ad Club have student chapters at Point Park University.
STUDENT HEALTH AND COUNSELING

A primary concern of Point Park University is the health and psychological well-being of its students. All students at Point Park University may receive care through Student Health and Counseling.

Student Health and Counseling provides first aid intervention, illness and injury assessment, starter doses of over-the-counter medication, various health screenings including blood pressure checks, height and weight measurements, community health referrals, physician and psychological counseling appointments, updating and maintenance of student health and immunization records, and health education resource materials.

To ensure students' health needs are met the University has contracted with a hospital-affiliated medical facility to provide comprehensive medical and psychological counseling services to Point Park University students.

Through Student Health and Counseling students are eligible for physician office visits at no charge. Additional services, such as x-rays and laboratory testing, are the responsibility of the student. Confidential psychological counseling services are available to students free of charge. A 24-hour toll-free answering service is maintained for psychological emergencies.

Each student must have a completed Student Health Record on file in the Student Health and Counseling Office. Included in the Student Health Record is a pre-matriculation immunization requirement, which involves certification of completed immunization records. Confidential, short-term personal counseling services are available to all students and are free. If additional counseling is needed a referral to outside resources will be made and the counselor will take into consideration a student’s health insurance coverage. External treatment is the responsibility of the student. The counselor will assist students with a number of personal and school-related problems, such as stress, difficulty making adjustments, depression, anxiety and other mental health issues, eating disorders, personal relationship concerns, relationship violence, drug and alcohol problems, concerns related to living with people who have a substance abuse problem, and resolving conflicts with others. To make an appointment call 412-647-3698 or 800-647-3327 during regular business hours, 8 a.m. to 4 p.m. Monday through Friday. For psychological emergencies, a 24-hour a day service is available at 800-647-3327. The staff of Student Health and Counseling is bound by the medical ethics of confidentiality. Information provided will not be released without written knowledge and consent of the student. Students are strongly urged to maintain health insurance coverage. Brochures on student group health insurance plans are available in Student Health and Counseling. Residential students and student athletes are required to carry either health insurance provided through the University or provide proof of other coverage by submitting a hard waiver.

In order to provide optimal care to student-athletes and performing artists, the University has purchased an athletic and performing arts accident insurance coverage policy. This policy provides secondary insurance coverage for accidents incurred while participating in official university sponsored athletic or performing arts events. Insurance coverage will not be provided for pre-existing conditions or non-athletic/non-performing arts-related injuries. Student athletes
and performing artists receive information packets from Student Health and Counseling outlining eligibility procedures for this insurance coverage.

Dedicated to helping students achieve and maintain a healthier lifestyle, Student Health and Counseling sponsors a variety of health and wellness programs throughout the year. These programs recognize and address the changing health care needs and concerns of the Point Park University community.

INTERNATIONAL STUDENT SERVICES & ENROLLMENT (ISSE)

The mission of Point Park University’s Office of International Student Services and Enrollment is to assist in the immigration, education, and cultural aspects of study in the U.S. for international students and to promote campus-wide international awareness by fostering an appreciation for diversity and by helping students understand their role and responsibilities as global citizens.

ISSE offers specialized services to international students from enrollment through graduation from Point Park University. The Office serves both graduate and undergraduate populations starting with global recruitment and continuing onward. Continuing programs include but are not limited to; credential evaluation, international student orientation, health services and insurance procedures, tuition management, advising in all appropriate areas of post-secondary education, government regulation policies and procedures, along with social, cultural, and educational programs to enhance the university experience of both the international and domestic student population alike.

PIONEER EXPERIENCE

The transition from high school to college is often a challenging one, and Point Park has designed an orientation program to facilitate this transition. The orientation program, designed for students, acquaints all new students with life at the University and in the Pittsburgh area.

PROGRAM FOR ACADEMIC SUCCESS (PAS)

The Program for Academic Success (PAS) offers a wide variety of educational and support services designed to help students achieve their goals. Counseling and tutoring services are free of charge.

Tutoring: Professional and peer tutors are available to students who seek tutoring for undergraduate course work or who wish to strengthen skills in areas such as English writing, mathematics, and content area study skills. Furthermore, students may receive assistance in organizing for study, test-taking strategies, lecture note taking, and conducting, compiling and presenting research. Students may schedule a regular weekly appointment or schedule appointments as needed. In addition, students may access on-line writing tutoring through the PAS website. PAS makes a reasonable effort to meet the tutoring needs of students in a wide variety of courses. However, PAS may not be able to honor every request due to special circumstances, i.e., limited student and/or tutor availability or inability to locate a qualified tutor.
Counseling: PAS provides individual counseling services to identify, explore, and discuss issues that may hinder student success. The counselor is available by appointment or on a walk-in basis and offer help in a variety of areas, such as adjustment to academic life and understanding university policies and procedures; connecting to University and community resources; and assistance with time management, goal-setting and stress reduction.

Summer Program: Each summer PAS offers a six-week summer program designed to increase basic academic competency skills and to orient students to Point Park University life before the beginning of the fall semester. Students may earn up to six credits for successful completion of the summer program. Referrals to the PAS summer program come through the Office of Admission.

For more details about PAS services, consult the PAS web site or call (412) 392-3870. The PAS department is located on the seventh floor of Lawrence Hall.

RECREATION CENTER

The Recreation Center of Point Park University which is open year-round, offers students, staff, faculty, and alumni, opportunities in fitness training and recreation. The Center is staffed by a recreation professional and student personnel for individual and group programming.

Equipment such as treadmills, stationary bikes, ellipticals, free weights and nautilus equipment and a Pilates Reformer are available. Discount memberships at the YMCA are also available through the Center.

Students are encouraged to take advantage of the opportunities provided by the Recreation Center. All activities sponsored at the Recreation Center are co-ed and free to participants. The center staff is committed to enhancing the quality of life at Point Park University with your good health and enjoyment as its major goals. See our website at www.pointpark.edu/recreation.

RECREATIONAL PROGRAMS

Intramural programs are offered during the fall and spring semesters. Leagues and tournaments are offered in flag football, basketball, floor hockey, beach volleyball, billiards, table tennis, and corn hole throughout the school year. There are additional opportunities offered in self defense classes, a Halloween contest, extramural tournaments, fitness programs and other special events. Students are encouraged to get involved in Recreational Programs to enhance their student life experience.

COMMUNITY LIVING/LEARNING PROGRAMS

One of the most exciting aspects of college life for many students is the opportunity to live in a residence hall. More than a place to eat and sleep, a residence hall at Point Park University means easy access to classes, dance studios, student lounges, the library, the Recreation Center and the excitement of living in downtown Pittsburgh. The residence halls at Point Park University provide
an excellent environment for study, relaxation and entertainment. Students who could live at home often decide to live in one of the University residence halls so they can enhance their total college experience. More than thirty percent of the full-time students reside in campus housing, either in Thayer Hall or Lawrence Hall or, for upperclassmen, Pioneer and Conestoga Suites or the Boulevard Apartment.

All types of residence hall accommodations are available. All rooms are completely furnished. Rooms in Lawrence Hall, Conestoga and Pioneer have private baths. Each Boulevard Apartment consists of a full kitchen/dining area, living area, two or three bedrooms, and each bedroom is accompanied by a private bath. A student may request a room on a co-ed floor or female-only floor.

A variety of meal plans are included in the residence halls package. Commuters and resident students have the option of purchasing meals in either the Lawrence Hall Residential Dining Facility or the Point Café.

To accommodate students who live outside the Pittsburgh area and abroad, residence halls are open during Thanksgiving and spring breaks. Limited housing is available during the winter break. Students who choose to remain in the residence halls will be charged a daily rate. Food service during these periods, however, is not always available.

Residence Hall students have access to laundry facilities and lounges with or without televisions, recreation areas and vending machines. All residence hall rooms are equipped with cable TV and data network access ports. Each room has one connection for cable TV and one data port per resident. Residents have access to basic and expanded basic services and HBO. Premium channels are available, at an additional charge, by contacting Comcast Cable. Students are expected to provide their own cables to connect their television to the cable TV ports and their computers to the data port.

Resident hall communities are supported by community facilitators. Community facilitators are upper classmen who have been hired based on their level of maturity, social skills and desire to serve the University community. They are trained to help students solve problems and to assure that the residents maintain an atmosphere conducive for learning outside of the classroom. The community facilitators establish a relationship with the members of his/her community and provide support for programs the floor undertakes.

Students residing in the residence halls are able to enter and leave the residence halls without restrictions 24 hours a day. The University maintains 24-hour security for the safety of the University residents. Resident students are required to provide student identification cards (ID) when requested by the security staff.

