



Albright College Catalog 2025-2026

Volume II

School of Professional Studies

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Academic Calendar

Fall 2025 Session 1	
Classes Begin	Monday, August 25
Last day to add, register, and change courses	Wednesday, August 27
Last day to drop a course without W grade	Wednesday, August 27
Last day to change audit-credit status	Friday, August 29
Last day to withdraw with a W grade	Monday, September 29
Classes End	Wednesday, October 15
Last day to request an incomplete	Friday, October 17
Grades due in Self-Service	Wednesday, October 22
Last day to resolve Fall incomplete	Monday, February 9, 2026

Fall 2025 Session 2	
Classes Begin	Thursday, October 16
Last day to add, register, and change courses	Monday, October 20
Last day to drop a course without W grade	Monday, October 20
Last day to change audit-credit status	Wednesday, October 22
Last day to withdraw with a W grade	Thursday, November 20
Classes End	Friday, December 5
Last day to request an incomplete	Monday, December 8

Grades due in Self-Service	Friday, December 19
Last day to resolve Fall incomplete	Monday, February 9, 2026

Spring 2026 Session 1	
Classes Begin	Monday, January 12
Last day to add, register, and change courses	Wednesday, January 14
Last day to drop a course without W grade	Wednesday, January 14
Last day to change audit-credit status	Friday, January 16
Last day to withdraw with a W grade	Monday, February 16
Classes End	Wednesday, March 4
Last day to request an incomplete	Friday, March 6
Grades due in Self-Service	Wednesday, March 11
Last day to resolve Spring incomplete	Tuesday, September 22

Spring 2026 Session 2	
Classes Begin	Thursday, March 5
Last day to add, register, and change courses	Monday, March 9
Last day to drop a course without W grade	Monday, March 9
Last day to change audit-credit status	Wednesday, March 11
Last day to withdraw with a W grade	Friday, April 10
Classes End	Monday, April 27
Last day to request an incomplete	Thursday, April 30
Grades due in Self-Service	Friday, May 8
Last day to resolve Spring incomplete	Tuesday, September 22

Summer 2026 Session 1	
Classes Begin	Monday, May 11
Last day to add, register, and change courses	Wednesday, May 13
Last day to drop a course without W grade	Wednesday, May 13
Last day to change audit-credit status	Friday, May 15
Last day to withdraw with a W grade	Monday, June 15
Classes End	Tuesday, June 30
Last day to request an incomplete	Thursday, July 2
Grades due in Self-Service	Tuesday, July 7
Last day to reverse Q/NQ Election	Thursday, July 9
Last day to resolve Summer incomplete	Tuesday, September 22
Grades due in Self-Service	Wednesday, July 8
Last day to reverse Q/NQ Election	Wednesday, July 15
Last day to resolve Summer incomplete	Wednesday, September 9

Summer 2026 Session 2	
Classes Begin	Wednesday, July 1
Last day to add, register, and change courses	Friday, July 3
Last day to drop a course without W grade	Friday, July 3
Last day to change audit-credit status	Monday, July 6
Last day to withdraw with a W grade	Friday, July 24
Classes End	Wednesday, August 5
Final Exams Begin	Thursday, August 6
Final Exams End	Friday, August 7

Last day to request an incomplete	Monday, August 10
Grades due in Self-Service	Friday, August 14
Last day to reverse Q/NQ Election	Friday, August 2
Last day to resolve Summer incomplete	Wednesday, September 9

About Albright College

A storied history. A bright future.

Repeatedly named a top national college for academics, affordability and social mobility, Albright College was founded in Reading, Pennsylvania in 1856. Home to engaging faculty who foster an academic environment that inspires students to explore concepts and ideas, make their impact in the world and reach their goals, our distinctive co-major program empowers our Lions to combine different areas of study *and* graduate on time. We invite you to join our supportive, vibrant community of undergraduate students, adult learners, and graduate students to fuel your future as an Albright College Lion.

Mission

The mission of Albright College is to provide students with an education that enables them to live their best lives, now and in the future. We immerse students in impactful experiences that foster social mobility and ensure exceptional outcomes through real-world engagement, a supportive community, and a distinctive co-major program rooted in the liberal arts and sciences.

History of Albright College

As the oldest institution of higher learning in Berks County, Albright has a long history of helping generations of students become strong, curious, and creative leaders. Since 1856, students have discovered their talents, explored their interests, and embraced their creativity here at Albright.

The College dates its beginning to the founding of Union Seminary in 1856. Union Seminary was not a theological seminary, but a three-year collegiate institute, which became the origin of the College's liberal arts tradition. Albright Collegiate Institute was founded in 1895 and became Albright College in 1898. Union Seminary, founded in 1856 and re-chartered as Central Pennsylvania College in 1887, merged with Albright College in 1902. In 1929, Albright moved from its campus in Myerstown, Pa., to the present Albright campus.

Jacob Albright, after whom the College is named, was a Pennsylvania German evangelical preacher and the founder of the Evangelical Association (later the Evangelical United Brethren Church). He was born in 1759 as Johannes Jacob Albrecht. His family changed their name to Albright after his death in 1808.

From its earliest history, the College's rigorous liberal arts curriculum has long maintained an interdisciplinary focus. Albright's hallmarks are connecting fields of learning, collaborative teaching and learning, and a flexible curriculum that allows students to create an individualized education.

Accreditation

Albright College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org.

MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

To view the current accreditation status for Albright College please visit the MSCHE website and search for Albright College in the Institutional Directory or click here <https://www.msche.org/institution/0462/>

Other Accreditations

The chemistry degree programs are approved by the Committee on Professional Training of the American Chemical Society. The program offers a curriculum which allows for certification of the chemistry and biochemistry degrees.

The Pennsylvania Department of Education has approved teacher certification programs in art education, early childhood/elementary education, elementary education, foreign language education (French, Latin and Spanish), secondary education (biology, chemistry, English, mathematics, physics and social science) and special education.

Equal Opportunity Policy

Albright College is committed to a policy of equal opportunity and does not discriminate on the basis of race, religion, sex, age, national origin, sexual orientation, veteran status, marital status, or disability. This policy extends to all educational, service, and employment programs of the College.

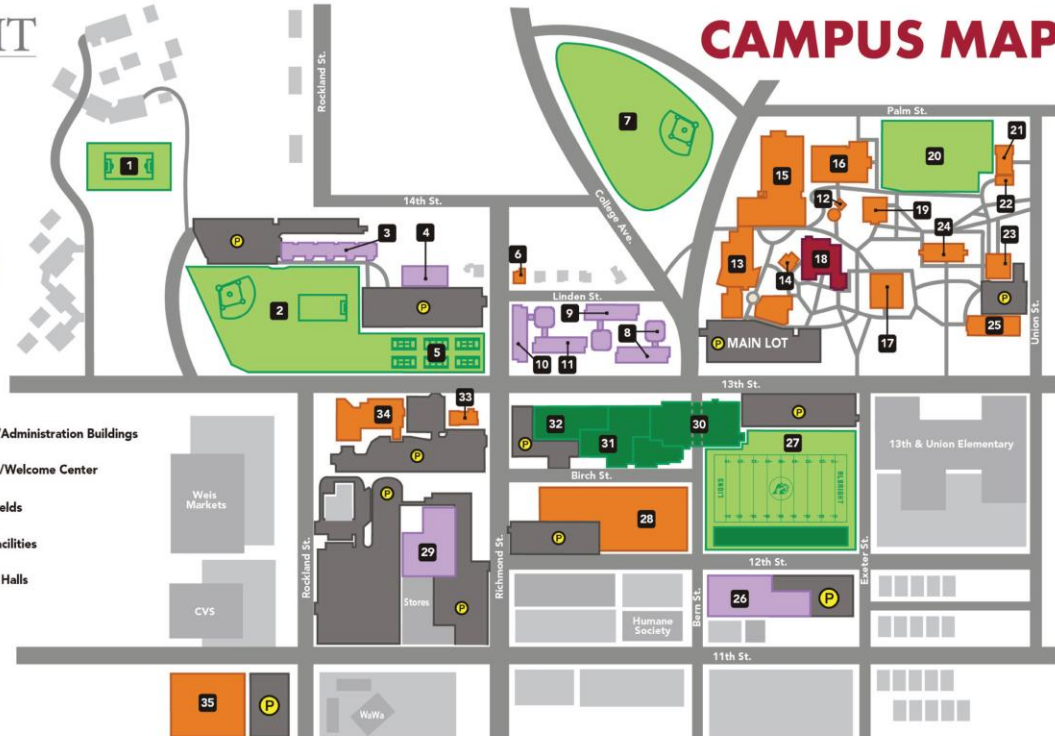
Policy on the Physically Challenged

Albright College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students with disabilities have access to all programs of the College, including academic programs, student services, and campus activities. The College will make all reasonable adjustments in programs, services, and activities to accommodate individual students as necessary.

Students should discuss any needs or concerns with the Academic Learning Center. Further information on program adjustments and accessible buildings and facilities is available in the dean of students' office.

Student Right-to-Know & Campus Security Act

The Federal Student Right-to-Know and Campus Security Act of 1990 requires colleges and universities to report statistics on campus crime and security policies and procedures to the U.S. Department of Education once a year. These reports are available to the campus community in the Office of Public Safety and on the Clery Crime Statistics page.



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|--|--|--|---|
| 34 Academic Affairs (Roessner Hall) | 14 Facility Rental & Events (Pushman Cottage) | 25 Multifaith Center (MPK Chapel) | 18 Selwyn Hall |
| 18 Admission (Selwyn Hall North) | 18 Financial Aid (Selwyn Hall South) | 3 North Hall | 27 Shirk Stadium |
| 34 Advancement (Roessner Hall) | 13 Freedman Gallery (Center for the Arts) | 15 Peer Tutoring Studio and Writing Center (Student Center Tunnel) | 10 Smith Hall |
| 13 Albright Theatre (Center for the Arts) | 6 Gable Health & Counseling Center | 32 Peg's Place (Schumo Center) | 2 Softball Field |
| 19 Alumni Memorial Hall | 34 Graduate Studies (Roessner Hall) | 14 Pushman Cottage | 15 Student Accessibility & Advocacy Office (Student Center) |
| 2 Athletic Practice & Intramural Field | 14 Human Resources (Pushman Cottage) | 13 Public Safety (Center for the Arts) | 18 Student Accounts (Selwyn Hall South) |
| 32 Athletics Office (Schumo Center) | 15 International Students' Office (Student Center) | 14 Pushman Cottage | 34 Student & Campus Life (Roessner Hall) |
| 31 Bollman Center | 12 ITS (CCM) | 18 Registrar (Selwyn Hall South) | 21 Student Success Center (Teel Hall) |
| 15 Bookstore (Student Center) | 15 Jake's Place (Student Center) | 15 Residential Life (Student Center) | 17 Student Success Commons & Library (coming soon) |
| 28 Camp Building | 22 Kachel Chapel (Teel Hall) | 29 Rockland Hall | 12 Sylvan Chapel & Fountain |
| 34 Career Center (Roessner Hall) | 7 Kelchner Field | 1 Roessner Field | 21 Teel Hall |
| 18 Cashier (Selwyn Hall South) | 13 Klein Lecture Hall (Center for the Arts) | 34 Roessner Hall | 5 Tennis Courts |
| 23 Center for Computing & Mathematics (CCM) | 9 Krause Hall | 13 Roop Hall (Center for the Arts) | 8 Walton Hall |
| 34 Center for Excellence in Local Government (Roessner Hall) | 23 Library Staff & Offices (CCM) until library opens | 30 Scholl LifeSports Center (Turtle Dome) | 18 Welcome Center (Selwyn Hall North) |
| 13 Center for the Arts | 26 Lion Hall | 34 School of Professional Studies (Roessner Hall) | 13 WXAC (Center for the Arts) |
| 18 Controller (Selwyn Hall South) | 15 Mailroom (Student Center) | 32 Schumo Center for Fitness & Well-Being | |
| 11 Crowell Hall | 24 Masters Hall | 20 Science Field | |
| 15 Dining Hall (Student Center) | 15 McMillan Student Center | 16 Science Hall | |
| 28 Facilities (Camp Building) | 25 Merner-Pfeiffer-Klein Memorial Chapel | | |
| | 4 Mohn Hall | | |

Albright College Campus and Map

Albright College encompasses a variety of academic, residential, and athletic facilities, which are open to graduate students. The McMillan Student Center is home to the bookstore, coffee shop, dining hall and snack bar, Klein Lecture Hall, and multiple meeting locations. Adjoining the McMillan Student Center is the Center for the Arts, which includes the Wachovia Theatre and Freedman Gallery.

