

College Academic Policies & Degree Requirements

Below are some (not all) of the critical academic policies that you should be aware of as you plan and proceed through your undergraduate program. These are more fully explained in the *Providence College Undergraduate Catalog*, found at <http://catalog.providence.edu/>

Always refer to the *Catalog* when you have any question about academic policies or your program. The *Catalog* is the official document of record and contains current information about the College calendar, admissions, degree requirements, fees, regulations and course offerings.

General Degree Requirements

All students must meet the following criteria to be eligible for the bachelor's degree:

1. A minimum of **120 earned credit hours**. Satisfactory completion of the Core Curriculum requirements.
2. A minimum 2.00 (4.0 scale) cumulative quality point average (i.e. "GPA") overall and in the major or minor, if applicable. *Some majors/programs may have higher credit hour and/or GPA requirements.*
3. A minimum of 24 upper-division credits in the major.
4. Normally, unless otherwise stipulated, students may not begin their senior year in any major in which they have not achieved a 2.00 cumulative average in their major subject(s).
5. Students are responsible for meeting the graduation requirements of their major curriculum. Modification of any departmental rule can be made only with written approval of the chair of the department or program director in consultation with the Office of the Dean of Undergraduate and Graduate Studies
6. At least half of the courses/credits required for the major, minor, or certificate program must be successfully completed at Providence College or through an officially affiliated program. Some academic programs may require more than half of their requirements to be complete at Providence College.
7. Undergraduate students must spend at least 8 semesters in full-time attendance, unless the period is reduced by advanced standing credit from another institution as reviewed and approved by the Dean of Undergraduate and Graduate Studies. The College reserves the right to allow graduation at the completion of 7 semesters following the successful petition by students to the Committee on Academic Status.

Credit Hour Requirements

In general, incoming freshmen will be expected to complete Development of Western Civilization (DWC) plus three, 3- (or more) credit courses in their first semester (total of four courses) and then five, 3- (or more) credit courses in each succeeding semester to reach the graduation requirement of 120 credit hours.

****EXCEPTION:** Most science majors, business majors, education majors and Honors Program students will complete DWC plus three, 3- (or more) credit courses in the **2nd semester**. These majors and programs have additional credits (i.e. 4- credit courses or additional 1- credit courses) included in their major requirements and therefore students will automatically reach the 120 credit hour graduation requirement by completing the major/program. Therefore, it is extremely important that you consult your advisor if you have any questions regarding the number of courses you should be taking each semester.

REMINDER: Academic programs vary in their requirements, so students should consult the Academic Program Planning sheets (under the “Exploring” tabs in this Guidebook) and their faculty advisors.

Sample Course/Credit Sequence*†

	Fall Semester		Spring Semester	
	# of Courses	# of Credits	# of Courses	# of Credits
1st Year	DWC + 3	4 9	DWC + 4 (**)	4 12
Total	= 4 courses	= 13 credits	= 5 courses	= 16 credits
2nd Year	DWC + 4(*)	4 12	DWC + 4	4 12
Total	= 5 courses	= 16 credits	= 5 courses	= 16 credits
3rd Year	5	15	5	15
Total	= 5 courses	= 15 credits	= 5 courses	= 15 credits
4th Year	5	15	5	15
Total	= 5 courses	= 15 credits	= 5 courses	= 15 credits
Graduation requirement includes a minimum of 120 credits				Total: 121 credits

Liberal Arts Honors Program Sample Course/Credit Sequence*†

	Fall Semester		Spring Semester	
	# of Courses	# of Credits	# of Courses	# of Credits
1st Year	DWC + 3	5 9	DWC + 3	5 9
Total	= 4 courses	= 14 credits	= 4 courses	= 14 credits
2nd Year	DWC + 4	5 12	DWC + 4	5 12
Total	= 5 courses	= 17 credits	= 5 courses	= 17 credits
3rd Year	5	15	5	15
Total	= 5 courses	= 15 credits	= 5 courses	= 15 credits
4th Year	5	15	5	15
Total	= 5 courses	= 15 credits	= 5 courses	= 15 credits
Graduation requirement includes a minimum of 120 credits				Total: 122 credits

*Assume all courses other than DWC are 3- credits and student has no AP credits.

† Some majors carry additional credits which may warrant changes to these sample sequences; for a specific Major sequence refer to the Major Academic Planning Form.