Resident students are permitted to have friends visit them in their rooms as long as roommates/suitemates do not object.

Students who plan to reside in the University residence halls should request a Housing & Food Service Contract from the Office of Full-Time
Admissions. It is strongly recommended that contracts for residency be sent in as soon as possible to insure accommodation. Currently enrolled students may obtain housing information from the Office of Campus Life, Housing and Occupancy Management.

For additional information on financial aid available to resident students, please refer to the Financial Aid section. Specific information regarding residence hall charges may be found in the section on University Charges.

**STUDENT ACTIVITIES**

The Student Activities Office is the campus headquarters for student activities, organizations, news and information. Student Activities performs a variety of functions that help to maintain a dynamic and socially interactive campus environment that complements the University’s academic programs. Student Activities is a place where students can gather and obtain information about activities and events on and off campus. Student Activities also works in conjunction with other departments to provide programs.

The Student Activities Office lends valuable support to the activities of student organizations by maintaining records of club activities, providing meeting and storage space for student groups, and conducting workshops on leadership skills. The annual Activities Fair and Directory of Student Clubs and Organizations assist organizations in building their memberships.

Student Activities is the home of the Campus Activities Board (CAB), which is comprised of hard-working students who plan, create and coordinate the entire calendar of events for all Point Park University students. Any student interested in making new and upcoming events possible can stop by the Student Activities Office on the seventh floor of Lawrence Hall and find out how easy it is to get involved. Events include on-campus performances of live music and comedy, ski trips, off-campus activities, special events for commuters, the Downtown Film Series, and student nights at the Playhouse. All Point Park University students are encouraged to take an interest in the events being planned through Student Activities. All activities and events sponsored by Student Activities are open to the entire university community.

**STUDENT CLUBS AND ORGANIZATIONS**

Student clubs and organizations provide valuable opportunities for students to get involved and meet and make new friends and professional contacts. Point Park University sponsors a variety of student-run organizations to help students learn about the community both at Point Park University and beyond. Students may participate in cultural, recreational and educational activities through a number of clubs and organizations. Special-interest groups are clubs or organizations that serve students with specific common interests.

In order to develop strategic skills and contacts relating to their majors, students may choose to join one of the several campus academic and professional organizations including the Dance Club, College Students in Broadcasting and professional engineering organizations such as the American Society of Civil Engineers Club (ASCE). Point Park University students also
Student Affairs have the opportunity to be inducted into the Alpha Chi Honor Society for full-time students or Alpha Sigma Lambda for part-time students.

Student media groups such as The Globe, Pioneer, Cavalcade, WPPJ, U-View described below, keep the University community in touch with what’s happening around campus, and give students of all majors an opportunity to show their talents in both creative and journalistic forums.

The Student Activities Office works in conjunction with all clubs and organizations to plan and coordinate events and activities for the entire Point Park University community. These organizations are a great way for students to become involved and have fun while adding to the spirited and lively campus atmosphere. The Point Park University Campus Activities Board and other student activities groups are always looking for active students who are willing to help. Interested students can stop by the Student Activities Office for more information.

STUDENT MEDIA

A variety of student-run media at Point Park University provide campus and community news to students, faculty and staff. The Pioneer, a news and feature magazine/tabloid, is a classroom and laboratory production of the School of Communication. The Pioneer has earned the prestigious All-American rating, as well as other awards presented by the Associated Collegiate Press. The campus newspaper, The Globe, is an independent, student-operated weekly open to full-time students and is funded through the University and Student Activities Fees. The Globe is published under the auspices of the Publications Board, which also oversees production of The Cavalcade, a student-edited literary magazine. Radio station WPPJ, supervised by the Student Broadcast Media Board, provides the University community with music, news, and sports. U-View is the student-operated television broadcasting network supported by the School of Communication. Interested students are able to gain valuable hands-on experience at both WPPJ and U-View through the operation of on-air and technical support services.

UNITED STUDENT GOVERNMENT

The students of Point Park University have established a student governance system whose purpose is to act as the recognized communication channel among the students, faculty and administration of Point Park University; advocate for and act as a protective body representing the students at Point Park University; allocate funds for student organizations and clubs at Point Park University; and appoint student members on faculty and general standing committees and ad hoc committees, as appropriate. The United Student Government is composed of an executive branch and a legislative body. Governance is codified by a constitution and bylaws. All students vote in all executive and legislative elections and are eligible for election to President and Vice President, respective legislative positions and appointed position committees.
ACADEMIC POLICIES

GRADUATION REQUIREMENTS FOR BACCALAUREATE AND ASSOCIATE DEGREES

Point Park University awards undergraduate and graduate degrees to students through its Conservatory of Performing Arts, School of Arts and Sciences, School of Business, and School of Communication. Students must meet the minimum requirements for their particular degrees and programs of study as stated in this catalog.

The minimum cumulative and major grade point averages (G.P.A.) are set by the respective departments and may exceed that set by the University. All baccalaureate degrees require a minimum of 120 credit hours. The minimum cumulative and major grade point averages set by the University are 2.00.

Education students should consult with the University department of education for current information regarding the minimum standards required for certification.

Candidates for the baccalaureate degree, including candidates in capstone programs, must complete 30 of the final 45 credits enrolled in Point Park University courses to satisfy the residency requirement. They must also successfully complete no fewer than 12 hours (in four courses of at least three or more credit hours) in their major(s).

Students pursuing the post-baccalaureate degree must meet the same residency and major(s) requirements as listed for the candidates for the baccalaureate degree.

All associate degrees require a minimum of 60 credit hours. Students pursuing associate degrees must complete the final 15 of the final 30 credits enrolled in Point Park University courses and complete at least 6 hours in their major(s).

Students must apply for graduation and degree conferral through the Office of the Registrar. The University confers degrees completed during the academic year in December, May, and August. The University holds formal commencement ceremonies in May. All students who are completing degrees are invited to participate in commencement, although degrees are not conferred until all degree requirements have been met.

MAJOR STATUS

The University does not require entering first-year students to identify a preferred course of study at the time of registration, but students may declare a major upon admission and should do so by the end of the sophomore year.

During registration, academic advisors will guide entering students toward the core curriculum and appropriate major courses or requirements. Such guidance should ensure that students acquire certain fundamental skills while completing prerequisites for study in the major.

Each school assigns an academic advisor to all new majors. Academic
advisors provide advice and guidance on such matters as concentrations, minors, certifications, change of major, career goals, and job preparation. A major may be declared or changed at any time with a form signed by the chair of the intended major.

School Deans may place on probation or exclude from majoring students who cannot meet or exceed a G.P.A. of 2.00 for all departmental requirements.

Some students elect to pursue double majors. They may obtain the appropriate forms from the Office of Registrar or school offices and should submit them as soon as possible after the completion of the freshman year. Students pursuing a double major must meet the complete requirements for both degrees.

THE MINOR

Minors can be used to enrich major fields of study, enhance learning, and improve credentials for employment. Those electing to pursue minors must coordinate this decision with their academic advisor. Declaration of a minor is a formal process and requires the filing of a form with the Office of the Registrar.

In most departments, requirements for the minor include 18 credits. No more than nine transfer credits may be applied toward the minor. Courses for the minor may not be taken under the Pass-No Credit option.

PROGRAM GUIDES

Students are provided program guides outlining the requirements for graduation. Students pursue the major of their choice under the provisions of the program guides in effect at the time of their matriculation. Each program guide is specific to the student’s major. It is imperative that students take all courses on their program guides. Failure to do so can delay graduation. Program guides are available via our Web site www.pointpark.edu or from the department of their major.

Students who change their major will pursue their new major under the provisions of the program guides in effect during the academic year in which the change in major occurs. Likewise, students who declare a second major pursue the second major under the provisions of the program guides in effect for the academic year in which the second declaration occurs.

COURSE BOOKS

The Registrar publishes course books on-line at www.pointpark.edu and makes copies available at various offices throughout campus. Course books provide students with all of the information needed for registration and advising procedures for each term of classes. The University reserves the right to make changes in the course books at any time.
ACADEMIC ADVISEMENT

Each student has an academic advisor, usually a faculty member in the department of the major area of study. Students must meet regularly with their advisors to prepare their academic programs and to discuss their academic progress. Changes of advisor occur at the discretion of the department chair. Student Success Centers are also available to meet with students regarding their programs.

Students are responsible for familiarizing themselves with the requirements of their major programs, securing program guides, and selecting their courses accordingly. Students, not advisors, must complete and forward Registration and/or Schedule Change Request forms to the Office of the Registrar.