All students are welcome to utilize the Scholl LifeSports Center and Schumo Center for Fitness and Well Being. Additionally, graduate students are invited to utilize the virtual and in-person resources available through the Gingrich Library.

Admission

First-Year Students

Admission to Albright is on a rolling, non-binding basis, which means your application is reviewed shortly after all necessary documents have been received. To be considered, you must submit your completed application along with your official high school transcript. Albright does not require standardized test scores for admission or scholarship consideration. However, you are free to submit your Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores if you wish.

Transfer Students

Admission to Albright is on a rolling, non-binding basis, which means your application is reviewed shortly after all necessary documents have been received. To be considered, you must submit your completed application along with your official transcripts from all colleges or universities attended, and your official high school transcript (if you have fewer than eight transferable courses).

International Students

International First-Year Students

In addition to your application, the following documentation is required for the application to Albright College:

- **Academic Transcripts:** Please submit an original secondary school transcript, a copy of the transcript with an official school seal, or a notarized copy of the transcript. An up-to-date transcript includes grades for the past three years of school as well as a listing of courses, exams, marks, and certificates in progress.
- **Standardized Test Results:** If your native language is not English, you are required to submit results from any one of the following tests:
 - Test of English as a Second Language (TOEFL) International English Language Testing System
 - (IELTS) Scholastic Aptitude Test (SAT)
 - American College Testing (ACT)
 - Duolingo English Test
- **Certification of Finances:** Please have a financial sponsor complete the Certification of Finances form and submit a bank statement issued within the past six months. Both documents must show that the sponsor is willing to pay for and can afford the cost of your education.

International Transfer Students

In addition to your application, the following documentation is required for the application to Albright College:

- **Academic Transcripts:** Please submit an official or notarized copy of your postsecondary school transcript with course titles and grades. Your secondary school transcript will also be required if you have fewer than eight courses that will transfer to Albright.
- **A Professional Course by Course Evaluation or detailed Course Information in English** by a NACES accredited provider.
- **Standardized Test Results:** If your native language is not English, you are required to submit results from any one of the following tests:
 - Test of English as a Second Language (TOEFL) International English Language Testing System
 - (IELTS) Scholastic Aptitude Test (SAT)
 - American College Testing (ACT)
 - Duolingo English Test
- **Certification of Finances:** Please have a financial sponsor complete the Certification of Finances form and submit a bank statement issued within the past six months. Both documents must show that the sponsor is willing to pay for and can afford the cost of your education.

Financial Aid, Scholarships, Tuition and Fees

Students who wish to receive financial aid are strongly encouraged to submit a Free Application for Federal Student Aid (FAFSA) annually. This is a requirement for all sources of aid, including state and federal. The FAFSA application is available after October 1st each year. The FAFSA can be found at <https://www.studentaid.gov>. When applying, you will need both your FSA ID and your parents' FSA ID. The Albright College Federal school code for your FAFSA is 003229.

The filing deadline for completing the FAFSA is April 1st. Form completion by this deadline allows you to stay in-step with the financial aid processes. If the form is not completed by April 1st, you risk losing state, federal, and/or institutional aid.

Determining Your Status

All students accepted by Albright College as degree-seeking candidates are eligible to apply for financial aid using the FAFSA. Funds provided to Albright College from federal and state sources are awarded to United States citizens and permanent resident aliens. When determining your eligibility for Federal, State and Albright College financial aid, your enrollment status is defined as follows:

Full-time enrollment status is at least 3 course units, equivalent to 12 credit hours, per semester for all undergraduate programs. Full-time status is required for the awarding of all institutional funds.

Half-time enrollment status in both day and School of Professional Studies programs is 1.5 course units, equivalent to 6 credit hours, per semester. At least half-time status is required for grant programs, federal loan programs, and federal work study.

For graduate programs, students taking 3 courses, equivalent to 9 credit hours, have full-time status. Students taking 2 courses, equivalent to 6 credit hours, have half-time status.

Less than half-time enrollment status (fewer than 1.5 course units, equivalent to fewer than 6 credit hours) may entitle a student to a modest Federal Pell Grant, but other aid programs are not applicable to this status.

Official financial aid awards are made only after an offer of acceptance to the College. For families of accepted students who choose to complete the FAFSA after October 1 of any given year, award letters will be sent to accepted students starting in November.

Types of Aid

You will receive a letter with the total amount of your award, and the award amounts from each program. A typical financial aid award includes:

- Grant(s)/Scholarship(s)/Award(s) – a gift to you that does not have to be repaid
- Loan(s) – borrowed funds that must be repaid, with interest

- Employment – on-campus jobs that provide money for educational costs. (Federal work study, campus employment)

Grants

Federal Government Grants

Federal Pell Grants and Federal Supplemental Education Opportunity Grants (FSEOG) are given by the federal government on the basis of financial need. Both programs can change from year to year based on the family's financial needs. The Federal Supplemental Opportunity Grant is need-based and is given until the Federal fund has been exhausted.

State Grants

Students who are Pennsylvania residents could be eligible for a Pennsylvania State Grant through the Pennsylvania Higher Education Assistance Agency (PHEAA). Typically, the application for the PA State grant is initiated when a student from Pennsylvania submits a valid FAFSA. PHEAA has a strict filing deadline of May 1 prior to the start of each academic year. Please allow for processing time of two to three business days after you submit your FAFSA for PHEAA to receive it.

It is very important to note that applicants may be contacted by PHEAA or our Financial Aid Office concerning incomplete applications, grants assigned to other schools, or missing documentation. This correspondence will most likely be sent by email. Applicants should address these requests as soon as possible to ensure there are no delays with the funding of their PA State Grants. Additional information and updated grant status can be found by visiting www.aessuccess.org or by calling PHEAA at 1-800-692-7392.

Students who are not Pennsylvania residents could be eligible for a similar state grant aid program in their home state. Not all surrounding states allow the student to receive state aid when attending a Pennsylvania institution. For more information about these aid programs, including eligibility requirements and filing deadlines, please contact your high school guidance office or the corresponding state agency that manages the aid programs in your home state.

The Donald B. and Dorothy L. Stabler Foundation Grant

The foundation provides support for upperclass students who have shown a demonstrated commitment to leadership and service, as well as a willingness to pay it forward to assist future Albright students with financial need.

Yellow Ribbon Program

Albright College does participate in the Yellow Ribbon Program. If you have tuition and fee charges that are not covered by your post-9/11 benefits, you may be able to receive additional assistance in the form of a Yellow Ribbon Award. Only Veterans who are approved by the VA and qualify for Post 9/11 benefits are eligible to participate in the Yellow Ribbon program.

State, Federal, or Outside Tuition Grant Assistance

All students receiving grant assistance from other institutions, as well as other states, must notify the Financial Aid Office. Tuition grants received from other institutions for tuition or from states other than Pennsylvania will be used to meet any unmet need in the financial aid package. However, if a need-based grant is awarded by Albright before we are informed of the outside tuition grant for award eligibility, the need-based aid from Albright may be subject to change. Albright will allow our academic scholarship awards to be used for charges associated with tuition as well as room and board.

Fostering Independence Tuition Waiver Program

Created by Pennsylvania Act 16 of 2019, this program seeks to remove barriers in accessing a postsecondary education for youth who are or have been in foster care. This will allow eligible foster youth to complete their studies, graduate with less debt, and have the opportunity to build a network of support. To see if you qualify, please visit the Pennsylvania Higher Education Assistance Agency website.

How Do I Receive the Waiver?

1. Complete a current year FAFSA
2. Enroll in a PA postsecondary institution approved by the U.S. Department of Education for Title IV funding
3. Apply for and be eligible for the Chafee Education and Training Grant (Chafee ETG) Program.
4. Applicants for the FosterEd waiver should submit the Chafee ETG Application by May 1st. Mail or fax your application to:

PHEAA

PA State Grant and Special Programs

P.O. Box 8157

Harrisburg, PA 17105-8157

Fax: (717) 720-3786

Students who wish to appeal their eligibility determination can do so by emailing FosterEd@pheaa.org.

Veterans Benefits Administration

After you have applied for admission and have been accepted to Albright College, you may obtain your education benefits by following these steps:

1. Apply for your education benefits from the U.S. Department of Veteran's Affairs (VA) at <https://www.va.gov/education/eligibility/>.
2. If eligible, provide your Certificate of Eligibility (or Notice of Basic Eligibility) to the Registrar's Office. You may email your certificate to registrar@albright.edu.
3. Once you have officially registered for courses, please complete Albright's VA Benefit Request Form for the term you wish to be certified. This form must be

completed each semester for your enrollment to be certified with VA. *This form must also be resubmitted immediately if the student adds or drops a class during the current semester that has been certified.*

4. Once enrolled and your enrollment is confirmed, Albright's School Certifying Official (SCO) will certify your enrollment through VA's Enrollment Manager.
5. If you are receiving active duty or reserve benefits, you must verify your enrollment on the last calendar day of every month using the Web Automated Verification of Enrollment (WAVE).

Certification & Enrollment

Eligible students are required to submit Albright's VA Benefit Request Form below each semester to the School Certifying Official (SCO) in order to have classes certified for veteran education benefits. The form can be filled out, and a picture with the filled-out information can be sent to our office for certification. If you would prefer, you can also mail, scan or drop off the completed form to:

Albright College Registrar's Office

Thirteenth & Bern Streets

P.O. Box 15234

Reading, PA 19612-5234

Scholarships and Awards

To reward those students for their achievements in academics, leadership, and community involvement, Albright offers a variety of scholarships and awards. All scholarships and awards are renewable each semester as long as the student remains in good academic standing and is in compliance with Albright's Student Code of Conduct.