Good Academic Standing – Freshmen & Sophomores

Semester	Minimum CGPA for good standing	Probation (CGPA)	Dismissal	
			CGPA	Semesters on probation
End of 1 st	1.60	< 1.60	no dismissal	no dismissal
End of 2 nd	1.80	1.580-1.799	<1.58	2 consecutive semesters on academic probation
End of 3 rd	1.90	1.700-1.899	<1.70	
End of 4 th	1.99	1.800-1.989	<1.80	

Merit-Based Scholarships – Freshmen & Sophomores

Students who hold Merit-Based Scholarships must:

- Maintain the number of courses required to fulfill the scholarship credit minimum.
- Achieve the required GPA for each semester (each scholarship has specific requirements).
- Consult with their academic advisor and the Office of the Dean of Undergraduate and Graduate Studies as early as possible if they are struggling in a course.

Core Curriculum

The subjects that you study as undergraduates and, just as importantly, the skills and intellectual habits you acquire in the process, shape the lives you'll lead after college. Your course of study in the Core Curriculum, as well as in your disciplinary studies, should require you to question assumptions, engage in self-reflection, think critically and analytically, and communicate effectively.

The Core Curriculum, as well as study in majors and concentrations, should prepare students to connect what you learn at PC to life beyond the College, and help you to understand and appreciate the complexities of the world and your role in it.

Our Core Curriculum combines the breadth appropriate to a liberal arts education in the Catholic and Dominican tradition with the flexibility needed for every student to focus on exploring one aspect of the Core in-depth.

REQUIREMENTS (BY NUMBER OF COURSES):

4	Development of Western Civilization	
2	Philosophy (including Ethics)	Theology
1	Fine Arts	Natural Science
1	Quantitative Reasoning	Social Science

PROFICIENCIES (BY NUMBER OF COURSES):

1	Civic Engagement	Diversity
2	Intensive Writing	Oral Communication

Proficiencies can be filled with major, core, or elective courses.

CORE FOCUS

A sequence of two courses in one discipline or theme that allows students to delve deeply into an area of interest outside their major.

Frequently Asked Questions

What are the requirements of the Core Curriculum?

Students will need to complete the following core curriculum requirements:

- Development of Western Civilization (16 credits, 20 credits for Liberal Arts Honors)
- Core Foundation (24 credits)
 - Theology Requirement: one 200-level and one 300-level (6 credits)
 - Philosophy Requirement: one ethics and one non-ethics (6 credits)
 - Natural Science Requirement* (3 credits)
 - Social Science Requirement (3 credits)
 - Quantitative Reasoning Requirement (3 credits)
 - Fine Arts Requirement (3 credits)
- Core Focus (6 credits)**
- Proficiencies (May be fulfilled through other requirements)
 - Intensive Writing Proficiency I
 - Intensive Writing Proficiency II
 - Oral Communication Proficiency
 - Diversity Proficiency
 - Civic Engagement Proficiency

**Students who have not taken physics in high school must complete the natural science requirement with a physics-based course.*

*** Liberal Arts Honors program students fulfill the Core Focus requirement through successful completion of the Liberal Arts Honors curriculum. Students enrolled in the 3-2 engineering and 3-4 NECO optometry programs fulfill the Core Focus by virtue of completing the degree program. All secondary education and music education majors are considered double majors for this purpose and may fulfill the Core Focus through completion of appropriately designated courses in the second (Core Foundation area) major.*

Is the Development of Western Civilization requirement the same for transfer students?

Transfer students who enter as second-semester freshmen are required to complete DWC 101, DWC 102, and DWC 202. Transfer students who enter with first-semester sophomore status or higher are required to complete DWC 101 and DWC 202. As DWC 101 currently is only offered in the fall semester, transfer students who begin matriculation in the spring need to delay enrollment in DWC until the following fall semester. Students should complete the DWC requirement in sequential order, with DWC 101 as the introductory foundation course and the DWC 202 Colloquium as the final course in the program. New freshmen that matriculate into PC in the spring semester are required to complete the full, four-course sequence of DWC.

What is the Development of Western Civilization Colloquium?

DWC 202 is the final semester of the Development of Western Civilization Program and is a team-taught colloquium. Students choose from a variety of colloquia according to their interests. Building upon the other semesters, the advanced colloquium focuses on a specific, contemporary issue in the context of western tradition.