ACADEMIC PROGRESS

The University awards credits for courses completed with a letter grade of “D” or higher or Pass/Fail courses with a “P.” The course description specifies the number of credits for each course.

Part-time students take eleven or fewer credits a term; full-time students take twelve to eighteen. Students expecting to earn a bachelor’s degree in the traditional span of four years should take fifteen to eighteen credits a semester.

Enrollment Status is determined by the following:

- 1 -11 semester hours is part-time
- 12 - 18 semester hours is full-time
- 19 semester hours or more constitutes an overload; it requires special permission and students are charged additional per credit hour tuition.

Academic advisors must sign off on all overloads of 19-21 credits.
The Dean’s Office must sign off on all overloads of 22 credits or above.

Class standing is a function of credits earned:

- Freshman................. 0-29 credits
- Sophomore............... 30-59 credits
- Junior .................... 60-89 credits
- Senior ...................... 90+ credits

GRADES AND GRADE POINT AVERAGE

Faculty have primary responsibility for assigning grades, but they do not give them; rather, students must earn them. Grades represent a faculty member’s impartial, professional evaluation of a student’s work on a given assignment or in a given course.

At the outset of any course, the students taking it should receive a course syllabus including a clear statement of the course requirements and grading standards. Students who do not receive such a document should promptly ask their faculty member to provide it. In the unlikely event the faculty member does not comply, the requesting student has the responsibility to request the information from the appropriate department chair or dean.
The department chair or dean has the responsibility to assist the requesting student to obtain, in writing, a clear statement of the course requirements and grading standards.

A student who does not complete a course by the end of the term may request and may be granted, at the faculty member’s discretion, an “I” (Incomplete). The “I” in a given course must be completed within a period of time set by the faculty member. This time period may not exceed one year from the end of the semester in which the course was taken.

An Incomplete Grade Request Form detailing the conditions under which the “I” is permitted must be signed by both the student and the faculty member. If the agreed upon conditions are not fulfilled, the “I” grade will be changed to the grade stipulated in section V of the Incomplete Grade Request Form. If no grade is stipulated, the “I” will be changed to an “F.” The student is responsible for contacting the faculty member and ensuring that all expectations in regard to removal of an “I” grade and the completion of a change of grade form are met. The faculty member will complete the change of grade form when all expectations are met.

The grade “P” (Passing) indicates that credits are earned and quality points are not computed. The grade “N” (No Credit) in a course taken under the Pass-No Credit option indicates that no credits are earned and quality points are not computed.

All grade changes must be processed within one calendar year.

Changes of the recorded grade will be considered under exceptional circumstances upon the recommendation of the faculty member, the approval of the department chair, school dean, and the Registrar. Changes of the recorded grade resulting from a student grievance must follow the established grievance procedure contained in this catalog.

The grade “AU” (Audit) indicates that no credits have been given in a course. In any semester, a student may change his or her status to audit until the end of the add-drop period but a student may not change from audit status to credit enrollment. Undergraduate student academic performance is measured by computation of the Grade Point Average (G.P.A.). In this system letter grades are given the following numerical (grade point) values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The G.P.A. is determined by multiplying the numerical (grade point) value earned in each course by the number of credits assigned to that particular course, summing the total Grade Points, and dividing by the total number of credits earned.

The effect of an “F” grade on the G.P.A. can be removed only by successful repetition of the course at Point Park University.

Should a student repeat a course in an effort to improve a grade, it will be the last earned grade, whether higher or lower, that is computed in the G.P.A.
Each attempt to complete the course and grade earned will be listed on the student’s transcript as the official record of the student’s academic progress. Students may not repeat a failed course at another institution for credit.

**GRADE APPEALS**

Students who believe a final grade in a given course represents an inaccurate evaluation of their work have the right to appeal. A student begins the appeals process by discussing the issue with the faculty member who assigned the grade. In doing so, the student should be prepared to demonstrate how the assigned grade fails to reflect the faculty member’s stated course requirements and grading standards.

If the discussion with the faculty member does not produce a mutually satisfactory resolution, the student’s next step in this procedure is to meet with the instructor’s department chair. The chair reviews the issue with the student. If at the end of that discussion the student wishes to file a formal appeal, the chair advises the student how to proceed.

Appeals must occur within four weeks of the succeeding fall/spring semester and must be submitted to the department chair in writing. Written appeals will show the extent to which a disputed grade fails to correspond with the faculty member’s stated course requirements and grading standards. They must also indicate the date on which the student-to-faculty member grade discussion took place.

A department chair receiving a written appeal will appoint a department committee of three faculty members to sit on an ad hoc appeals committee. Department chairs unable to convene their committees within two weeks of receiving the student’s written appeal will notify the Dean of their School to that effect. When the committee does meet to consider the appeal, at least one of its members will have professional familiarity with the content of the subject course. Based on the committee’s deliberations, the department chair will either sustain the grade or ask the faculty member to change it. Students who believe that the departmental process resulting in the dismissal of their appeal was flawed may petition the dean of the school in which the course is offered for reconsideration on these grounds. Students must submit in writing an evidentially-supported petition, and they must do so within one week of receiving the results of the departmental appeals review. The school dean, within one week, will consider such materials carefully and either conclude the appeals process or convene a grievance committee.

If a grievance committee does convene, it will do so expeditiously, and the school dean will serve as its chair. Grievance committees have three voting members: a student and two faculty members who sit on the academic standing subcommittee of the School. The purpose of a grievance committee is to determine whether a grade is both fair and reasonable, nothing more; thus, grievance committees limit their activities to making those determinations. Depending on the committee’s determination, the Dean will accordingly either sustain the awarded grade or see that the grade is changed. The grade change outcome can result in the original grade being raised or lowered. The Dean’s action ends the appeals process.
STUDENT CODE OF CONDUCT

The code of conduct for all students can be found in the annual Student Handbook distributed by the Office of Student Affairs.

ACADEMIC INTEGRITY

Students found guilty of plagiarism and/or other academic dishonesty may be dismissed. The minimum penalty for plagiarism and other academic dishonesty is an automatic ‘F’ for the course. The Office of the Registrar will notify the student involved in the incident by letter and a copy of the Academic Integrity Violation Form.

Any facts which are not common knowledge and not widely disseminated locally must be credited to the source from which they came. All phraseology purported to be original must be the student’s. If at any time the student’s language is identical with that of the source, the latter must be identified.

Besides plagiarism, other forms of academic dishonesty carrying the same penalties for the same reasons include, but are not limited to: 1) fabricating data, evidence, facts, including but not limited to laboratory results and journalistic interviews or observations; 2) obtaining prohibited assistance from another student, regardless of whether that other student is aware of it, by looking at another student’s paper (in or out of class) during a quiz, exam, or during work on an assignment; 3) turning in the same work in two or more different courses, regardless of whether the two courses are taught by the same professor, in the same degree program, or even at the same institution, without explicit prior approval from both instructors, because students should not obtain credit twice for doing work once; 4) forging or altering documentation of an illness and/or absence that has been requested or required by an instructor.

In cases of marked disparity between in-class and out-of-class work, the student will receive a grade no higher than the average of that student’s in-class work unless it can be demonstrated that the student received no improper assistance on the out-of-class work.

Note: The following general principles about plagiarism apply primarily to writing but may apply as well to other kinds of academic work in disciplines such as mathematics, science, technology, business, computer science, and performing arts. For specific conventions and ways of avoiding plagiarism in these disciplines, check with your instructor.

The faculty of Point Park University is committed to each student’s intellectual development and welcomes every student into a community that values learning. Writing is a crucial aspect of that learning, and the faculty at Point Park University strives to help students become confident, ethical, proficient writers.

Plagiarism, however, destroys any hope of intellectual growth or progress in writing. Therefore, to help students, the following policies define plagiarism, spell out ways to avoid it altogether, and indicate sanctions for plagiarism.

I. Definition of Plagiarism

Plagiarism, according to Annette T. Rottenberg in Elements of Argument, is “The use of someone else’s words or ideas without adequate acknowledgment—that is, presenting such words or ideas as your own... Deliberate plagiarism is nothing less than cheating and theft....”
II. Avoidance of Plagiarism

Document all sources of words, paraphrases, and ideas that derive from someone else’s work. Acknowledge help you received in completing your work. Also: enclose in quotation marks words copied from a source and identify that source; identify a source which you have summarized or paraphrased; note the course of an idea you have taken from someone else’s work; acknowledge sources in all formats, including web pages, television, sound recordings, as well as traditional hard copy.