Advancing Lives Scholarship

Through the generosity of alumni and friends of the College, donations to Advancing Lives provide funds to help students meet their individualized financial needs and helps to keep an Albright education affordable.

Endowed Scholarships

Albright College is incredibly fortunate to have a committed group of donors who passionately support our efforts. Thanks to their kindness and generosity, we are able to provide a world of wonderful opportunities for our students.

Legacy Award

If you are a child or grandchild of an Albright College graduate, you are eligible to receive the Legacy Award. Candidates must provide documentation of legacy status in their application prior to an offer of admission.

Payment Options

Federal Direct Student Loan

A Master Promissory Note (MPN) and Entrance Counseling must be completed prior to receiving Federal Direct Student Loan funds. You may complete these steps online at www.studentaid.gov.

There are two types of Federal Direct Student Loans:

- A Direct Subsidized Loan is awarded on the basis of financial need. You will not be charged any interest before you enter into repayment. The federal government will pay the interest while you are in school at least half time or during periods of deferment.
- A Direct Unsubsidized Loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be added to the principal amount of your loan and additional interest will be based upon the higher amount.

If you are a dependent student whose parents do not qualify for a Federal PLUS Loan, or you are an independent student, you may qualify for an additional Direct Unsubsidized Loan.

Federal Direct Student Loan Annual Limits

Undergraduate Grade Level	Base Loan Amount Subsidized	Base Loan Amount Unsubsidized	Additional Unsubsidized Eligibility for Independent Students and Dependent Students whose parent is not eligible to borrow a PLUS Loan
1st year	\$3,500	\$2,000	\$4,000
2nd year	\$4,500	\$2,000	\$4,000
3rd, 4th or 5th year	\$5,500	\$2,000	\$5,000

Federal PLUS Loan

Through this program, parents of dependent undergraduate students may borrow up to the total cost of education, less any financial aid received. Graduate and professional students are also eligible to borrow under this program. Parents of Dependent undergraduate students can apply for the Parent PLUS Loan at www.studentloans.gov with their social security number and FSA ID.

Private Student Loans

Before applying for private student loans, undergraduate and graduate students should have filed an FAFSA. Make sure to maximize your federal and state aid options before applying for additional loans. Borrowers and co-signers should review and compare information about interest rates, fees, loan terms, and repayment terms. Interest rates are often determined by the credit history of borrower and/or co-signer. During the application process, selecting options such as in-school deferment and repayment schedule can directly affect interest rates. For specific questions, please contact the lenders directly.

A list of lenders can be found at www.elmselect.com.

**New Jersey residents may be eligible for a NJ Class Loan. More information can be viewed at New Jersey Higher Education Student Assistance Authority's website.

Interest Free Monthly Payment Plans

Please visit <https://selfservice.albright.edu/SELFSERV/Home/> for more information on payment plan options offered through our Student Accounts Office.

On-Campus Employment

The Federal Work-Study Program is designed to help students earn money during the academic year for books, supplies, and other expenses. Students can apply for jobs through Handshake. The funding will not be applied directly to the student's college account to offset costs. Payment will be made directly to the student for hours worked. Find out more by clicking on the Student Employment link on our Human Resources page.

Verification

Verification is the process in which a financial aid office is required to test the accuracy of information reported by parents and students on the FAFSA. At minimum, required documentation will include the most recent Federal IRS Tax Transcript, copies of immediate past year W-2 forms, and a completed Federal Verification Worksheet. Important Note: the verification process cannot accept signed copies of federal 1040 tax

forms. All families selected for verification must request a tax transcript from the IRS or choose to use IRS data retrieval on their FAFSA to meet the verification requirements.

In addition to minimum requirements, the Albright College Office of Financial Aid may require you to provide proof of citizenship, copies of Social Security benefit statements, 1099 forms, corporate earnings statements, or other information dealing with your income or assets. Financial aid applications are randomly selected by the federal FAFSA processor for verification. If you are selected, the verification process is required in order for you to receive financial aid.

Awarding Process and Declining Aid

Upperclass awarding for the full academic year begins the beginning of June of any given year. Financial aid award letters will be sent to your Albright College student email account. If your file is selected for federal verification, no aid will be processed until verification is complete.

Students have the right to decline any awarded financial aid per academic year. If a student wishes to decline any financial aid, they must email us at finaid@albright.edu. We will make the requested adjustments and send a revised award letter to the Albright College student email account.

Satisfactory Academic Progress Policy for Title IV Federal Student Assistance (SAP)

Federal regulations (General Provision CRF 668.1) require that Albright College review the academic progress of a student before awarding Federal financial aid to assure the student has met and continues to meet the basic academic progress standards set forth by the College.

The Federal government requires a student receiving Federal aid to complete their degree within 150% of the published length of the academic program. Albright College also expects a full-time student to complete degree requirements within a maximum of 10 semesters and summer school (five years). The day academic programs at Albright College are four years in length. The requirement for a bachelor's degree is 30 course units, equivalent to 120 credit hours.

All students enrolled at Albright College are subject to the academic standards of the College. As a participant in the federal financial aid programs (Title IV), students are also required to make satisfactory academic progress toward their degree using both qualitative and quantitative measures as defined below:

Qualitatively, your progress is defined as academic good standing at the College, or grade attainment of a cumulative GPA of 1.7 after your first year of attempted course units or the equivalent credit hours, and a cumulative GPA of a 2.0 thereafter. Graduate students must maintain a minimum GPA of 3.0.

Quantitatively, you are required to complete 67 percent progress toward your graduation requirements. The measurement is the relationship between the cumulative units you have attempted to complete and those units you actually completed.

An aid recipient must display progress in both qualitative and quantitative measures. If either test fails, the student is not making acceptable academic progress for the receipt of financial aid. Students are evaluated for progress at the end of the spring semester after final grades are submitted to Registrar. Students will be notified in June of any given year if they have not met the SAP guidelines for financial aid.

Students not making progress may appeal the results. A financial aid appeal form can be found on the financial aid website. Students must submit their appeal to the Financial Aid Office no later than July 15th for the fall semester and January 5th for the spring semester. If approved, the student will be placed on financial aid probation for a period of one academic year and will be required to establish an approved academic plan designed in coordination with the Albright Academic Learning Center.

Change of Financial Circumstances/Financial Aid Appeals

You have the right to appeal your financial aid awards based on circumstances beyond the control of your family. Some examples of valid reasons for an appeal for additional federal, state and institutional grant aid include significant out-of-pocket medical and dental expenses, catastrophic financial losses associated with a designated natural disaster, death of a parent, change in marital status, and loss of employment.

The College also has some additional funds available to assist students who have exhausted all other financial resources available to fund their education.

How do I file an appeal for additional funding?

To file an appeal for additional funding, download the Special Circumstance Form and return it to the Financial Aid Office for further review by an appeals committee. All students completing appeal requests must be full time students in good academic standing with the College. Please complete a Financial Aid Special Circumstance/Appeal form for the appropriate academic year.

Tuition and Fees

Albright College offers an aggressive financial aid policy that makes it a leader among similar private colleges in the region. This commitment empowers families to choose Albright based on its exceptional academic and extracurricular opportunities. We believe in the immense value of an Albright College education, and we want to help as many students as possible experience it. We offer a wide range of financial aid options including scholarships, awards, grants, and campus employment. You can apply for financial aid

when you apply for admission and we'll make sure you have a clear answer on your financial package in a few short weeks.

97% of Albright students receive aid.

\$20 million in financial aid is awarded each year.

How much financial aid do you need? Understand the total cost of your education by factoring in tuition, fees, books and supplies.

2025-26 Day Undergraduate Tuition, Room and Board (annual)

Comprehensive Tuition	\$30,900
Student Services Fee	\$125
Room (Double Occupancy)	\$8,006
Room (Single Occupancy)	\$9,755
Meal Plan (Gold Unlimited)	\$7,170
Total	\$46,201

*books are the only additional cost.

Financial Aid Refund Policy – FALL 2025

In accordance with federal regulations, Federal aid* will be adjusted based on the percentage of the semester completed prior to the withdrawal for any student who withdraws, or is dismissed, during the first 60 percent of a semester in which that student began attendance.

* Federal Title IV Financial Assistance includes Pell Grants, Supplemental Educational Opportunity Grants, National Smart Grants, Perkins Loans, Stafford Loans, PLUS Loans, and Federal Work Study.

Albright College grant and scholarship funds will be adjusted based on the percentage of tuition charged according to the withdrawal date.

Due to unforeseen circumstances (including medical reasons), it may become necessary for a student to leave the College during the academic year. In the event this does occur, tuition and other institutional charges will be refunded in accordance with the following schedule:

- 100% prior to the start of the semester
- 95% during 1st week of semester

- 90% during 2nd week of semester
- 75% during 3rd week of semester
- 50% during 4th week of semester
- 25% during 5th week of semester
- No Refund during or after the 6th week of the semester

Please note that any refund is subject to a \$200 administrative fee, a \$20 record fee, and cancellation fees as delineated in the Residential and Food Service Contract, if applicable. A student's enrollment deposit will be credited to the student account as long as the student completed one semester at the College.

Financial Aid Refund Policy – SPRING 2026

In accordance with federal regulations, Federal aid* will be adjusted based on the percentage of the semester completed prior to the withdrawal for any student who withdraws, or is dismissed, during the first 60 percent of a semester in which that student began attendance.

* Federal Title IV Financial Assistance includes Pell Grants, Supplemental Educational Opportunity Grants, National Smart Grants, Perkins Loans, Stafford Loans, PLUS Loans and Federal Work Study.

Albright College grant and scholarship funds will be adjusted based on the percentage of tuition charged according to the withdrawal date.

Due to unforeseen circumstances (including medical reasons), it may become necessary for a student to leave the College during the academic year. In the event this does occur, tuition and other institutional charges will be refunded in accordance with the following schedule:

- 100% prior to the start of the semester
- 90% during 1st week of semester
- 75% during 2nd week of semester
- 50% during 3rd week of semester
- 25% during 4th week of semester
- No refund during or after the 5th week of the semester

While you may apply for more than one scholarship, you are not eligible to receive multiple awards. We encourage you to explore scholarship opportunities through Albright College.

Financial Aid for International Students

Certification of Finances

An international applicant is required to have a financial sponsor complete the Certification of Finances form and submit a bank statement issued within the past six months. Both the Certification of Finances and supporting bank statement must show that the sponsor is willing to pay and can afford the cost of the student's education.

Contact Us

If you have any questions concerning international student admission or need any of the forms or requirements mentioned above, please contact us:

ALBRIGHT COLLEGE

Office of Admission 13th and Bern Streets

P.O. Box 15234

Reading, PA 19612

Phone: (610) 921-7700

Fax: (610) 921-7729

Email: international@albright.edu

Requirements for the Conferring of the Albright College Undergraduate Degree

The College offers a liberal arts and sciences education. The curriculum includes the general studies component, the specific major or combined majors, and elective courses selected by the student.