Why are some students required to take a Physics-based Natural Science Core requirement?

Students who did not complete a high school physics course will be required to complete a physics-based natural science core course. Those who have already completed a high school physics course will be permitted to complete either a standard natural science core course or a physics-based natural science core course.

When should students plan to complete the Quantitative Reasoning requirement?

Some majors require that students enroll in specific math courses during their first semester. For others, students may choose when to complete their quantitative reasoning requirement. If a student is not interested in a major that requires a

specific math course, it is recommended that students defer taking a quantitative reasoning core course until a major is determined. Students may have future opportunities to fulfill the quantitative reasoning requirement through a required course in their major (e.g., PSY 202 "Research Design and Statistical Analysis II" for psychology majors), and such courses are typically not taken in the first semester. All new students enrolling in the fall semester are expected to complete the math placement exam during the summer prior to enrollment.

What is the Core Focus requirement?

Students are required to take two additional courses in a Core Foundation area or two courses in a specified theme, both of which are outside or beyond their major requirements. The Core Focus can be fulfilled in two different ways: concentration in a discipline or a thematic concentration of two linked courses. Discipline concentrations consist of two courses in a language (modern or classical), science (physical or biological), social science (e.g., psychology, anthropology, sociology, economics), fine arts (e.g., art, art history, music, theatre, creative writing), or quantitative reasoning (math, statistics), as designated by the specific academic department or program. To encourage depth in the concentration, both courses must be from the same department. Students also may fulfill this requirement by completing a thematic concentration. Courses used to fulfill this requirement may not be used toward Core Foundation requirements.

How can students fulfill proficiency requirements?

Students are encouraged to fulfill proficiency requirements in the major, Core Foundation, Core Focus, or free elective courses. Students should work closely with their faculty advisors to include courses that meet proficiency requirements in their course schedules, overlapping with other requirements when possible. This will allow students greater flexibility with free elective courses.

Selected Writing I (composition/writing) and Oral Communication (public speaking) transfer courses may be articulated as equivalent to Providence College courses that meet these proficiency requirements. All other proficiencies must be met through successful completion of designated Providence College day courses unless authorized through student petition.

Are there any prerequisites for Writing Proficiency courses?

Students who demonstrate an academic need will be required to enroll in and complete successfully a special writing lab course (WRT 100. 1.5 credits) prior to enrolling in an Intensive Writing I proficiency course. These students will be notified of this additional requirement by the Dean of Undergraduate and Graduate Studies by email in August.

Does a study abroad experience satisfy the Diversity proficiency requirement?

A study abroad experience by itself does not satisfy the Diversity proficiency requirement. However, an approved study abroad course may meet the requirement.

What are the College's graduation requirements?

Students are required to complete a minimum of 120 credits hours, earn a minimum 2.0 cumulative GPA and a 2.0 major GPA (some majors have a higher cumulative GPA), satisfy all major and Core requirements, and complete the minimum 8 semesters of full-time residency. Transfer students' residency requirement is determined by their class standing at the time of acceptance.

How many courses should students enroll in each semester?

Most students will be expected to complete four (4) courses in their first semester and then five (5) courses in each succeeding semester to reach the 120 credit hour graduation requirement. Some majors & programs (for example, the science and business majors as well as the Honors Program) have additional credits (i.e. four credit courses or additional one credit courses) included in the major/program requirements that may help students to reach the 120 credit hour requirement in a variety of ways. Therefore, it is extremely important that students consult with their advisor and the Academic Program Planning forms regarding the number of courses to be taken each semester.

Does the Core Curriculum allow students to complete double majors or one or more minors?

In addition to completing the requirements for their chosen major and the Core Curriculum, students may choose to complete a second major or one or more minors. However, in most instances, students should expect to do extra work and to complete credits beyond the minimum needed to complete a single degree program.

Are some class sizes smaller than others?

Yes. Students can expect smaller class sizes in the Development of Western Civilization seminars (15-18 students) and team-taught colloquia (approximately 30 students). In addition, the Intensive Writing I and Intensive Writing II proficiencies (18) and the Oral Communication proficiency (20) normally have lower enrollment limits.

Do students have responsibility for completing the Core curriculum?

Ultimately, students are responsible for ensuring successful completion of all degree requirements, including the Core. Students should plan to meet regularly with their faculty advisors to discuss progress toward the degree, and they should review their academic program requirements in the Academic Guidebook and the Undergraduate Catalog.