Instructors and appropriate stylebooks provide information on correct documentation format in academic disciplines (generally the American Psychological Association stylebook in social sciences and some other programs; the MLA Handbook for Writers of Research Papers, by Joseph Gibaldi, in humanities and some other programs; or the Chicago Manual of Style by the University of Chicago Press). Instructors reserve the right to check the originality of students’ writing by various means, including submission to electronic search engines.

III. Sanctions for Plagiarism or Other Academic Dishonesty

Punishment for plagiarism or other academic dishonesty may include failure in an assignment, failure in a course, or expulsion from the University. For more information on plagiarism, check with your instructor and the following web sites: turnitin.com, http://Iturritin.com; Purdue University Online Writing Lab, http://owl.english.purdue.edu.

Works Cited:


INSTITUTIONAL REVIEW BOARD

Research protocols involving human participants must be approved by the Point Park University Institutional Review Board. The Institutional Review Board, made up of faculty and administration is chaired by the Vice Provost and the Dean of Faculty, reviews all research protocols involving human participants to determine if the research participants are placed at risk and if their rights and welfare are adequately protected. Guidelines and required forms for research protocols are available in the Office of the Provost.

ACADEMIC PROBATION AND DISMISSAL

Probation status may affect financial aid eligibility. Students on continued probation should consult the Financial Aid Office.

Students admitted or placed on academic probation are subject to the following conditions:

Initial Probation

Students are placed on initial probation when they fail to meet the minimum G.P.A. requirement for their academic class level, determined as follows:
Academic Policies

Freshman (1-29 credits)       G.P.A. of   1.50
Sophomores (30-59 credits)    G.P.A. of   1.80
Juniors (60-89 credits)       G.P.A. of   2.00
Seniors (90+ credits)         G.P.A. of   2.00

Continued Probation

Students remain on probation if they fail a second time to attain the minimum G.P.A. requirement for their academic level. Students may remain enrolled on continued probation for a third term only if their G.P.A. has shown a marked improvement.

Dismissal

a. Students who fail to earn a G.P.A. of 2.00 for the term during which they are on continuing probation are subject to dismissal.
b. Students who fail to earn a cumulative G.P.A. of 1.00 for the semester they are on initial probation are subject to dismissal.
c. Students must maintain a cumulative G.P.A. of 2.00 in required courses in order to continue in a major. Some majors have higher minimums for remaining in the major, consult the requirements for your major in this catalog.
d. The disregard of academic rules and regulations may subject a student to dismissal.
e. In extraordinary circumstances, the Dean’s office will consider appeals to reconsider academic dismissals. The Dean’s consideration/decision concerning the appeal is final.

COURSE ADDITIONS AND WITHDRAWALS

The schedule for course changes, including withdrawal, is listed on the University web site and published by the Office of the Registrar. Courses may be added to or dropped from a student’s academic schedule online or by completing a Schedule Change form.

After the period specified, the faculty member has the option to give a grade of “W” or “F,” up to and including the last Monday during the week of regularly scheduled classes, excluding the week of final exams. Schedule Change forms may be obtained from the Office of the Registrar. Should a “W” or “F” be placed on a student’s record, it remains a permanent part of that record.

International students must contact the University’s International Student Office before initiating a course withdrawal.

Because current and future financial aid may be jeopardized by processing a “W” or “F,” students are advised to consult the Office of Financial Aid prior to completing the transaction.
COMPLETE WITHDRAWAL

Students wishing to withdraw from the University before or after the beginning of a term must use a Complete Withdrawal Form to drop all classes and deliver the completed form to the Office of the Registrar. The date the Office of the Registrar processes the completed form is the effective date of complete withdrawal.

To complete the form, you will need the following signatures in this order or the form will not be processed:

- Academic Student Success Center
- Student Financial Services Center
- ISD (applicable only for International Students)
- Office of the Registrar

All recipients of federal financial aid need to be aware that their financial aid package will be adjusted under the Return of Title IV funds policy if the student withdraws from all of their classes. Go to the Return of Title IV Funds policy for more information.

ATTENDANCE

Unexcused Absences

Classroom attendance at Point Park University is the responsibility of the student. The University encourages students to attend all classes. Attendance requirements in any course are set by the faculty member.

Notification of Extended and Serious Illness

Students who miss class for serious and extended illnesses may request the assistance of the Student Health and Counseling office in notifying their faculty members. The responsibility of arranging to make up missed assignments or to submit assignments late belongs to the student.

Participation in certain University events and/or work related travel may, at the discretion of the faculty member, constitute an excused absence.

LEAVE OF ABSENCE

Students must fill out a Leave of Absence form if a) they are full-time and will miss one or more semesters, b) are part-time and will miss two or more semesters. Failure to do so will require them to go through readmission in Office of Full-Time Admissions or the Office of Graduate and Adult Enrollment, and to follow the program guide in effect the term of their return.

Students who have been granted a Leave of Absence and who have successfully completed 30 or more credits with a G.P.A. of 2.00 or above at Point Park University may return within a two-year period and remain on the program guide which they were following during their last term of attendance at the University. The Conservatory of Performing Arts requires performance majors to re-audition for artistic acceptance after a one-year absence from school.
PASS/NO CREDIT OPTION

To encourage exploration and experimentation in academic areas in which a student may have limited familiarity, courses may be taken on a Pass/No Credit basis under the following conditions: “P” will be recorded for “A”, “B”, “C,” and “D” grades and “N” will be recorded for an “F” grade. Neither the “P” nor the “N” will affect the G.P.A. Only general college electives may be taken on the Pass/No Credit option. Baccalaureate degree candidates may choose a maximum of eight Pass/No Credit courses, and associate degree candidates are limited to four such courses. Only one course during any term may be so elected. Courses taken under the Pass/No Credit option must be designated as such before the end of the Schedule Change period for each semester or summer session. In some instances, a course may be announced as one in which “P” and “N” will be the only grades. For example, departments may offer non-traditional courses that include travel, a practicum, field work or other components that may be difficult or impossible to evaluate through testing or other traditional means.

ADVANCED STANDING CREDIT

The University may grant Advanced Standing Credits as explained below. These credits, designated with “PT” on the transcript, carry no quality points. In general, the University awards transfer credit for courses completed at other accredited institutions, passed with a grade of “C” or above, (a C- is not acceptable) and having comparable content and classroom attendance to the course at Point Park University. The University will not grant credit for remedial, physical education or other analogous courses designated as non-transferable. Not all credit granted will apply toward the student’s degree program and as such, will count as elective credits. Evaluation and acceptance of credits completed ten years or more prior to the transfer request is exceptional. The ultimate decision in such cases resides with the school dean.

Point Park University awards credit in semester hours. One credit is equivalent to 14 hours of class meeting time or equivalent instructional activities. Laboratories generally meet at least twice that amount of time per semester hour. The maximum number of credits the University will grant for work completed through any combination at two-year colleges, proprietary schools, or the first two years at a four-year college is 70 credits. The University may grant an additional 20 credits, bringing the total to 90, for courses completed at the 300 and 400 levels at four-year colleges and universities. Ninety-six credits may be accepted from the Pittsburgh Institute of Mortuary Sciences in the Capstone B.S. degree in Specialized Professional Studies in Funeral Services. All students must meet the residency requirements stated in the section on Graduation Requirements.

Students must submit official transcripts from each college or school attended and official records of test scores to the Office of Full-Time Admissions or the Office of Graduate and Adult Enrollment in order to receive Advanced Standing Credit. Applicants cannot expect to receive a final evaluation of credits until the Office of Full-Time Admissions or the Office of Graduate and Adult Enrollment has received the application for admission and all previous
academic records. The applicant must ensure that the appropriate enrollment office has received these records. Transfer students may submit course descriptions and syllabi to assist in the course evaluation process. Because preliminary evaluations proceed as the transcripts arrive, students should begin the transfer process as early as possible to provide accurate information during registration. Final evaluations of transfer credits are conducted once official transcripts have been received from the institutions where the credits were originally earned.

Credit for courses completed at other institutions while enrolled at Point Park University. Students currently enrolled at Point Park University who wish to earn credit for work completed at other institutions during the summer or any other academic term (with the exception of full-time students who cross-register) must obtain permission from their academic advisors and school dean prior to completing the course(s) and must earn a grade of “C” or above; a “C-“ is not acceptable. Students may request this permission by filing a Request to Take Courses at Another Institution form to be approved by the Dean’s office. International students who request to take courses at another institution must also receive permission from the International Student Office. Students may not repeat failed Point Park University courses for credit at another institution.