Albright offers two undergraduate degrees, a Bachelor of Arts and a Bachelor of Science. The minimum requirements for graduation are completion of *no fewer than 30 course units, the equivalent of 120 credit hours*, completion of all general studies and major requirements, a minimum 2.00 cumulative grade point average, and a minimum 2.00 grade point average in the major and each combined major.

Albright is transitioning from a course-unit system to a credit-hour system. The 30 units required for graduation is equivalent to 120 credits.

In addition to these academic requirements, to be eligible for graduation a student must have satisfied all obligations to the College including, but not limited to, payment of any outstanding charges and return of equipment and library books. The student also must be in good standing under the Student Code of Conduct as administered through the judicial system of the College.

Academic Support Programs and Services

Albright College provides many services to support student success. On this page, you will find links to some key offices and services whose faculty and professional staff can help you make the most of your academic experience at Albright.

Health and Wellness Services

Students at Albright College have free, 24/7 access to virtual medical and mental health support through TimelyCare. Students are encouraged to register for these services through timelycare.com/Albright or the Timelycare app. For either registration, you need to sign in with your Albright credentials. There is a nurse available in the Gable Health Center located on campus at 1829 Linden Street or by calling the Gable Health Center at 610-921-7532. The center is open Monday-Friday 9 am until 1 pm.

Student Accessibility & Advocacy

Albright College ensures that people with disabilities have equal opportunity to participate in its programs and activities, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) and encourages qualified students to request impairment-related accommodations for which they qualify.

Impairment-related academic adjustments, auxiliary aids, and services are offered through the Student Accessibility & Advocacy office, which handles all requests for academic accommodations and makes referrals to other college units as needed.

The department endeavors to foster independent learning by students with disabilities through a strengths-based approach and by providing faculty with consultation and resources. Impairment-related accommodations are provided to students with disabilities, while maintaining the academic standards of the College. Students, including prospective students, are encouraged to use their strengths and develop a growth mindset to nourish their commitment to lifetime learning.

The Student Accessibility & Advocacy office is located in the Student Center Conference Room, down the hall from the Dining Hall. The office can be reached by phone at 610-921-7503 or by email at SAA@albright.edu.

Students with disabilities can receive reasonable accommodations, auxiliary aids, and services, per the ADA. Accommodations are created for each individual student based on their documentation and are provided on a case-by-case basis. The best way to determine what a student's accommodations will be is to provide documentation, which meets the documentation standards, to the Director of Student Accessibility & Advocacy.

The most common accommodation is extended time for exams. *However, this accommodation is not ideal for all students and recent research suggests that this accommodation may not be the "fix all" for all students with disabilities.* Other accommodations include FM systems, access to ADA bathrooms for residential students, permission to record lectures, and access to text to speech software.

Albright does not provide personal attendants, devices, or services.

Gingrich Library

The Gingrich Library provides information, instruction, and other services for the College community's teaching and research needs. Our collection provides the foundation for research and study on all disciplines taught at the College. The reference and general collections of more than 352,000 print and electronic books, print periodicals, microforms and audiovisual materials to support both the curriculum and general interests.

Digital resources provide access to more than 100 different book, journal and newspaper databases and provide access to tens of thousands of online, full-text journals.

All students have complete access to the Gingrich Library catalog, electronic books, and all of its electronic databases from on-campus, in residence halls or off-campus. Students can request, free of charge, almost any book or article through our interlibrary loan system. Librarians are always ready to answer questions and help students find materials—in person, by email, text or phone. Student reference assistance is available 24/7 through the College's participation in the AskHerePA services.

The Library maintains a computer laboratory for instruction and training of students.

The Holocaust Library and Resource Center collects Holocaust and genocide materials in various formats. The Special Collections Department includes rare and important local and historical materials as well as the College Archives, which preserves the institutional memory. The Curriculum Library and the Children's Book Collection support the College's education programs.

The Gingrich Library is a member of many library consortia and as a member of ACLCP, a consortium of more than 20 college and research libraries, the library can provide reciprocal borrowing and direct access to their millions of volumes.

The Gingrich Library is an integral part of the academic experience. The staff gives highest priority to assisting students in their use of information and the library, so that the pattern of critically evaluating and researching information is instilled in all students.

Office of Student Success

The Office of Student Success provides proactive outreach, personalized academic support, and campus connections to help first-year students maximize their potential for success. We can help you with:

Time Management	Academic Exploration
Goal Planning	Motivational Strategies
Identifying Obstacles and Barriers to Success	College Financial Planning and Literacy
Mentorship	

One-On-One Consultations

The Office of Student Success provides proactive outreach, personalized academic support, mentorship, and campus connections to help first-year students maximize their potential for success. Each first-year student is assigned a Student Success Specialist (SSS) based upon their last name.

The Albright College Alpha Program

Some students enter college knowing exactly what they want to major in and exactly what career field they want to enter upon graduation. For many, however, things are a little less certain – some students may need to explore different possibilities to find the right fit. If this second profile describes you, then ***the Albright College Alpha Program is designed specifically for you***. Through academic guidance, peer support, special events and career counseling, the Alpha Program will help you to choose the appropriate major, as well as assist you in finding a fulfilling career.

The value of this program is best shared by Albright’s alumni and students who have participated in the Alpha Program. Read on to learn what it means to have an “undeclared major” as part of the Alpha program and the support you can expect.

The Alpha Program will provide holistic guidance for entering students who have not declared a major. The Program will combine academic coursework, focused advising, and a specialized living environment that integrates academic and social content to provide intentional support to students on their pathway toward acclimating to college life and selecting a major that best suits their academic, personal and career interests and abilities.

The Albright Alpha Program is available to all first-year and sophomore students who have not declared a major. Each Alpha student is assigned a faculty adviser specially chosen to counsel undeclared students and help them learn about the programs of study the College offers, the careers these may lead to, and their own interests and goals. Alpha’s goal is to help students explore the world of knowledge and themselves in order to make better informed choices among academic concentrations. Gradually Alpha students define their academic interests more clearly and select a major that will provide learning in depth to complement the learning in breadth which comes with a liberal arts program’s general education courses. The Alpha Program facilitates this process.

Academic Advising

The academic advising system is a crucial and integral part of an Albright education. The advising process helps you as a student to plan and complete an academic program that satisfies your individual needs and goals. Your adviser can help you to understand the value of a liberal arts education and explore the relationships among your academic coursework, your personal goals, and the opportunities and responsibilities of the larger world, including the world of work.

The Academic Learning Center

The Academic Learning Center (ALC) offers a range of academic services, including peer tutoring in many 100-200 general education courses, academic skills support, and academic counseling for students with academic concerns. If you have questions, contact academiclearningcenter@albright.edu.

The Writing Center

In Albright's Writing Center, academic support for writing is available to all students. The Writing Center peer tutors and faculty coordinator can assist your growth as a writer in any course, whether you are brainstorming a topic, trying to create an initial draft, or working on the nuances of a final draft. If you have questions, contact the Director of Student Support Services.

Career Development Center

The Career Development Center (CDC) offers a variety of services for students, alumni, and employers. The Center assists students in exploring majors, careers, and experiential learning opportunities that enhance Albright's core learning goal of "engaging the world." Experiential learning is a "hands-on" approach to education that is personally relevant and connected to students' academic learning objectives. Albright students participate in experiences such as internships, study abroad/off-campus study, service learning, and undergraduate research. The career development process helps students make meaning from their experiences and education, leading to greater personal satisfaction and professional success. If you have questions, please send email to careerdevelopmentcenter@albright.edu.

Academic Policies and Procedures

Academic Dishonesty and Grade Appeals

Faculty members are expected to follow practices of fairness and objectivity in matters relating both to the issuance of grades and charges of dishonesty. A student who feels that he or she has been wrongly treated in this area has the right of appeal to the Academic Appeals Board.

The Academic Appeals Board is a judiciary body that investigates, holds hearings, and renders decisions on student appeals referred to it by the chief academic officer in which students challenge the academic policies or actions of an instructor. The membership of the Academic Appeals Board includes five faculty members and five students.

A student has the right to initiate an appeal to an instructor's grade which the student regards as unjustified within one week of the beginning of the following fall or spring semester. If the student is in the School of Professional Studies, the student may initiate an appeal up to twelve weeks following the issuance of the grade or sanction. Students with documented disabilities may request relevant accommodations if they participate in the appeals process. All requests for accommodations for an appeals hearing will be considered on a case-by-case basis and should be submitted in writing, accompanied by qualifying documentation, to the relevant academic dean.

Upon receipt of a complaint from a student alleging that an instructor has not followed practices of fairness and objectivity in matters relating to the issuance of grades and/or charges of dishonesty, the chief academic officer shall attempt a resolution of the problem through consultation with the student, instructor, and the instructor's department chair. In these discussions, the chief academic officer shall articulate her or his judgment of the strength of the case and her or his opinion concerning the decision likely to be rendered by the Academic Appeals Board. The chief academic officer shall also make the student aware that the ultimate responsibility for the determination of a course grade lies with the instructor. If the chief academic officer is unable to achieve a resolution to the matter, she or he is expected to refer such cases to the Board, if the student desires.

The Academic Appeals Board shall hold closed hearings in which the student and the instructor shall be asked to discuss the complaint and present relevant data. The board shall provide a copy of its decision to the instructor, the student, and the chief academic officer. A copy of this report shall be made available to the registrar for attachment to the transcripts, if the student requests this.

The instructor has the right to accept or reject the recommendation of the board and make whatever adjustments she or he deems judicious in light of the board's decision. However, if the instructor does not follow the board's decision, then the student will have a choice as to whether the original transcript notation will be removed or whether another notation shall be added to the student's transcript stating that the grade and/ or charge was successfully challenged.

Academic Standing Appeals

A student who has been academically dismissed may appeal the decision to the Academic Appeals Board. An appeal of an academic dismissal must document the student's extenuating circumstances and must include specific actions that the student will take to improve his or her academic performance. The appeal must be in writing and must be filed in a timely manner (generally within one week of the official notification of dismissal).

A dismissed student may apply for reinstatement after one semester. In general, a student must demonstrate substantial improvement in his or her academic performance to be reinstated. To do this, a student usually must take courses at another college or university. A written petition for reinstatement must be submitted to the Academic Appeals Board by August 1 for fall semester re-entry and by January 10 for spring semester re-entry. The petition must include the student's personal assessment of the factors that led to dismissal and what specific actions the student will take to improve his or her academic performance. An academic transcript from any other institutions the student attended while dismissed should be included with the petition. The Academic Appeals Board determines whether to grant or deny requests for reinstatement and determines the conditions of reinstatement.

A student, in attending Albright College, recognizes the right of the College to dismiss for academic reasons. In all matters pertaining to academic standing, the decisions of the Academic Appeals Board are final.

Graduation Requirements Appeals

The Academic Appeals Board is responsible for making decisions regarding student requests for exceptions to graduation requirements. To file such a request, a student should contact the registrar or the academic dean who will submit the student's request to the Board. Students should be aware that requests for exceptions to graduation requirements are rarely approved.