Core Curriculum Attributes

Below is a list of attribute codes which fulfill core requirements. These attributes are searchable on CyberFriar by using the “search for courses” feature. Choose “select a department” then scroll down to “select an attribute type”, scroll to the bottom and click on “class search”. This will bring up a list of courses that fulfill the particular core requirement you selected.

Core Requirements
Development of Western Civilization
Ethics
Philosophy
Fine Arts
Quantitative Reasoning
Physics-Based Natural Science
Standard Natural Science
Social Science
Theology 200 level
Theology 300 level
Intensive Writing I Proficiency
Intensive Writing II Proficiency
Oral Communication Proficiency
Diversity Proficiency
Civic Engagement Proficiency

Note: Please visit the Enrollment Services webpage (see below) to view online tutorials on how to search for courses on Cyberfriar (by attribute and by course series), how to generate a degree audit, and how to generate a what-if degree audit.

<http://www.providence.edu/ENROLLMENT-SERVICES/Pages/Online-Tutorials.aspx>

Majors with Specific Math/Quantitative Reasoning Requirements

<i>Major</i>	<i>Required Math Courses</i>
Accountancy*	MTH107 (minimum requirement for business majors; MTH 108 or higher is recommended for Accountancy majors)
Biology, B.A.	109 (or higher)
Biology, B.S.	109 -110 (or higher)
Biology, Optometry B.A.	109-110 (or higher)
Biology, Optometry B.S.	109-110 (or higher)
Biology, Secondary Ed, B.A.	109 (or higher)
Biology, Secondary Ed, B.S.	109-110 (or higher)
Chemistry, B.A.	131-132
Chemistry, B.S.*	131-132
Biochemistry, B.S.	131-132
Computer Science*	117, 131, 132
Economics, B.A.	108 or 109 or 131 and 217 or 325
Business Economics	108 or 109 or 131 and 217 or 325
Quantitative Economics	109 -110 (or 131-132) and (217 or 325)
Engineering-Physics Systems*	131-132, 223, 304, 318
Finance*	108 or higher, and 217
Management*	108 or higher
Marketing*	108 or higher
Mathematics*	131-132, 215, 223, 290, 315, 323, 324, 330 or 316 & 2 electives
Applied Physics*	131-132, 223, 304, 318
Political Science	PSC 302
Psychology	PSY 202-202L
Sociology	SOC 209

*Math Intensive Majors

- For majors with a specific math/quantitative reasoning requirement, generally, you should take the math course level that you are recommended for based on the results of your Math Placement test. If it is a higher level math than required for a major, it will still satisfy the major requirement. If it is a lower level math, you will need to take another course later to satisfy your major requirement. Sometimes it is better to select a math/quantitative reasoning course which provides some review before taking the next level.
- IF*** you are NOT interested in a major which requires a specific math course, it is recommended that you defer taking a Quantitative Reasoning Core course until you determine your major. You may have future opportunities to fulfill the Quantitative Reasoning Core requirement with a choice more appropriate for your major (i.e. statistical analysis type courses are offered in the social sciences) and such courses are typically not taken in the first semester.