Requests to Take Courses at Another Institution
Point Park University maintains the following policies on requests to take courses at another institution:
1. The student must have a status of sophomore or higher.
2. The student must have a G.P.A. of 2.00 or higher.
3. No more than one course per semester (two courses during the summer) may be taken.
4. No more than a total of six courses from the time of matriculation to graduation will be permitted.
5. Restrictions for specific majors may apply.

Advanced Placement Examination (AP)
The University may grant credit for scores of three or higher on an AP examination offered by the College Entrance Examination Board (CEEB).

Armed Services
Using the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services, the University may grant credit for educational experiences in the armed services. In order to be considered for Advanced Standing Credit, students must submit appropriate documentation to The Adult and Graduate Enrollment Office, preferably from the Army/American Council on Education Registry Transcript Service (AARTS) or DDT 214 or 295 forms.
University-Level Courses or Workshops

Students who have successfully completed courses or workshops for college credit through in-service training may submit an official transcript for consideration. The University may grant credit based on the American Council on Education in the National Guide to Educational Credit for Training Programs.

College Level Examination Program (CLEP)

CLEP enables those with education obtained in a non-traditional manner to become eligible for college credit. The University may grant credit for CLEP results at or above the level recommended by the University Entrance Examination Board. Students may receive up to 30 credits for the General Examinations and an additional 30 credits based on Subject Examinations. The Provost, in coordination with the appropriate school dean, determines course equivalencies for each examination. Credits obtained in this fashion do not satisfy the residency requirement.

Credit by Examination

The University may grant matriculated students credit by examination for any course offered at Point Park University for which a CLEP test is not available and for which testing is an appropriate method of evaluation, as determined at the discretion of the department offering the course. Students must sit for the exam prior to taking the sequence course; for example, a student seeking credit by exam for ACCT 101 would have to take that exam before taking ACCT 102. Application forms for these examinations are available from the department offering the course. The Registrar must receive recommendations for credit by examination at least one full term prior to graduation. Courses in different departments must be requested on separate forms. Credits obtained in this fashion do not satisfy the residency requirement.

Defense Activity for Non-Traditional Education Support (DANTES)

The DANTES exam gives qualified military personnel the opportunity to obtain academic credit, gain admission to college, and receive professional certification on the basis of job experiences. This program is also available to civilian students at all American colleges and universities. The University may grant credit for the DANTES Subject Standardized Tests if the scores meet or exceed the level recommended by the American Council on Education. The University will grant no more than thirty credits for these exams. The Provost, in consultation with the appropriate school dean, determines course equivalencies for each examination. Students should be aware that a maximum total of sixty credits may be earned through a combination of CLEP and DANTES, and that credits obtained in this fashion do not satisfy the residency requirement.

Experiential Learning

The University may grant credit for experiential learning to students whose life or professional experiences encompass college-level learning. Before seeking such credit, a student must have completed a minimum of
six credits at Point Park University. Application forms are available from the department concerned with the academic discipline at issue. A completed application includes a petition from the student, documentation from workplace supervisors, a portfolio or other evidence of acquired learning, and any other information deemed relevant by the respective department illustrating that the student has achieved the course objectives. This documentation will be maintained for five years in the respective department. The chair will review the petition and, in some cases, request further information before making his or her recommendation. Students must submit credit applications for different departments on separate forms.

The Registrar must receive recommendations for experiential learning credit at least one term prior to graduation. Under no circumstances will a student receive more than eighteen credits for experiential learning. Credits obtained in this fashion do not satisfy the residency requirement and may not be used to satisfy internship requirements.

RECOGNITION OF ACADEMIC ACHIEVEMENT

Point Park students who achieve academic excellence are recognized by the University through a variety of honors and special awards.

Graduation Honors
Honors upon baccalaureate graduation are awarded as follows:

- G.P.A. of 3.50 to 3.69  Cum Laude
- G.P.A. of 3.70 to 3.89  Magna Cum Laude
- G.P.A. of 3.90 to 4.0  Summa Cum Laude

Outstanding Senior Awards
The Alumni Association Outstanding Graduate Award is given to a senior in recognition of scholastic achievement, commitment to the community, a strong work ethic and service to Point Park University.

Departmental Academic Excellence Awards
Each of the University’s academic departments, based on departmental criteria, identifies its most distinguished undergraduate and graduate student. The Provost will formally recognize each of the distinguished graduates.

Dean’s List
The Dean’s List acknowledges superior academic performance of full-time students successfully completing twelve or more credits during the fall and spring semesters. To appear on the Dean’s List a student must have earned a Term Grade Point Average (T.G.P.A.) of 3.50 or better and no grade less than a “C.” Part-Time students become eligible for Dean’s List recognition upon the completion of 12 credits at Point Park University. Part-time students must maintain a cumulative G.P.A. of 3.50 or higher and earn no grade lower than “C” in either the fall and spring semesters. The Dean’s List notation appears on the student’s transcript.
Alpha Chi

Alpha Chi is a national honor scholarship society that promotes academic excellence and exemplary character among undergraduate college and university students and honors those achieving such distinction. Point Park University’s Pennsylvania Eta Chapter was chartered in 1982. An invitation to join Alpha Chi is extended to those junior and senior students who meet Alpha Chi’s membership criteria:

1. good reputation and character
2. junior standing (minimum of 60 credits earned at the undergraduate level)
3. one academic year of study and a minimum of 24 credits completed at Point Park University
4. ranking in the top 10 percent of class (junior or senior).

Alpha Sigma Lambda

Alpha Sigma Lambda is a national honorary society for part-time students. Point Park University’s Gamma Epsilon chapter was chartered in 1982 and is one of two in Western Pennsylvania. Membership is limited to those who meet Alpha Sigma Lambda’s membership criteria.

Pi Lambda Theta

Founded in 1910, Pi Lambda Theta is an international honor society and professional association in education that honors excellence and fosters leadership skills and intellectual values. Membership is open to students and professionals who have met specific academic requirements.

ENGLISH PLACEMENT

Based on their high school transcripts, SAT scores and evaluation of their academic preparation, full-time students may be required to take an English Placement Examination during orientation and may be subsequently placed in an appropriate entry-level English course.

During their first year on campus, students must successfully complete the ENGL 150/151 writing sequence or its equivalents. Those entering Point Park University on the basis of transfer agreements with other institutions receive full academic credit for any comparable writing sequence, as do those presenting adequate scores on CLEP, DANTES, or AP examinations. The University expects its graduates to have the ability to communicate effectively. That expectation represents this institution’s sustained commitment to the teaching of writing and its firm adherence to established standards.

MODERN LANGUAGE PLACEMENT

Modern Language faculty make the determination on course placement for students continuing post-secondary study of a modern language. Course placement for transfer students corresponds to the competency level implied by the credits transferred. Students wishing merely to demonstrate proficiency in a modern language may do so through CLEP, DANTES, or the Advanced Placement Examination of the CEEB.
REGISTRATION

Registration is critically important. It is the recurring process through which students gain entry to the classes they wish to attend. Only students officially registered for a given section of a given course may attend class, earn a grade, and receive credit for their work.

Using the applicable available course listing on Point Web and the University web site, currently enrolled students must register for the next term during a specified registration period. Students can register for classes with his/her Student ID using the on-line registration system within Point Web. To obtain the best selection of courses, students are encouraged not to wait until the start of the semester to register as classes can fill up quickly. Be advised that in order to proceed with the registration process, students must clear academic, financial, and non-financial requisites. Full-time entering students register during one of the designated orientation periods, while entering part-time students register through the Office of Graduate and Adult Enrollment. Continuing students register with their academic school. Registration is the responsibility of the student. To discharge that responsibility with confidence, students should use the pre-registration period to meet with their academic advisors and/or Student Success Centers. In those meetings, students can confirm the appropriateness and efficacy of their planned course of study. Academic advisors must sign off on all overloads of 19-21 credits. The Dean’s Office must sign off on all overloads of 22 credits or above. Students on probation who want to register for more than 12 credits (full-time) or 6 credits (part-time) must have the written approval of the appropriate school dean.

By completing the online registration process, a student is agreeing to pay all charges on the tuition and fee account when due. The student also acknowledge that failure to make a required payment by the stated deadline can result in late payment charges, inability to register for a future term, and/or withholding of a transcript and/or diploma. Further, this debt would be considered an educational loan. By completing this registration “under seal” the student is aware that collection activities may continue for up to 20 years. In event of collection procedures or a suit to collect unpaid balances on the student’s account, the student will be charged all of the University’s costs for collections, including legal fees, not to exceed 50% of the entire outstanding balances.

The Registrar may assess fees, payable in advance, for both late registration and late schedule changes. Registration and schedule changes become official only when officially approved by the Registrar.