Academic Integrity Policy

Academic integrity is part of the foundation of an academic community. Any violation of the highest standards of academic honesty threatens the trust upon which an academic community is built and is conduct that violates its fundamental principles.

Academic dishonesty is a serious breach of the rules of proper academic conduct. The penalty for the first act of academic dishonesty will be a zero on the piece of work involved or an F in the course, at the discretion of the instructor in consultation with the academic dean as appropriate. A letter describing the incident and the action taken will be sent by the instructor to the student with a copy to the chief academic officer. Academic Affairs will then send a notice to the student and to the Registrar for placement in the student's file. The letter will serve as a record of a first offense but will be removed from the file upon graduation if no subsequent offense occurs. If a student commits a subsequent offense, the mandatory penalty will be an F in that course and a letter in the file. A student may be

dismissed from the College for a second or subsequent offense at the discretion of the chief academic officer, in which case a notation will be placed on the student's academic record (his or her transcript) noting only the fact of dismissal.

Violations of academic integrity that are not relevant to a course in which the student is or was enrolled at the time of the violation — for example, enabling others to be academically dishonest in a class in which the student is not enrolled, sabotaging another student's academic work in another class, or vandalism, theft or tampering with regards to data files or equipment — may be referred to the judicial process administered by the Student Affairs Division and described in *The Compass*, at the discretion of the chief academic officer. In such cases, documentation provided to Academic Affairs by faculty or others will be forwarded to the dean of students. The integrity charge will still originate from Academic Affairs, and the student will be subject to the provisions above concerning a letter to the student's file, transcript notation, and potential dismissal.

A student found guilty of any academic integrity offense may lose his or her eligibility for college honors and awards, at the discretion of the chief academic officer.

Academic dishonesty can take many forms. In general, academic dishonesty is any behavior that results in the circumvention of the work required and expected to gain academic credit. For example, writing a paper without using your own thoughts and/or words, claiming participation in an academic requirement in which one did not participate, such as group work or required attendance, and submitting the same work more than once for credit all comprise acts of academic dishonesty. Following are further descriptions of behaviors that are considered academically dishonest. However, students should be aware that this list is not meant to be exhaustive. The fundamental question to always keep in mind is whether the behavior is a means by which to avoid the work required to secure academic credit. If the answer is yes, the behavior constitutes academic dishonesty.

One form of academic dishonesty is taking another person's work and presenting it as one's own. This can result from copying another student's paper, display on a terminal or an exam; using data or information stored in a computer system without explicit authorization or acknowledgement of the author; presenting another person's ideas or words as one's own in a homework assignment or research paper; and so on.

Plagiarism is a distinct form of academic dishonesty in which a person uses the words or ideas of another without proper acknowledgment. But the definition of plagiarism cannot be satisfactorily stated in a few words, and students are encouraged to consult the handbook approved by the English Department for ENG 101 and 102. Students also are encouraged to consult with faculty members if they wish further clarification. Faculty will endeavor to distinguish between intentional plagiarism and the misuse of sources due to poor attribution skills.

Other examples of academic dishonesty include using unauthorized material or devices on examinations or in preparing for examinations; unauthorized collaboration with others; using information stored in a computer system without explicit authorization and

acknowledgement of the author; claiming participation in an academic requirement in which one did not participate; submitting the same work more than once for credit (without express permission); falsifying or fabricating data or sources; denying access to information or materials to other students; sabotaging another student's academic work; enabling others to be academically dishonest, whether one benefits or not; failing to acknowledge assistance from others and its specific results; allowing someone else to do work that one claims as one's own; and knowingly violating the ethical code of a profession for which one is preparing. Theft and/or damaging of books, periodicals, and other instructional materials (including laboratory equipment) shall be deemed acts of academic dishonesty. As such, they are subject to monetary penalties and to the same penalties as apply to other such acts of academic dishonesty.

The unauthorized or inappropriate use of college computers or tampering with data files or equipment constitutes academic dishonesty. Plagiarism or violation of proprietary agreements concerning the programs and data of other users will be treated as acts of academic dishonesty. The Policy for Responsible Computing, available at the Computer Center, explains the College's guidelines with respect to computer ethics.

The College and its faculty will endeavor to inform students about what constitutes plagiarism and academic dishonesty, but the ultimate responsibility for adhering to accepted standards of academic behavior rests with the student.

A student who feels that he or she has been unfairly treated in a case of academic dishonesty has the right of appeal to the Academic Appeals Board.

Academic Forgiveness

By writing to the Academic Appeals Board, a student may request that a semester of poor performance be dropped from his or her grade point average. All grades will be retained on the transcript. The chief academic officer is also permitted to extend the forgiveness of the appeal in the case of extraordinary circumstances, as documented by the petitioning student.

The following conditions must be met: The student must provide justifiable reasons for the original poor semester's average; at least two years in non-degree status or academic probation status must have elapsed subsequent to the semester for which forgiveness has been requested, and one of these years must have been spent off campus; and, after return to degree status, the student must have completed at least two successive semesters in full-time study (or eight courses, if a part-time or student) on the Albright campus, at a minimum cumulative grade point average (GPA) level of 2.500. Requests for academic forgiveness are rarely approved.

Academic Honors

Dean's List

Students who earn a GPA of 3.750 or above for a minimum of three graded (not Q/NQ) courses in a fall or spring semester are placed on the Dean's Honor List for that semester.

Students with an incomplete grade must receive a grade by March 1 for the fall semester or July 1 for the spring semester to be placed on the Dean's Honor List. (For students who matriculated before the 2005 fall semester, the Dean's List GPA is 3.50.)

Graduation Honors

Students who have completed at least half of their course work at Albright are eligible for degrees with distinction as follows:

- Summa Cum Laude: 3.850 and above
- Magna Cum Laude: 3.700 to 3.849
- Cum Laude: 3.500 to 3.699.

Academic honors do not apply to second degree candidates.

Academic Standards for Participation in Athletics and Organizations

In order to participate in any Recognized Student Organization (RSO) or intercollegiate athletics team, students must meet minimal academic requirements that are consistent with the academic standing policies of the College. Students must attain the minimum cumulative GPA indicated in the following schedule to participate in RSOs and athletics:

- 1st Semester, 1st Year: 1.500
- 2nd Semester, 1st Year: 1.700
- 1st Semester, Sophomore Year: 1.900
- 2nd Semester, Sophomore Year: 1.900
- 1st Semester, Junior Year and all later semesters: 2.000

Failure to achieve the minimum GPA will result in eligibility probation. Eligibility probation means that the student, although eligible to participate, will have one semester to raise his or her GPA to the designated minimum level. If this level is not attained, the student will be ineligible to participate in RSOs and athletics. After a student is ineligible to participate, he or she must attain the designated minimum GPA to regain eligibility.

The Academic Appeals Committee may declare a student ineligible, with no eligibility probation, if the student's GPA is significantly below the required level.

Course Completion Requirement

Full-time students must successfully complete six courses each academic year to maintain eligibility to participate in RSOs and athletics. A student who fails to successfully complete six courses during an academic year will be ineligible to participate beginning with the next fall semester. Such a student will regain eligibility when he or she has successfully completed the sixth course.

Special Provisions

Ineligibility to participate in RSOs and athletics will take effect at the beginning of the next semester.

Any executive officer of a RSO (E-Board member) or captain of an athletics team must forfeit that position if placed on eligibility probation. Individual RSOs and teams may set and enforce higher standards for participation. The special conditions described in the section on academic standing also apply to these academic standards for participation in RSOs and athletics.

Academic Standing Policy: Academic Warning, Probation, and Suspension

Academic standing refers to a student's status in terms of academic performance. These regular reviews are a way of helping students stay on the path to degree completion and academic success. Academic standing reviews are conducted at the end of each fall and spring semester as well as the end of the second or full summer sessions.

A student's cumulative grade point average is the average of all grades taken at the institution for their degree. The cumulative grade point average determines whether students are placed on academic warning, probation, or suspension; it also helps determine when they may return to good academic standing. The College will notify, in writing, each student who goes on academic warning, probation, or suspension. *Please note that students may be administratively withdrawn from their courses for academic disengagement at any point in the semester. This policy may be found [here](#).*

Academic warning

Any student who, beyond the first semester, falls below the minimum cumulative grade point averages listed below will be placed on academic warning for one semester. A student who is placed on academic warning must see their success coach or academic advisor and develop an Academic Success Plan.

Course units/credit hours attempted (not including W courses)*	Minimum required cumulative grade point average
--	---

1-7.75 course units/1-31 credit hours	1.5
8-11.25 course units/32-45 credit hours; transfer students are included in this category	1.75
11.5 course units or more/46 or more credit hours	2.0
Graduate students	3.0

* Albright is transitioning from a course unit to a credit hour policy. A course that is .75 course units is equivalent to a three-credit hour course; a course that is 1 unit is equivalent to four credit hours.

Academic probation

Any student remaining below the minimum cumulative grade point averages noted above following a semester of academic warning will be placed on academic probation for one semester. The student who is placed on academic suspension must see their Student Success Coach or academic advisor and develop an Academic Success Plan. Students on probation are not eligible to participate in athletics and registered student organizations.

Extended academic probation

Any student still below the minimum cumulative grade point averages noted above after one full-time semester of academic probation is subject to academic suspension. In these cases, a student may appeal to receive extended probation. The student must submit an appeal to the Academic Appeals Committee who may grant one semester of extended probation to a student who:

1. Has made progress toward academic good standing while following their Academic Success Plan, and
2. Has a reasonable mathematical chance of reaching the minimum cumulative grade point average listed above after one additional semester on probation.

Extended probation is intended to allow students to complete their degree in a timely manner. If a student who has received a letter of dismissal is granted extended probation status, they must enroll in the next available full-term semester (summer is excluded). If a student does not enroll in the next available term, they will be subject to the full guidelines associated with academic suspension.

Academic suspension

1. Students earning a 0.00 term grade point average at the end of their first semester of full-time enrollment will be suspended from the College. They may return to Albright College when they satisfy the guidelines for return (see section on "Readmission" below).

2. Students who are *not* in their first semester of full-time enrollment and earn a 0.00 term grade point average at the end of any semester of full-time enrollment will be reported to the financial aid office and administratively withdrawn from the College. Students who are administratively withdrawn will have the opportunity to appeal to the Academic Appeals Committee. This appeal must include documentation that they met with the Financial Aid Office to discuss the financial aid implications of their academic status.
3. A student who is still below the minimum cumulative grade point average listed above after one full-time semester of extended probation will be suspended.
4. Any student who regains good academic standing but falls below the minimum cumulative grade point average standard in any subsequent semester will be placed on probation and given a maximum of 3 course units/12 credit hours to return to good academic standing.
5. A student may be placed on probation no more than twice; placement on probation for a third time will result in immediate suspension from the College.
6. Students may be suspended from Albright College for academic standing only at the end of the fall or spring semesters.
7. Nothing in this policy should be taken to preclude the dismissal of students for violations of other College policies, in accordance with the provisions of those policies.
8. A student dismissed at the end of the spring semester may enroll in a summer session at Albright College in an effort to increase their cumulative grade point average to the required minimum grade point average. Please note that courses transferred from other institutions may satisfy a degree requirement if approved, but they are not calculated into the Albright grade point average.
9. A student may appeal their suspension in writing to the Academic Appeals Committee.