Advanced Placement (AP) Equivalency Chart

Advanced Placement Exam	Score	Providence College Course Equivalent
Art History	4 or 5	ARH 106 (Fine Arts core) or Free Elective
Biology	4 or 5	Standard Natural Science core or Free Elective
Calculus AB	4 or 5	MTH 131 (Quantitative Reasoning core)
Calculus BC	4 or 5	MTH 131 (Quantitative Reasoning core)
Chemistry	4 or 5	Standard Natural Science core or Free Elective
Computer Science	4 or 5	CSC 103
English Language & Composition	4	Free Elective
	5	Free Elective satisfying the Int. Writing I prof.
English Literature & Composition	4	Free Elective
	5	Free Elective satisfying the Int. Writing I prof.
Environmental Science	4 or 5	Standard Natural Science core or Free Elective
European History**	4	Free elective
	5	European History elective or Free Elective
French Language & Culture	4 or 5	FRN 104
German Language & Culture	4 or 5	GER 104
Government & Politics: United States	4	Free Elective
	5	Political Science Elective or Free Elective
Government & Politics: Comparative	4	Free Elective
	5	Political Science Elective or Free Elective
Human Geography	4 or 5	Free Elective
Italian Language & Culture	4 or 5	ITA 104
Latin - Vergil	4	LAT 201
	5	LAT 202
Macroeconomics	4 or 5	ECN 102 (Social Science core)
Microeconomics	4 or 5	ECN 101 (Social Science core)
Music Theory	4 or 5	MSC 201 & MSC 201L
Physics B	4 or 5	Physics-Based Natural Science core or Free Elective
Physics C- Electricity & Magnetism	4 or 5	Physics-Based Natural Science core or Free Elective
Physics C- Mechanics	4 or 5	Physics-Based Natural Science core or Free Elective
Physics 1: Algebra-Based	4 or 5	EPS 105 (Physics-Based Natural Science core)
Physics 2: Algebra-Based	4 or 5	EPS 105 (Physics-Based Natural Science core)
Psychology	4 or 5	PSY 100 (Social Science core)
Spanish Language	4 or 5	SPN 104
Spanish Literature	4 or 5	SPN 104
Statistics	4 or 5	Free Elective or FIN 217 (Business majors)
Studio Art- Drawing	4 or 5	Fine Arts core or Free Elective or ART 111*
Studio Art-2D Design	4 or 5	Fine Arts core or Free Elective or ART 101*
Studio Art-3D Design	4 or 5	Fine Arts core or Free Elective or ART 102*
United States History**	4	Free Elective
	5	HIS 255 or HIS 256 or HIS 257 or Free Elective
World History**	4	Free Elective
	5	Non-western History Elective or Free Elective

Advanced Placement (AP)

*Portfolio subject to department review for Studio Art majors

History majors with an Advanced Placement grade of “5” on the **A.P. U.S. and/or European History exam(s) will be given a one-course reduction in the required courses for the specific area(s) and will be given flexibility in choosing the remaining two courses (i.e., any two courses for the particular area). For instance, a major with a grade of “5” in U.S. History would be required to take only two courses in U.S. History and may choose any U.S. History courses for those required courses. A major with a grade of “5” in European History would be required to take only two courses in European History and may choose any European History courses for those required courses. History majors with an Advanced Placement grade of “5” on the **World History** exam will be given a one-course reduction, which will satisfy the requirement for a course in non-Western history. A limit of two A.P. scores of “5” will be recognized by the Department for reduction of the total number of courses in the major. History majors with an Advanced Placement grade of “4” on the **A.P. U.S. and/or European History** exam(s) will be given flexibility in choosing any three courses for U.S. and/or European History. For such students, the required number of History credits to be earned for the major would remain at 33.

DECLARATION OF A CORE FOCUS: Only one AP course can be used toward fulfilling a Core Focus.

NOTE: AP credits may be removed for students who earn credits in similar or repeat courses at Providence College.

**** IMPORTANT ****

If you have earned AP or IB credits, you should NOT repeat the equivalent course at Providence College. You can earn credit for a given course ONLY ONCE. If you have a question about your AP or IB credits, consult with your advisor or dean.

International Baccalaureate (IB) Exam Chart

Providence College recognizes credit earned through the International Baccalaureate, an internationally recognized curriculum and examination program. Of the two IB examination levels (Higher Level and Standard Level), the College recognizes the Higher Level examinations where a score of 5, 6, or 7 has been achieved. Each successfully passed examination in the Higher Level of the IB program will earn three credits.

Providence College recognizes the following Higher Level examinations:

International Baccalaureate Exam	Score	Providence College Course Equivalent
Biology	5, 6 or 7	Standard Natural Science core or Free Elective
Business & Management	5, 6, or 7	Free Elective
Chemistry	5, 6, or 7	Standard Natural Science core
Computer Science	5, 6, or 7	CSC 103
Dance	5, 6, or 7	Fine Arts core or Free Elective
Economics		Not Transferable
English A: Lang & Lit	5	Free Elective
English A: Lang & Lit	6 or 7	Free Elective satisfying Intensive Writing I prof.
English A: Lit	5	Free Elective
English A: Lit	6 or 7	Free Elective satisfying Intensive Writing I prof.
English A1	5	Free Elective
English A1	6 or 7	Free Elective satisfying Intensive Writing I prof.
Film	5, 6, or 7	Fine Arts core or Free Elective
French A2	5, 6, or 7	FRN 210
French B	5, 6, or 7	FRN 104
Further Mathematics	5, 6, or 7	Individual Student Review Required
German	5, 6, or 7	GER 104
Global Politics	5, 6, or 7	PSC 207 or Free Elective
History Americas	5, 6, or 7	Free Elective
History of Asia/Oceania	5, 6, or 7	Free Elective
History Europe	5, 6, or 7	Free Elective
Mathematics	5, 6, or 7	Syllabus Required for Review
Music	5, 6, or 7	Syllabus Required for Review
Physics	5, 6, or 7	EPS 105 (Physics-Based Natural Science core)
Portuguese A2	5, 6, or 7	Free Elective
Psychology	5, 6, or 7	PSY 100 (Social Science core)
Spanish A2	5, 6, or 7	SPN 104
Spanish B	5, 6, or 7	SPN 104
Visual Arts	5, 6, or 7	Fine Arts core or Free Elective or with portfolio review may be applicable for Major/Minor credit

**** IMPORTANT ****

If you have earned AP or IB credits, you should NOT repeat the equivalent course at Providence College. You can earn credit for a given course ONLY ONCE. If you have a question about your AP or IB credits, consult with your advisor or dean.

Academic Policies Specific to Class Year

Freshmen

- Freshmen in good standing are allowed to take an extra course on a space-available basis (see Dean's website www.providence.edu/dean under "forms") for instructions
- Pass/Fail option begins with second semester
- One semester of Development of Western Civilization must be completed before a 200-level Theology course can be taken

Sophomores

- Sophomores in good standing are allowed to take an extra course on a space-available basis (see Dean's website www.providence.edu/dean under "forms" for instructions)
- All undeclared students must declare their majors by February (date TBA) of their sophomore year

Evening school courses in the School of Continuing Education are normally available to Juniors and Seniors only.

Semester	Minimum CGPA For Good Standing	Probation (CGPA)	Dismissal	
			CGPA	Semesters on Probation
End of 1st	1.60	below 1.60	no dismissal	no dismissal
End of 2nd	1.80	1.580 – 1.799	less than 1.58	Two consecutive semesters on academic probation
End of 3rd	1.90	1.700 – 1.899	less than 1.70	
End of 4th	1.99	1.800 – 1.989	less than 1.80	
End of 5th	2.00	1.900 – 1.999	less than 1.90	
End of 6th	2.00	1.900 – 1.999	less than 1.90	
End of 7th	2.00	1.900 – 1.999	less than 1.90	
End of 8th	2.00	1.900 – 1.999	less than 1.90	

**Students who receive financial aid must comply with federal standards. The above may not reflect those standards.*

Pass/Fail Option

All eligible students desiring to take a course on a pass/fail basis must notify the Office of the Dean of Undergraduate and Graduate Studies no later than the deadline as noted in the College's official Academic Calendar. Once a student elects the pass/fail grading option, the pass/fail option is final and cannot be retroactively changed back to a standard letter grade.

There will be no retroactive change of a standard letter grade to a pass/fail course.

1. Only one course per semester (with a maximum of four courses in total) may be taken on a pass/fail basis. (Option for freshmen begins with the second semester);
2. A student's cumulative grade point average for the previous semester must be at least 2.0;
3. Any course taken on a pass/fail basis must be selected from free electives;
4. Credits earned on a pass/fail basis will not be averaged in a student's grade point average;
5. Credits failed in a pass/fail course will be averaged as an "F" with 0.00 quality grade points.

Courses excluded from pass/fail option:

1. All courses designated as fulfilling Core Curriculum requirement.
2. All courses taken within a major or minor, either required or elective, that constitute the total credit hours required by the department (unless the course is offered only on a pass/fail basis).

A major or minor course taken as a free elective beyond the required credit hours for the program may be designated as pass/fail.

Summer and Winter Course Work

Permission for summer or winter course work is obtained from the Office of the Dean of Undergraduate and Graduate Studies for make-up or enrichment purposes only, not to "advance your status" or to "graduate early."