CROSS-REGISTRATION

Point Park University participates in the protocol of cross-registration subscribed to by the Pittsburgh Council of Higher Education (PCHE), which gives students access to courses offered at Carlow University Carnegie Mellon University, Chatham University, the Community College of Allegheny County (all campuses), Duquesne University, La Roche College, Pittsburgh Theological Seminary, Robert Morris University, and the University of Pittsburgh.

Full-time students who are registered for twelve or more credits may cross-register for one course a semester at the host institution. Cross-registration
is available during the fall and spring terms only. Before cross-registering, students must secure the written approval of their departmental advisor, the Registrar, and the school dean. Transcripts will reflect grades and credits earned in consequence of any cross-registration.

**TRANSCRIPTS**

Persons desiring a transcript must complete a Transcript Request form, write a letter of request, or submit a request in writing by facsimile. The University does not charge a fee for this service. A maximum of 10 transcripts can be processed with each request. The Registrar cannot release transcripts to any person or agency without proper authorization in writing from the student or graduate, and the Registrar cannot release transcripts, official or otherwise, to any person with outstanding financial debts to the University.

The Registrar responds to transcript requests in three-to-five working days. Persons wishing to pick up transcripts in person must give the Registrar twenty-four hours’ notice.

**RESERVE OFFICERS TRAINING CORPS (ROTC) PROGRAM**

**Duquesne University - Army ROTC**

The Army ROTC Program is open on a voluntary basis to all students at Point Park University through a cross-registration agreement with Duquesne University. It is an elective course structured to give the student a variety of practical experiences in leading and managing people and resources while learning about the military profession and the role it plays in our system of government. Interested students can choose to pursue a commission as a Second Lieutenant in the United States Army, Army National Guard, or Army Reserve. Courses are taken in conjunction with a student’s required or normal course of study leading to a degree.

In addition, Two, Three, and Four year Scholarships are available to qualified students. Sophomores and Juniors may also choose to attend Leaders Training Course (LTC) at Fort Knox, KY during the summer for four weeks in order to synchronize Army ROTC with their academic timeline. Students may earn academic credit for attending LTC and are paid a stipend for their attendance. Army ROTC scholarships provide full and complete tuition payment, $600/semester for books and fees, and $300-$500 monthly stipend during the academic year. Students who have prior enlisted service in any military branch may also seek advanced standing in ROTC en route to earning a commission. Scholarships and/or tuition assistance is also available for students who have served in the Armed Services previously or are currently serving in the National Guard or Reserve.

Call 412-624-6254 or (412) 396-1709 or via e-mail at armyrotc@pitt.edu.
University of Pittsburgh - Air Force ROTC (AFROTC)

The AFROTC program is open to all full-time Point Park University students through a cross-registration agreement with the University of Pittsburgh.

The AFROTC offers both a two- and a four-year program leading to a commission as a Second Lieutenant in the United States Air Force. As an Air Force officer, the individual will serve as a pilot, navigator, missile launch officer, engineer, computer scientist or other type of specialist. Students enrolled in the AFROTC devote a limited number of hours each week to the program with time remaining for the normal academic, social and athletic activities offered by the University. The AFROTC program is open to all full-time students who are U.S. citizens or are eligible for citizenship.

In addition to the academic portion of the curriculum, each student attends one hour per week of Leadership Laboratory. The theory of leadership and management is given practical application in the Leadership Laboratory; it is a cadet-centered activity.

For additional information contact the Air Force ROTC Office, University of Pittsburgh, Room 2917, Cathedral of Learning, 4200 Fifth Avenue, Pittsburgh, Pa. 15260. Telephone: 412-624-6396/6397.

CAMPUS SECURITY REPORT

A copy of Point Park University’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on the campus; in certain off-campus buildings or property owned by Point Park University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Students may obtain a copy of this report by contacting the Office of the Vice President for Student Affairs, Point Park University, 201 Wood Street, Pittsburgh, PA 15222 or by accessing the University website.

STUDENTS WITH DISABILITIES

It is the intention of Point Park University to provide appropriate, reasonable accommodations for students who are disabled in accordance with the Americans with Disabilities Act (ADA) of 1990. All campus accommodations for students are coordinated through the Program for Academic Success (PAS) located on the seventh floor of Lawrence Hall, 412-392-3870. Students should contact PAS for specific information on the University’s ADA policy and the procedures for verifying disabilities and requesting reasonable accommodations.

Because students’ needs vary, accommodations are determined on a case-by-case basis. Therefore, after the appropriate documentation has been provided, students must participate in an interview with the coordinator of disability services. Students are strongly encouraged to notify PAS prior to the start of their first semester at the University. Students should discuss any concerns related to the provision of reasonable accommodations with the coordinator of disability services.
A student having a complaint or concern related to services or reasonable accommodations provided by the coordinator of disability services may initiate the grievance procedure. PAS, the Office of Student Affairs, and Human Resources may provide information regarding this procedure. A student who is dissatisfied with the outcome of the University’s grievance procedure or who wishes to pursue an alternative may file a complaint against the University with the Office of Civil Rights (OCR) or in a court.

For more detailed information on requesting reasonable accommodations, please consult the PAS website at www.pointpark.edu/pas.

**Annual Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review their education records within 45 days of the day an appropriate University official receives a written request for access.

Students shall submit to the Registrar, Financial Aid Director, Dean or other appropriate University or school official written requests that identify the record(s) they wish to inspect.

2. The right to request the amendment of education records that they believe are inaccurate or misleading. They shall write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University or acting in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); an administrator or faculty member from an institution...
with which Point Park University has an academic or clinical affiliation who has legitimate educational interest; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student is enrolled, or intends to enroll.

Point Park University reserves the right to release directory information without prior written consent of a student unless notified in writing to the contrary. The following items are considered by Point Park University as Directory Information: student name, addresses (including electronic), telephone number(s), date and place of birth, field(s) or program(s), participation in officially recognized activities, photographs, enrollment status, dates of attendance, height, weight, degrees, awards and honors received, previous schools attended, and post completion placements, including employment and graduate school attendance.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

   In conformity with the Family Educational Right and Privacy Act, as amended, Point Park University will not disclose any personally identifiable information to any person other than the student without the student’s specific, signed permission. The Act, however, authorizes three exceptions to the general rule that permit certain disclosures

   1. Point Park University may, at its discretion, disclose the final results of a disciplinary proceeding against a student in which the student is an alleged perpetrator of any crime of violence. [Note: Prosecution of any crime by public law enforcement agencies will result in a public record of the reported incident and the disposition of the case.

   2. Point Park University may, at its discretion, disclose to parents or guardians personally identifiable information from an education record of a student under the age of 21 if
the University determines the student violated the school’s policies regarding the use or possession of alcohol or controlled substance;

3. If a student is a dependent on his/her parents for tax purposes, Point Park University may disclose personally identifiable information from the education record of the student to either parent (or legal guardian).

The only other information that will be released without student consent are dates of enrollment and attendance, degrees and honors awarded, and academic major. Upon the specific, signed request of a student, information will be forwarded to a third party for that party’s use only. (An appropriate service fee will be charged).
ACADEMIC PROGRAMS

Point Park University offers the Bachelor of Arts, the Bachelor of Science, the Bachelor of Fine Arts, the Associate in Arts and the Associate in Science degrees. While some of the programs of study are those traditionally found in colleges of liberal arts and sciences, others reflect the cultural, business and industrial needs of the community. Emphasizing career preparation within a broad educational context, these programs enhance the prospects of graduates seeking professional positions in today’s highly competitive job market.

The University also offers several graduate programs. For a catalog or further information on the graduate programs, call Graduate and Adult Enrollment at (412) 392-3808.