Readmission

1. Students will be considered for readmission after two full academic sessions following the time of dismissal. For the in-person undergraduate program, the fall semester, spring semester, and full summer session constitute full academic sessions. For students enrolled in online programs through the School of Professional Studies, each of the two fall, spring, and summer course periods constitute a full academic session. Please refer to the “Returning after Academic Suspension” policy [found here](#) for information about readmission criteria and processes.
2. Students readmitted to the College will have a maximum of two full-time semesters to reach the minimum cumulative grade point average. Failure to achieve a minimum cumulative grade point average following the second

semester of readmission will result in a second dismissal. Any student who is dismissed from the College for poor academic performance a second time may be eligible for future readmission to the College two years after the second dismissal.

Academically Disengaged Student Policy

Albright College recognizes that attendance and active engagement in class is essential for students' academic success. It is each student's responsibility to attend class and be accountable for all assignments.

While individual faculty may hold stricter attendance or participation policies, the College identifies a student as academically disengaged when: a student is absent from all enrolled in- person, hybrid, or online courses for the first week of the Fall or Spring term or the equivalent, as determined by the Registrar, for terms of different lengths (such as Summer).

Additionally, academic Disengagement occurs when a student is absent from all attempted in-person, hybrid, or online courses for two weeks within the Fall or Spring term or the equivalent, as determined by the registrar, for terms of different lengths (such as Summer).

Albright College may administratively withdraw academically disengaged students from their courses upon consultation with the dean of students and/or the chief academic officer. Students who are administratively withdrawn must follow all normal college processes to separate themselves from Albright College. (See the Withdrawal Policy for more details). Students who have been administratively withdrawn must remove all personal effects from the residence halls and vacate within 24 hours. Withdrawal grades will be assigned according to the normal Registrar dates for the given term.

Accessibility

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that Albright College ensure that its programs, services, goods, and facilities are accessible to individuals with Disabilities.

Albright College, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, does not discriminate based on Disability in administration of its education-related programs and activities, and has an institutional commitment to provide equitable educational opportunities for disabled students who are otherwise qualified.

Albright College is committed to providing equitable access to information technology, digital materials, services, and the environments in which information technology is used. All faculty are responsible for ensuring access to their Web content, Web applications,

digital materials, environments, and services to the greatest extent possible in accordance with the following practices.

The College will meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG 2.1) Level AA for all web-based electronic information, communication, and technology. Further, it will follow the Guidance on Applying WCAG 2.1 to Non-Web Information and Communications Technologies (WCAG2ICT).

Please note that Albright's commitment to follow WCAG 2.1 Level AA for all web-based electronic information, communication, and technology only applies to web-based electronic information, communication, and technology that are used for Albright-related business. Personal web pages or websites published by students, employees or non-college organizations that are not used to conduct college-related business are outside the scope of this policy.

In cases where Web content, Web applications, digital materials or services are not accessible, an individual with a disability may request that the Web content, Web application, digital material or service be made available in an accessible alternative format or that an equally effective accommodation be provided by the unit responsible for its provision and maintenance. The responsible unit must, upon receipt of the request, either make an accessible alternative format available or provide an equally effective accommodation.

Appealing a Grade

A student has the right to initiate an appeal to an instructor's grade which the student regards as unjustified within one week of the beginning of the following fall or spring semester. If the matter cannot be resolved by discussion between the student, instructor, and the instructor's department chair, it should be brought to the chief academic officer, who will consult with the instructor and the department chair. If this procedure does not result in a mutually acceptable solution, the chief academic officer is expected to refer the case to the Academic Appeals Board, if the student desires. The appeals process is described in the Academic Appeals section. Final determination of the grade is the instructor's prerogative.

Assignment of Credit Hours

Albright College is transitioning from a course unit to a credit hour system. One course unit is the equivalent of 4 credit hours, .75 course units are equivalent to 3 credit hours, and so on.

I. CREDIT HOUR DEFINITIONS

Pennsylvania regulations state that "A semester credit hour represents a unit of curricular material that normally can be taught in a minimum of 14 hours of classroom instruction, plus appropriate outside preparation or the equivalent as determined by the faculty" (PA Code, Title 22, section 31.21), using a 14-week semester as its typical standard (excluding final examinations).

The federal definition of credit hour (Title 34, §600.2) states:

a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Albright courses comply with state and federal guidelines.

II. CREDIT HOUR ASSIGNMENT POLICIES

In the day program, Albright College follows a semester system. Both fall and spring semester classes run for 15 weeks, which includes one exam week. Albright also offers accelerated course opportunities of varying duration in the day program in two summer sessions. The School of Professional Studies offers two sessions per semester and two sessions per summer. Courses meet for 7.5 weeks. Regardless of calendar, all courses meet the federal government's regulations for credit hours. The faculty is responsible for the curriculum. Faculty committees, the Registrar's Office, and the Office of Academic Affairs work together to ensure appropriate student work and outcomes, adherence to scheduling expectations, and compliance with credit hour policies. During the new course approval process, the faculty Curriculum Development Committee and the General Education Committee (as relevant) review rationale for the new course, student work expectations, and the syllabus. Prior to the start of each semester, the Registrar's Office and the Office of Academic Affairs review the class schedule to ensure that all classes are scheduled for the minimum number of minutes required for its credit hour assignment. Discrepancies are brought to the department chair and the instructor for correction. All syllabi are collected by the Office of Academic Affairs each semester and are available for review during the periodic reviews of academic programs.

Credit hour assignment for new courses or changes to credit hour assignment for existing courses is subject to CAO approval, which must be secured before the course is reviewed by the CDC and GEC (as relevant).

Following is a general overview of credit-hour assignments in different instructional scenarios. Day Program

1. Lecture and Seminar

Albright lecture and seminar courses are 3-credit hour courses. The courses in the day program run in 15-week semesters for the Fall and Spring semesters, which includes one final exam week. Lecture and seminar courses typically meet either for three 50-minute, two 75-minute or one 170-minute class period(s). Programs may also develop courses that meet for 1 or 2 instructional hours and are 1- or 2-credit hour courses. Select lecture and seminar courses may meet 4 instructional hours and are 4-credit hour courses. Such lectures and seminars will typically be math, upper-level language, digital media, and other courses where additional contact time is materially relevant to the student learning objectives. In addition to instructional time, all courses expect two hours of outside work for each one hour in class.

2. Laboratory Courses

Many courses in the natural sciences include laboratory experiences for students. Laboratory classes meet for weekly sessions and are 1-credit hour in addition to the 3-credit hour lecture associated with the laboratory. Computer laboratory classes, as are typical in the social sciences and computer sciences, meet for weekly sessions and are 1-credit hour in addition to the 3-credit hour lecture associated with the laboratory.

3. Studio Sessions and Other Arts-Oriented Laboratory Courses

Some courses in fine and applied arts can require additional time for hands-on instruction and creative production. Programs such as studio arts, theatre, and fashion typically meet these needs through either studio sessions or an additional laboratory associated with a lecture class. Approved film courses offered in various programs may also add a laboratory session for the purpose of screening relevant media. These classes will be 4-credit hour courses.

4. Music and Theatre Practicum

Music lessons, ensembles, and other production experiences will be 1-credit hour per semester.

5. Independent Study

Each department provides opportunities for different levels of independent study of topics that no regular course addresses in the desired depth or breadth, and may at times offer as independent instruction courses in the catalog not available to a student in a given semester. The minimal hour requirements and learning objectives are the same as for any other credit-bearing course. The instructor is required to keep a record of the meeting times as well as the academic work required of and submitted by the student. These practices are evidenced in the required course syllabus, which is attached to the Independent Study Proposal Form that must be approved by the supervising instructor, the department chairperson, academic advisor, and the CAO. Six credit hours of independent study may be counted toward degree requirements.

6. Internship for Credit

Each department provides three levels of internships, each one reflecting the level of expertise and responsibility expected of the student. The minimal hour requirements are

the same as for any other credit-bearing course. The student must spend between 130-150 hours on-site. In addition to on-site hours, periodic contact with the instructor overseeing the internship as well as written work are required. The student is required to keep a detailed record of on-site hours, verified by the on-site supervisor. The instructor is required to keep a record of meeting times as well as the academic work required of and submitted by the student. Such practices are documented by the course syllabus, which is submitted to the Career Development Center during the application process. Applications for internships are approved by the supervising faculty member and the CAO or designee.

7. Accelerated Courses

Summer courses in the day program maintain required minimum contact hours of 45 hours, plus 2 hours of additional work per every 1 hour in class, but these classes follow a much more intensive schedule. There are two summer sessions; typically summer courses meet for 5 weeks, although some courses run the full summer session. Summer courses cover the same content and contain the same student learning outcomes as courses taught during the regular semester. The Registrar advises faculty of credit hour needs when announcing the request for summer courses and reviews all class schedules once submitted prior to student registration. Syllabi document instructional time and outside work.

8. On-Line Courses

A limited number of on-line courses are offered in the day program. On-line courses deliver all instruction via technology with no face-to-face instructional time. On-line courses follow expectations outlined in an instructional equivalency chart [HERE](#) that is a required part of the on-line course development process. All on-line courses cover the same content and contain the same student learning outcomes as courses taught face-to-face. All syllabi document instructional equivalencies, which add up to 45 hours for a 3-credit course, along with two hours of outside work for each one hour in class; and 60 hours, along with two hours of outside work for each one hour in class, for a 4-credit course.

School of Professional Studies

All SPS courses follow the federal definition of a credit hour, as outlined in more detail in the SPS “Assignment of Credit Hour” policy, found at https://www.albright.edu/wp-content/uploads/2025/07/Credit-Hour-Assignment_SPS_2025.pdf . As an accelerated program, courses use a schedule of instructional equivalencies to achieve expected instructional time (45 hours for 3- hour courses and 60 hours for 4-credit courses). In addition to instructional time, all courses assign two hours of outside work for each instructional hour.

The SPS “Assignment of Credit Hour” policy was developed according to the guidelines set forth by the Council for Accelerated Programs (CAP); the equivalency guide is accessible [HERE](#).

All SPS courses are on-line and subject to identical requirements as described above under “On-Line Courses.”

Auditing a Course

A student may elect to audit a course, with the approval of the instructor. A student does not receive academic credit for an audited course. The audited course will be listed on the student's record and transcript if the instructor certifies satisfactory attendance in the course. A student may request the Registrar's Office to change a course from audit to credit or credit to audit during the add period. Part-time students will be charged an audit fee.