PROVIDENCE COLLEGE SUMMER AND WINTER COURSE WORK

Summer school at Providence College is run by the School of Continuing Education (SCE). **There is no online registration for SCE summer session.**

1. First step is to consult your Academic Advisor, Class Dean, and/or your Cyberfriar Audit Evaluation to determine your unfulfilled degree requirements.
2. Next, review the Dean's Approved SCE Course List. This list contains the approved courses and how they will be applied to your program of study (major/minor, core, free elective credit, etc.). Day School students will NOT be permitted to register for SCE courses which do not appear on the Dean's Approved SCE Course List.
3. Once you find a course or courses you are interested in taking, call 401-865-2495 to schedule an appointment with your Class Dean in Harkins 213. That's where you will fill out the *Course Approval Form* and *Course Registration Form*.
4. Finally, you will process these forms in the School of Continuing Education Office (109 Harkins Hall). Payment is required at the time of registration. Online and lab courses carry an additional fee.

NOTE: When these courses are completed, the credits and grades will automatically be transferred onto your day school transcript.

TRANSFER COURSEWORK FROM OTHER COLLEGES AND UNIVERSITIES

If you want to take Summer or Winter courses at another institution, your first step is to consult your Academic Advisor, class dean, and/or your CyberFriar Audit Evaluation to determine your unfulfilled degree requirements.

Courses for Major

Identify one or more specific courses at an accredited college/university that you believe will fulfill one of your requirements. You must check the Transfer Course Database to learn if the course is currently transferrable at <http://departments.providence.edu/node/11>

1. If the course is in the database –

- a) Once you have found courses that will be accepted for transfer, please schedule an appointment with your class dean in Harkins 213 (phone 401-865-2495) to fill out the Course Approval Form.
- b) You must then register for the approved course properly, and ensure that an official transcript is sent to the Dean of Enrollment Services at Providence College upon successful completion of the course. “Successful completion” means earning a “C” or better in the course. Please remember that credits for the approved course and its PC equivalent will be included on the student’s PC transcript, but the grade will be recorded as a “T” and will not affect the student’s GPA.

2. If the course is not in the database --

...That means it has not yet been articulated for transfer to PC, please bring the course syllabus to the Office of Enrollment Services in Harkins Hall, 310. The course will be reviewed by the department/program for transfer articulation. You will receive an email at your PC address from Enrollment Services informing you of the outcome of the transfer course review. The course and its articulation status will then be added to our database.

Courses for Core Foundation

Identify one or more specific courses at an accredited college/university that you believe will fulfill one of your requirements. You must check the Transfer Course Database to learn if the course is currently transferrable at <http://departments.providence.edu/node/11>. **It must specifically indicate that the course will satisfy a specific Core Foundation requirement for Class of 2017, 2018, 2019, 2020.**

Once you have found courses that will be accepted for core transfer, please schedule an appointment with your class dean in Harkins 213 (phone 401-865-2495) to fill out the Course Approval Form.

Follow same instructions in **Items 1.a** and **1.b. above**.

If the course is not in the database, follow same instructions in Item 2 above.

FINAL EXAM CONFLICT POLICY

Given the adoption of a three final exam-per-day schedule, students who have three or more final examinations scheduled for the same day are considered to have an exam schedule conflict and may opt to have one of the exams rescheduled to another day during the exam period. If students in this situation choose to reschedule one of the exams, they should contact their professors beginning with courses fulfilling free electives. If there is no such course, contact professors of courses fulfilling core/minor requirements. If either category of courses is not possible, students will contact professors teaching courses fulfilling major requirements.

If students are unable to resolve the conflict after discussion with their professors, students must submit a written request to the Office of the Dean of Undergraduate and Graduate Studies no later than Tuesday, November 25th. A make-up of a final exam must be taken during the "Conflict Exam Period" on the last day of the semester unless both student and instructor agree on an alternate date and time.

Further information regarding the final exam schedule and policies can be found at <http://www.providence.edu/enrollment-services/policies/Pages/exam-policy.aspx>

EXAM SCHEDULING INFORMATION FOR FACULTY

Scheduling of final examinations for labs and approved non-series courses, when required, will be the responsibility of the individual instructors. Instructors should contact the Office of Enrollment Services via email at scheduling@providence.edu to request a room for their final examination.

Those instructors with three or more sections of the same course may request permission from the Dean of Undergraduate & Graduate Studies to consolidate their exams into one single time. Once approval has been granted, instructors are asked to contact the Office of Enrollment Services via email at scheduling@providence.edu to request a room for their final examination.

In the event that a student has two examinations scheduled for the same time, consideration and accommodation should be made and treated like a make-up exam.