DEGREES AND ACADEMIC MAJORS

CONSERVATORY OF PERFORMING ARTS

DEPARTMENT OF CINEMA AND DIGITAL ARTS
B.A. - Cinema and Digital Arts
B.A. - Screenwriting

DEPARTMENT OF DANCE
B.A. - Dance
B.A. - Dance Pedagogy
B.F.A. - Dance

DEPARTMENT OF THEATRE
B.A. - Applied Arts - Capstone
B.A. - Theatre Arts
B.F.A. - Theatre Arts

SCHOOL OF ARTS AND SCIENCES

DEPARTMENT OF EDUCATION
A.A. - Early Childhood Education
B.A. - Instructional Studies
Programs Leading to State Certification:
B.A. - Early Childhood Education
B.A. - Elementary Education
B.A. - Elementary Education/concentration in Theater Arts
B.S. - Biological Sciences/Secondary Education
B.A. - Citizenship/Secondary Education
B.A. - English/Secondary Education
B.A. - Mass Communication/Secondary Education
B.S. - Mathematics/Secondary Education
DEPARTMENT OF HUMANITIES AND HUMAN SCIENCES
B.A. - Applied History
B.A. - Behavioral Sciences
B.A. - English
B.A. - English/Secondary Education
B.A. - Global Cultural Studies
B.A. - Interdisciplinary Studies
B.A. - Legal Studies
B.A. - Legal Studies - Capstone
B.A. - Political Science
B.A. - Psychology
B.S. - General Studies - Capstone

DEPARTMENT OF NATURAL SCIENCES AND ENGINEERING TECHNOLOGY
A.S. - Allied Health
B.S. - Biological Sciences
B.S. - Biotechnology
B.S. - Biotechnology Capstone
B.S. - Biological Sciences/Secondary Education
A.S., B.S. - Civil Engineering Technology
A.S., B.S. - Electrical Engineering Technology
B.S. - Environmental Health Science and Protection
B.A., B.S. - Funeral Service
B.A., B.S. - Funeral Service Capstone
B.S. - Health Services - Capstone
B.S. - Mathematics/Secondary Education
A.S., B.S. - Mechanical Engineering Technology
Certificate - Digital Electronics Technology
Certificate - Electrical Power Technology

DEPARTMENT OF CRIMINAL JUSTICE AND INTELLIGENCE STUDIES
B.S. - Criminal Justice - Capstone
B.S. - Criminal Justice - Accelerated
B.S. - Forensic Science
B.S. - Intelligence and National Security
B.S. - Law Enforcement - Accelerated
Certificate - Intelligence and National Security On-line

SCHOOL OF BUSINESS
A.S., B.S. - Accounting
A.S., B.S. - Business Management
B.S. - Business (Saturday Fast) - Accelerated
B.S. - Economics and Finance
B.S. - Human Resources Management
B.S. - Human Resources Management - Capstone
A.S., B.S. - Information Technology
B.S. - Information Technology and Management - Accelerated
A.S. - Leadership and Public Service
B.S. - Management Services - Capstone
B.A. Organizational Leadership
B.S.-Public Administration
B.S. - Sport, Arts & Entertainment Management

SCHOOL OF COMMUNICATION

B.A. - Advertising and Public Relations
B.A. - Broadcasting
B.A. - Digital Media
B.A. - Journalism/Mass Communication
B.A. - Mass Communication/Secondary Education
B.A. - Photojournalism
B.F.A. - Photography
B.S.-Integrated Marketing Communications-Accelerated

PRE-PROFESSIONAL PREPARATION

LAW SCHOOL PREPARATION - DEPARTMENT OF HUMANITIES AND HUMAN SCIENCES

Preparation for the study of law requires a broad educational background with concentration in a major that will develop the essential analytic and expository skills. Most students will find that a liberal course of study (such as Political Science, Global Cultural Studies, or English) provides an excellent preparation for the study of law. Students preparing for law school are advised to choose a major area of study early in their college programs and to consult with their advisor in the Department of Humanities and Human Sciences.

HEALTH-RELATED AREAS - DEPARTMENT OF NATURAL SCIENCES AND ENGINEERING TECHNOLOGY

Students may prepare for medicine, dentistry or other health-related professions by acquiring a broadly based background in the liberal arts and sciences while concentrating in the natural sciences. Admission to a professional school is generally based on a student’s college record, the recommendation of faculty members, scores attained in the required aptitude test, and an interview with an appropriate admissions representative from the selected professional school. Those students preparing for the health-related professions should consult with an advisor in the Department of Natural Sciences and Engineering Technology before registering for the sophomore year.
UNIVERSITY WRITING PROGRAM

Clear, thoughtful, effective, grammatical writing and speaking are required of all students at Point Park University in all their classes. Good analytical reading skills are also essential. Point Park University believes that excellent communication and reading skills are vital for success in higher education as well as career advancement. Thus, Point Park students should be able to:

- read, understand, and analyze college-level texts
- communicate in writing and speaking that is grammatical, elegant, and appropriate for their audience and purpose
- write and speak independently and confidently in academic classes and chosen careers
- understand and respond intelligently to the wide range of written and spoken communication they will encounter as students, as members of a business or professional community, and as citizens

These objectives are accomplished by general writing courses, ENGL 150, English Composition I; ENGL 151, English Composition II; and for most majors, by one writing-in-discipline course. ENGL 150 and ENGL 151 stress analytical reading, critical thinking, argumentation, clear expression, and public speaking. These courses provide a sound foundation for writing and speaking in all courses at the University.

In most majors, faculty have also selected a writing-in-discipline course which will help students learn to meet the expectations of specialists in their Point Park classes, graduate school, and profession after graduation. This class will help students:

- write in appropriate edited English
- conduct research, using both print and electronic resources, in their disciplines
- produce finished reports, studies or other texts appropriate to their disciplines
- use appropriate discipline-specific reference style (APA, MLA, etc.)

Some writing-in-discipline classes include ENGL 218, Technical Writing, for Engineering Technology majors; ENGL 338, Literary Criticism, for English and English/Secondary Education majors; EDUC 325, Multicultural Diversity Issues, for Elementary Education majors; and POLS 401, Political Thought and Theory, for Political Science majors.
HONORS PROGRAM

Mission Statement

The mission of the Honors Program at Point Park University is to enhance the academic experiences of qualified students who desire a challenge, take responsibility for learning and seek intellectual growth. This especially motivated community of learners has opportunities beyond the classroom to develop to their fullest potential through community/university service projects, colloquia, and leadership activities. Honors students will be expected to participate in Honors Program activities on and off campus because the program serves as a catalyst for innovative development not only within the curriculum but also within other university courses.

Goals

The goals of the Honors Program are to enhance students’ educational experiences and prepare them for further study or careers after graduation and to develop bright, motivated students. We believe that Honors students should continually challenge their intellectual limits, working creatively and seriously to reach their highest potentials as scholars and leaders.

The Honors Student

We’re looking for students who want to get the most out of college by participating in the program which goes above and beyond career training, which challenges their thinking, and which considers the whole person as a member of the community. Honors students will demonstrate initiative and experience depth of study beyond the conventional expectations of a traditional classroom with a learning process that encourages participation, creativity, and imagination.

Requirements

Students who complete the Honors Program requirements will receive a special certificate and recognition. In order to complete the program a student must complete a minimum of 18 hours of courses with honors designation, including core classes, independent study courses, upper-level courses or contract courses. At least two courses must be at the 300 or 400 level. Classes can be adapted as honors courses with instructor permission, completion of a contract and approval from the honors program director. Any course at the 300 or 400 level is eligible. In exceptional cases a student may petition the Honors Program director to create a contract for a lower level course. Depending on the major, a portion of those credits may be earned by completing a senior thesis/project. The student must complete all coursework with a 3.0 overall G.P.A. and all honors coursework with a cumulative G.P.A. of 3.5.

Application

Any student who desires a challenge may participate in the Honors Program. Students who receive Presidential, Provost and Deans scholarships are automatically accepted into the Honors Program. Other students can apply either upon admission to Point Park and during their enrollment.
Applications are available from the honors program director, 1003 Thayer Hall, or the Provost’s Office, eight floor Academic Hall. For more information or to have an application mailed, please contact the Honors Program Director at 413-392-3982 or the Provost’s Office, 412-392-3860.

STUDY ABROAD PROGRAM

Point Park is affiliated with three Study Abroad Programs: Regent’s College in London, Wells College in Paris, and the American University in Rome. If students select these programs for studying abroad, the application process is simplified and students receive actual grades upon completion of the courses.

Student can also participate for college credit in Study Abroad Programs managed through other schools. However, the application process must be managed by the student and the courses are transferred in on a pass/fail basis, just like other transfer credits.

Regent’s College is located in the heart of London. At Regent’s, courses are taught American-style by British and International instructors in many areas of the arts and sciences, and business.

Wells College is located in Paris. At Wells, courses are available in all forms of dance, and most fine and studio arts areas, including photography and music. Students also take 6 credits of French during the semester.

The American University in Rome also offers a broad selection of arts and sciences, and business courses, with some fine and studio arts courses available, including photography. Students also take 6 credits of Italian during the semester.

By means of the Eurotrain systems, the Channel Tunnel, and economic regional airfares, many beautiful and historical European cities can be explored on weekends.

For further information on policies and procedures, please contact the Study Abroad Coordinator at 412-392-3947, or visit the office at 1009 Thayer Hall.