Class Attendance

Regardless of course format, Albright College considers regular attendance, participation, and interaction with the instructor and other students to be essential components of successful learning in an Albright class. Courses are conducted for the benefit of students, and it is important that students attend regularly and participate in class activities, however attendance and participation are defined by the course instructor. The academic program takes priority over other obligations, whether sponsored by the College or not. The student is responsible for attending class and for work missed due to absence, and the faculty are not required to make special arrangements for student absences. The presence of a qualifying disability accommodation may allow some flexibility on attendance and due dates, but the essential academic integrity of course goals and student learning must be preserved.

Specific attendance requirements vary according to the nature of the instruction and goals of a course. Instructors and academic departments may impose specific attendance requirements, including policies on tardiness; all such policies should be explained in the course syllabus.

Faculty members have the right to reduce a student's final course grade based on his or her attendance as defined for the course in question. Good communication from the student to the faculty about problems related to attendance and meeting deadlines is crucial, and instructors may ask any student to justify absences or missed work, although such justification may not preclude penalties. Each instructor is expected to monitor student attendance; attendance-related records can be important information with regard to potential refunds and withdrawal dates and to settling potential disputes over missed classes or exams and grade penalties.

Classroom Recording Policy

If you will be recording your classroom sessions, faculty must make sure that your participants are comfortable with being recorded. At minimum, you will want to notify all participants that they will be recorded before you begin recording. The video-conference system will also indicate to all participants when a session is being recorded by adding a "Recording" tag on the top left-hand corner. If a participant is uncomfortable with being recorded, you may want to allow them to turn their video and/or microphone off and encourage them to participate through other means, perhaps using the chat feature.

Once a recording has been made, faculty must take steps to ensure the participants' privacy if you will be sharing the recorded material. Any recordings of a class session that includes video or audio of students are protected by FERPA and as such cannot be shared with anyone outside of that course section. To further ensure students' privacy, avoid recording any classes where you anticipate that sensitive information might be shared.

Online synchronous class sessions can be recorded at the discretion of the professor. The purpose of this is to provide access to material for students enrolled in this class who miss the session for some reason, such as an excused absence or an unanticipated problem with internet connectivity. In addition, these recordings can be a resource for all students who would like to review the material of the session.

If you plan to record class sessions, you may want to add language in your syllabus indicating that you will be recording the class sessions and remind students at the beginning of sessions that they are being recorded. See sample language on the Sample Syllabus Statements page.

All recordings will be stored within the LMS and will only be available to view by members of this course. The recordings for the course will be deleted at the end of the course.

This policy will be updated by the Digital Learning and Innovation department.

Commencement

Degrees are conferred at graduation dates in May, August, and December of the graduation year. Graduates are expected to attend the commencement ceremonies as scheduled, unless excused by the president. Any student completing graduation requirements after the May, August, or December graduation dates (but before the next graduation date) will receive, upon request, a letter from the Registrar indicating successful completion of graduation requirements. The diploma will be dated as of the next graduation date.

A student who is in good academic standing who is no more than two courses short of completing his or her graduation requirements may participate in commencement. Such a student will not be recognized for any graduation honors in the commencement program or at the commencement ceremony. Both a student's overall and major grade point averages must be at least 2.000 or 3.00 for graduate students for the student to be considered in good academic standing.

Course Change Periods

Students may add courses through the first five class days of the day fall and spring semesters with the approval of their adviser and the course instructor.

Students may drop courses through the first ten class days of the day fall and spring semesters with the approval of their adviser and the course instructor. A dropped course does not appear on the student's transcript. The summer sessions have their own course change periods which are indicated in their course schedule publications. Please see

“Withdrawal from Courses” for the policy on withdrawing from a course after the drop period.

Course Loads

A full-time student is one who is enrolled in at least three units (12 credit hours) in any given fall or spring semester. The normal student load consists of *no more than* four units in the fall semester, four units in the spring semester, and four units in the summer (no more than two courses simultaneously). Students with a 3.000 cumulative grade point average may choose to take more than four units during one of the semesters in each of the sophomore, junior and senior academic years. In certain cases, the chief academic officer may approve a load exceeding four units, either a half or full unit, for a student with an average below the minimum grade point average (as stated above) or for a student who wishes to take more than four units in the spring semester who has already taken more than four units in the previous fall semester.

First-year students cannot take more than four units in either semester.

These course load policies count transfer courses toward the maximum allowed for a given term.

Departments that require five units a semester because of state or professional accrediting requirements should seek a routine exemption from the chief academic officer for the program. Students in such programs will still require the minimum grade point average or approval for the overload, as stated above.

Course Retention Policy

This policy establishes guidelines for Albright College’s retention rules for course sites being stored in Albright College’s Learning Management Systems. This policy is designed to reduce the number of historic courses currently being viewed in the course list view, decrease the amount of storage on the cloud, and adhere to the LMS support policy.

The guiding principles of this policy are:

- To retain course sites and course content for a period of time which instructors, students, staff and administrators find adequate and useful
- To optimize the performance of the LMS
- To ensure that storage space is used efficiently
- To adhere to the LMS support policy

This policy applies to all courses taught in the Undergraduate, Graduate, and SPS catalog and sites maintained by staff and other areas of Albright College. The policy refers to all courses automatically generated in the registration system and subsequently populated in the LMS. Additionally, this policy refers to any restored or otherwise manually created added courses by faculty, staff, and students. This policy applies to all users of Albright’s learning management system.

Courses will be available to faculty, staff and students on the Learning Management System and in the following framework and as defined by terms in the Albright College Academic Calendar:

- Courses will be made available to instructors when registration for courses opens in the student registration system
- Courses will be made available to students 14 days before the course start date (subject to publishing of course by instructor)
- Courses are available to both instructors and students for 30 days after the beginning of the following semester to account for incompletes. See the Grades of Incomplete Policy for more information.

Course sites will be available for faculty within the LMS for a period of seven (7) years from the end date of the term in which they were taught. After that time, the course sites will be archived and removed from the course list. This includes all files, grades, assignments, quizzes, surveys, links, videos and anything else associated with the course site. All other sites will be available indefinitely in the course list.

The archived course sites will remain available. This is consistent with the storage of data in the Information Retention Policy and aligns with accreditation requirements. If during this period a course needs to be restored, the instructor of the course will submit a request to Client Services and every effort will be made to restore the course.

Credit by Examination/CLEP and DSST

Credit for any courses not previously scheduled at Albright may be granted on the basis of the student’s earning a quality grade on a challenge examination prepared and approved by the department involved. Standards on such examinations correspond to those set for students in the courses offered. Preparation for testing may consist of previous study, day course work, or student-initiated self-study. A grade of Q is recorded for a successful challenge examination. Students may receive credit for up to seven courses achieved through College Level Examination Program (CLEP) Exams. In general, a student must achieve a score of **Fifty (50)** or above on an exam to receive credit for one course.

CLEP Exam	Albright Equivalent
American Literature	Foundations Humanities
Analyzing & Interpreting Literature	Foundations Humanities
College Composition	Composition

English Literature	Foundations Humanities
Humanities	Foundations Humanities
American Government	Foundations Social Science
Human Growth & Development	Elective
Introduction to Educational Psychology	Elective
Introductory Psychology	Foundations Social Science
Introductory Sociology	Foundations Social Science
Principles of Macroeconomics	Foundations Social Science
Principles of Microeconomics	Foundations Social Science
Social Science and History	Foundations Social Science
US History I: Early Colonizations to 1877	Foundations Humanities
US History II: 1865 to present	Foundations Humanities
Western Civ I: Ancient Near East to 1648	Foundations Humanities
Western Civ II: 1648 to Present	Foundations Humanities
French, German, or Spanish: Level I*	Foreign Language Elementary II (102) Level

French, German, or Spanish: Level II **	Foreign Language Intermediate I (201) Level
Biology	Foundations Natural Science
Calculus	Foundations Quantitative
Chemistry	Foundations Natural Science
College Algebra	Foundations Quantitative
College Mathematics	Foundations Quantitative
Natural Sciences (non-lab science)	Elective
Precalculus	Foundations Quantitative
Financial Accounting	Foundations Quantitative
Information Systems	Elective
Introductory Business Law	Elective
Principles of Management	Elective
Principles of Marketing	Elective

***The qualifying score for Level I foreign language exams is: French: 50-59, German: 50-58 and Spanish: 50-62.**

****The qualifying score for Level II foreign language exams is: French: 60, German: 59 and Spanish: 63**

Students may receive credit for up to seven courses achieved through DSST Exams. Albright follows American Council of Education (ACE) score guidelines for awarding credit for these exams.

DSST Exam	Albright Equivalent
A History of the Vietnam War	Connections Humanities
Art of the Western World	Foundations Fine Arts
Astronomy	Elective
Business Ethics & Society	Foundations Social Science
Business Mathematics	Foundations Quantitative
Computing & Information Technology	Elective
Criminal Justice	Foundations Social Science
Environment & Humanity: Race to Save	Connections Global
Foundations of Education	Elective
Fundamentals of College Algebra	Foundations Quantitative
Fundamentals of Counseling	Elective
Fundamentals of Cyber Security	Elective
General Anthropology	Foundations Social Science
Health & Human Development	Elective

History of the Soviet Union	Connections Global Humanities
Human Resource Management	Elective
Human/Cultural Geography	Foundations Social Science
Intro to Business	Elective
Intro to Law Enforcement	Elective
Intro to World Religions	Foundations Humanities
Lifespan Development Psychology	Elective
Management of Information Systems	Elective
Money & Banking	Elective
Organizational Behavior	Elective
Personal Finance	Elective
Principles of Finance	Elective
Principles of Physical Science	Elective
Principles of Public Speaking	Elective
Principles of Statistics	Foundations Quantitative
Principles of Supervision	Elective

Substance Abuse	Elective
Technical Writing	Elective
The Civil War & Reconstruction	Foundations Humanities

Departmental Distinction

Seniors with at least a 3.250 cumulative grade point average and at least a 3.500 grade point average in the major may pursue Departmental Distinction. Students are encouraged to discuss this option with a departmental advisor no later than the junior year.

In addition to the grade point requirements, students must successfully complete a senior honors project. The Honors Committee determines the specific policies relating to the senior honors project and publishes them in the Honors Guide. The senior honors project is a yearlong independent research project completed in the spring of the senior year. The same project may be submitted in partial fulfillment of the requirements for both Departmental Distinction and College Honors. Students who earn Departmental Distinction will receive special recognition at graduation. Students should speak with their department chair or advisor about other requirements specific to each department.

Examinations

Written examinations are given at frequent intervals during the semester, at the discretion of the instructor, and at the end of each semester. If, for a legitimate reason, a student is absent on the day scheduled for an announced examination, the student must initiate a request for the instructor to administer a deferred examination.

Students are expected to take their final examinations as scheduled. Accordingly, students should not make plans to leave campus before the last final examination period.

No student is required to take more than two regularly scheduled final examinations on any one day. Any student who has three or more examinations scheduled on one day is responsible for talking to and submitting a written request for rescheduling to each instructor at least two weeks before the beginning of the first scheduled final examination in order to reach a solution. If none of the instructors agrees to reschedule, the student must contact the chief academic officer at least one week before the beginning of the first scheduled final examination in order to reach a solution.