CAPSTONE PROGRAMS

Capstone programs are for students who have earned associate’s degrees and intend to complete baccalaureate degrees. The University offers Capstone programs in applied arts, criminal justice, funeral service, general studies, health services, human resources management, legal studies, biotechnology management services and systems process control engineering technology. The program in applied arts is for students with associate’s degrees in specific areas of art; health services for students who have earned associate degrees in the health-related areas; legal studies for students with associate degrees in paralegal, legal assistance and law enforcement; and the criminal justice, funeral service, general studies, human resources management, and management services programs.

THE INDIVIDUALLY DESIGNED MAJOR

Recognizing that students with a special talent or interest may require more freedom in arranging a program than the established curriculum allows,
the University provides the Individually designed Major. The chair of the department most closely related to the student’s area of interest and faculty members from the disciplines involved design the curriculum.

An Individually designed Major is considered a privilege to be granted to students with a minimum G.P.A. of 3.00. Normally, the program will require 48 credits of coursework in at least two interrelated disciplines. A maximum of 18 of these credits may be taken through cross-registration and a maximum of nine credits may be taken on an independent study basis. To initiate the program, a student must present a written proposal and consult with the chair of the department most closely related to the student’s areas of interest before the end of the sophomore year.

POST-BACCALAUREATE PROGRAMS

Students who already hold a baccalaureate degree from an accredited institution and who meet the requirements for admission to Point Park University may pursue a second baccalaureate degree in accounting, arts management, business management, general studies, information technology, dance pedagogy, journalism and mass communication, and human resources and Biotechnology management. An associate degree in Engineering Technology is also available to students with baccalaureate degrees. All other baccalaureate degrees require students to complete the full curricular program.

The University also offers post-baccalaureate Bachelor of Arts programs leading to state certification in early childhood, elementary, and secondary education. Participants in these programs must already hold a baccalaureate degree from an accredited institution and must meet admission requirements of the Department of Education in addition to the requirements for admission to Point Park University.

Students should see the chair or an academic advisor of the Department of Education for admission requirements before registering for classes.

ASSOCIATE DEGREES

The associate degree programs offered by the University permit students to continue to baccalaureate degree programs in the same major discipline without loss of credits. The requirements for the various associate degree programs offered are listed under the department headings.

Upon completion of 66 credits (including 42 credits of core requirements and 24 credits in general electives, human and social sciences, mathematics, and modern languages), students with a Grade Point Average of 2.00 are eligible to receive the Associate in Arts degree in Liberal Arts.

CERTIFICATE PROGRAMS

The University offers certificate programs in intelligence and national security (online), early education/child care, K-12 principal, digital electronics technology, and electrical power technology. Students must declare the certificate program as their objective upon admission to the University. Prerequisites and other requirements for those programs must be completed.
within four years. Application for graduation must be made in the Office of the Registrar during the student's final term at the University.

PROGRAMS LEADING TO STATE CERTIFICATION IN EDUCATION

Undergraduate and post-baccalaureate and graduate programs leading to state certification in early childhood and elementary education are offered by the Department of Education. Other programs leading to certification in Secondary Education are provided by the Departments of Humanities and Human Sciences, Journalism and Mass Communication, and Natural Sciences and Engineering Technology. All of these programs include course requirements that satisfy the standards set by the Pennsylvania Department of Education. Upon graduation from Point Park University, with the Department of Education's recommendation and successful completion of the teacher-certification examinations, students become eligible for the Instructional I Certificate issued by the Commonwealth of Pennsylvania. Students are required to take their teacher certification examinations before beginning the student teaching assignment.

THE CONCENTRATION OR FOCUS

A concentration or focus at Point Park University refers to a special grouping of courses that provides expertise in a specific sub-field of a major discipline. For example, majors in theatre arts may focus on acting, musical theatre, stage management, or technical theatre/design. Students should consult with their academic advisors about the selection of a concentration or focus.

INTERNSHIPS

In order to enrich and complement classroom instruction at Point Park University, sophomores, juniors and seniors are encouraged to pursue internship opportunities in both for-profit and non-profit organizations. Internships are coordinated by each respective academic department. Responsibility for the accreditation of internships is the sole province of the academic departments. Credits obtained through experiential learning may not be used to satisfy internship requirements.

SPECIAL TOPICS COURSES

To make available experimental or non-traditional studies or to use the talents of a particular professor, departments periodically offer courses in special topics. These courses are designated with 295, 395, or 495 course numbers.
INDEPENDENT STUDY
Students with special needs may request to undertake an independent study of one to six credits if a comparable course is not available on campus or through another institution of higher education. When that occurs, students must secure a faculty supervisor for their independent study and obtain permission from the department chair and the school dean. The standard numerical course designators for independent study courses are 296, 396, and 496.

CORE CURRICULUM REQUIREMENTS
The philosophical foundation that supports the implementation of the Core Curriculum stems directly from the Point Park University Mission Statement: Point Park University educates students in a diverse environment and prepares them to apply knowledge to achieve their goals, advance their professions and serve their communities. Accordingly, the Core Curriculum has been designed to provide each student with opportunity to function as a problem solver, an effective researcher, and excellent communicator.

The Core Curriculum allows students to integrate knowledge and insights from diverse fields, such as computer and information literacy, literature, mathematics, natural and social sciences, mass communication, and the arts. All core courses emphasize the development of critical thinking and written and oral communication skills. The core courses are designed to work together, regardless of the order in which they are taken. The Core Curriculum emphasizes interactive learning: students are encouraged to venture opinions, to think independently, and to seek creative solutions to intellectual, moral, and practical challenges. Thus, the Core Curriculum serves not only to promote understanding among an increasingly diverse student body, but also prepares students to participate responsibly in our highly technical, democratic society.

Core Curriculum Outcomes
Upon successful completion of the Core Curriculum, students will be able to:

• Communicate effectively both orally and in writing.
• Demonstrate how the academic disciplines interrelate.
• Think independently and solve problems.
• Find, evaluate and use information effectively from a variety of sources, both traditional and technological.

The Core Curriculum has been tailored to meet the specific needs of individual programs. Core requirements will therefore differ slightly in content from program to program. Core requirements include 42 credits (36 credits for majors in the Department of Natural Science and Engineering Technology and the Conservatory of Performing Arts.)

The Core Curriculum will consist of:

• A sequence of two English composition courses ............6
• Two literature courses...............................................6
  (NSET majors: one literature course and ENGL 214) ...0
  (BFA in Theatre Arts, including concentrations in

- A computer/information literacy course selected by the major departments .................................................. 3
- A two-course sequence in psychology/sociology to include the behavior of the individual in relation to society and world culture.................................................. 6
- A course in history .......................................................... 3
- A course in government systems......................................... 3
- A mathematics course selected by the major departments ........................................................................ 3
- A two course science sequence (NSET majors exempt) 6
- A two course sequence in the arts and the human experience (COPA majors exempt)............................................. 6

- **NSET and COPA Majors, 36 credits. All Others....... 42**

**GRADUATE DEGREE PROGRAMS**

Information on all programs is available in the Point Park University Graduate Catalog, which can be obtained from the Office of Graduate and Adult Enrollment. For a catalog or information, call the office at (412) 392-3808.

The graduate programs leading to the Master of Arts degrees in Curriculum and Instruction and Educational Administration, the Master of Arts degree in Journalism and Mass Communication, and the Master of Business Administration degree each require 36 credits.

The graduate program leading to the Master of Fine Arts degree in Theatre Arts (Acting) requires 60 credits.

The graduate programs leading to the Master of Science degree in Criminal Justice Administration, the Master of Science degree in Engineering Management, the Master of Science in Environmental Studies, the Master of Arts in Organizational Leadership, and the Master of Education in Teaching and Leadership each require 30 credits. The Master of Education program leading to Secondary Certification requires 42 credits.
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1973  Mr. Ronald Davenport
1974  Mr Ronald Gerhart
1978  Mr. Aaron Levinson
1982  Mr. Paul Long
1984  Mr. Joseph Strick
1989  Mr. William Block
1990  Mr. & Mrs. Henry Hillman
1991  Mr. John Johnson
1991  Ms. Shirley Jones
1993  Dr. Doreen Boyce
1995  Ms. Michele Ridge
1996  Mr. Richard Tucker
1997  Ms. Dolores Bold
1997  Mr. Robert Pompeani
1998  Dr. Jay Apt
1998  Ms. Phyllis Garland
1999  The Honorable Cynthia Baldwin
1999  Mr. & Mrs. Jon Boscia
1999  Dr. Freddie Fu
2000  Ms. Nadine Bognar
2000  Mr. Frank Bolden
2000  Mr. James Miller
2001  Ms. Colleen Marshall
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