Excused Absences Guidelines

The College expects students to attend classes on a regular basis, however attendance is defined for the course's mode of instruction. The policies stated below offer official guidelines on class attendance in cases of field trips, athletic events, and relevant disability accommodation.

Field trips, either as part of an academic course or an activity of a registered student organization (RSO), and athletic events provide a rich and valuable educational experience to our students.

While these experiences are encouraged and supported by college resources, they must be balanced by a consideration of the impact on the student's entire education, especially the absence from normally scheduled classes that some activities require. For this reason, the following policy has been developed to guide faculty, students, and administrators as they balance these competing pressures.

The general principle of these guidelines is that if a scheduled athletic competition conflicts with a class meeting or event, students should be excused from a class, provided that they adhere to the responsibilities listed below. Excused athletic absences from classes apply only to athletic competitions and not practices. For course field trips and RSO travel, faculty planning the excursion should not expect that an excused absence is automatic from the teaching faculty. The guidelines in this policy should be followed. RSO committee meetings or regularly scheduled student organization meetings do not meet eligibility requirements for excused absences.

Coaches, RSO advisers, and professors should strive to understand the demands on the student's time and resources by practicing open communication and dialog in individual cases. Students should never be placed in a conflict among faculty, RSO advisers and coaches. All parties must seek out the counsel of the athletic director, department chairpersons and academic dean if a mutual adjustment cannot be obtained.

The policy outlined below should not be interpreted to mean that only faculty members are to excuse students from classes. Coaches should also be expected to excuse students from athletic events or practices when there are unique academic programs that are offered at times that conflict with athletic events or practices. The College schedules Experience events, seminars and professional gatherings at times that might conflict with athletic activities. Under certain circumstances, such programs may take precedence over athletic events.

Student Responsibilities: Professional Behavior

Students have the following responsibilities in regard to an excused absence from class or required event for a scheduled athletic competition, required course field trips and RSO travel:

Notify the Professor

The student must personally notify his/her instructor at least one week in advance and in the class just prior to the absence.

Obtain Missed Material

The student is responsible for obtaining all information and materials presented or distributed in the missed classes. All academic assignments and course requirements must be made up from the missed class in a timely manner.

Accept Responsibility

Students should be aware that some in-class work simply cannot be made up. Such activities include, but are not limited to, presentations, class participation, drama performances and foreign language practice. Students are encouraged to discuss the class activities with the professor before making the decision to miss class.

Submit Assignments on Time

The student is responsible for submitting all assignments on time that were assigned prior to the day that the class was missed. A field trip, travel or athletic competition can not be used as an excuse for late submissions. Assignments distributed on the day of the missed class, even if due in the next class period, must be completed on time.

Register Intelligently

Students should schedule their courses each semester to minimize the need to miss classes. Review published athletic schedules before course registration periods. Consult with your academic adviser and coach.

Faculty Responsibilities for Field Trips: Responsible Implementation

Professors who plan field trips have the following responsibilities:

Request Funding Early

If a class field trip requires the expenditure of college funds, permission from the department chair or the academic dean must be obtained prior to planning and announcing the field trip to the students.

Plan Weekend Trips

The faculty member is expected to schedule field trips over the weekend so as not to interfere with students' other courses and commitments. In cases where this is not possible, permission from the academic dean is required. If permission is granted, then faculty member is limited to one weekday field trip per semester for all her/his classes. This latter rule is designed to prevent an individual faculty member from scheduling multiple weekday trips that continually disrupt class schedules. Additional weekend trips are still permitted.

Submit Notification to Dean

The faculty member is to submit a field trip notification to the dean by completing the relevant forms, which can be obtained through the Academic Affairs Office. The

notification should be presented to the dean's office three weeks before the trip, except in cases where college funding is requested (see above "Request Early Funding"). Include on Course Syllabus. The field trip description must be included on the course syllabus including date, required fees, and an alternative assignment if other commitments make attendance on the field trip impossible for the student.

Notify the Faculty

No later than two weeks prior to the trip an e-mail is to be sent to faculty@albright.edu that describes the academic importance of the field trip, the date and time of the trip, the names of the students participating, and a request that the students be excused from courses during the specified date and times.

Faculty Responsibilities in Excused Absences: Transparency in Requirements and Open Communication

Faculty members have the following responsibilities:

Provide Clear Written Policies

The course syllabus should clearly explain the professor's policies with regard to attendance and make up work. These policies should be presented and discussed with the class at the beginning of each semester. There should be a clearly articulated policy on make-up testing and the requirements for participation in events or programs not scheduled during regular class hours.

Use Transparent Process

The professor must provide a reasonable and clearly understood mechanism for make-up work for excused absences. Such transparency is especially important for testing. The College administration encourages professors to aid the students in completing the material from the missed class. School policy does not require that professors provide additional assignments or work for the missed class.

Articulate Late Assignment Policy

The course syllabus should include a clear procedure on the submission of assignments by students with excused absence on the date the assignment is due. Assignments should not be due significantly earlier than the class time or in a way which might penalize the student for early submission. In the case of late assignments due to a qualifying, accommodated disability, the instructor and student should work with the disability office.

Notify Parties

When the professor concludes that the student has been or is at risk of being absent from an inordinate number of classes due to scheduled athletic events, travel, field trips, or accommodated disability, the professor should notify both the student and the relevant staff member (athletic director (AD), academic dean, student and campus life staff, or director of disability services) in a timely manner. If faculty members have concerns that

the impact of athletic training activities affect a student's ability of attend class, they should communicate them to the athletic director and dean.

Extended Absence from Class with Administrative Notice

As explained in Albright's "Class Attendance" policy, Albright College considers regular attendance, participation, and interaction with the instructor and other students to be essential components of successful learning in an Albright class. The student is responsible for attending class and for work missed due to absence, and the faculty are not required to make special arrangements for student absences. However, from time to time the Administration may alert faculty to a situation in which a student must miss class for an extended time due to a documented emergent situation, the reasons for which may be confidential. Faculty are encouraged whenever possible to arrange ways in which progress in a class may continue during this period, for example through remote or delayed assignments or testing, or, if necessary, at the end of a term, by granting a grade of Incomplete for the course. It is understood that the nature of different courses varies, and the amount of flexibility allowable to a student may differ from class to class to preserve the fundamental learning outcomes of a course.

Grades and Academic Reports

Evaluation of student progress is made at both mid-semester and at the end of the semester. At mid-semester, all grades are reported to first-year students and only non-quality grades (D, F, NQ, and I) are reported to upper-class students. Grade reports are sent to the students at their home addresses at the end of each semester. To designate the degree of scholastic achievement the following grades are used: A (superior); B (above average); C (average); D (below average); F (failure); and I (incomplete). Albright uses plus-minus qualifiers to indicate work at the upper or lower end of each letter grade range; C-, D+, D, and D- are considered below average.

Allowing flexibility for the instructor, the approximate numerical equivalents for these grades are:

- 90 and above: A
- 80-89: B
- 70-79: C
- 60-69: D
- below 60: F

For purposes of determining a student's grade point average, each grade is assigned a quality point value.

- A+/A = 4
- A- = 3.67

- B+ = 3.33
- B = 3
- B- = 2.67
- C+ = 2.33
- C = 2
- C- = 1.67
- D+ = 1.33
- D = 1
- D- = 0.67
- F = 0

Incomplete Grades

A grade of Incomplete indicates that the student's work is satisfactory, but that completion of some requirement has been prevented by unusual circumstances. A request for Incomplete will be considered in the last few weeks of the semester until grades are submitted. The student will complete the Request for Incomplete Grade form with the instructor and submit the signed form to the Registrar's Office. The responsibility for communicating to an instructor a request for an Incomplete rests with the student, and when no such communication occurs, the instructor is expected to give the final grade most appropriate to the work actually completed. An instructor may petition for an Incomplete grade on a student's behalf only if the student is unable to complete the request for medical or other compelling reasons.

The student is expected to complete the required work so that a final grade can be submitted by the instructor within thirty days after the beginning of the next fall or spring semester. If a grade is not submitted by this time, the incomplete grade will be changed to a failing (F) grade. Any extension of an Incomplete beyond this time must have the approval of the instructor and the chief academic officer.

Independent Study Course

Each department provides opportunities for different levels of independent study. The minimal hour requirements are the same as for any other credit-bearing course.

Prior to registration for independent study, a proposal form (available from the Registrar's Office or website) must be filed by the student by the end of the semester's add period; the proposal must indicate approval of the appropriate sponsoring instructor and the department chairperson (or a second member of the department when the sponsoring faculty member is the chair). Two courses of independent study may be counted toward degree requirements. Before a final grade can be assigned the student must submit a written report of the work done to the two sponsoring faculty members.

Note: Independent study courses may not be taken to satisfy general studies requirements. The following may be offered:

281 Independent Study Topics

Independent course work at this level allows students to pursue specialized interests in a manner different from that of more day courses. No superior competence on the part of the student is presumed as a qualification. These courses meet elective credit only and may be taken only once on this level.

381 Advanced Reading or Laboratory

Independent work at this level is designed to allow the student to improve competence in a major or related area of interest. The instructor will assist the student in developing a bibliography to be attached to the application form. Minimum biweekly meetings may be scheduled. One or two course units may be taken on this level.

481 Advanced Research

Independent study at this level should be directed toward original topical or problematic research. The standards relating to bibliography, methodology, and interpretation of results should be consistent with the highest professional standards of the subject area. A written report is considered essential, a copy of which should be made available in the department office and in the library. One or two course units may be taken on this level.

Individualized Study Program

At any time prior to the end of the sophomore year, a student may submit an Individualized Study Program (ISP) proposal to the Curriculum Development Committee (CDC) for a major different from those outlined in the College catalog. The CDC can approve proposals during the junior year for cases of extenuating circumstances that prevented an earlier development of the ISP. The proposal should outline the circumstances for any late submission. The ISP must provide for completion of the general studies requirements; include at least three academic disciplines; contain at least one 400-level course in each of two different disciplines; consist of 14 courses (five courses in the first discipline, five courses in the second discipline, and four courses in the third discipline); and be clearly superior to standard major requirements in meeting the student's academic or occupational goals.

The specific courses for each discipline must first be approved by the discipline's department chair or program coordinator. The entire ISP must be approved by the CDC.

Students interested in developing an ISP should find an adviser familiar with the student's goals as well as the general areas of study in which the student intends to concentrate. With the help of the adviser, the student will submit the ISP proposal to the CDC. The proposal form for an ISP is available from the Registrar's office.

International Students – Special Requirements

The College offers a sequence of courses designed to enhance the learning experience of international students and students who are not native speakers of English. These courses provide students with the language proficiency, study skills and cultural understanding they need to be successful students at Albright. Non-native speakers of English may be required to take these courses based on their scores on their entrances exams or based on their results on an English placement exam. Failure to complete these courses as required may result in the student not being allowed to return to Albright.

Leave of Absence & Withdrawal Policy

A leave of absence is defined as a decision to temporarily leave Albright College with a plan to return to the College in no less than two weeks and no later than one academic year from the semester of departure. For example, if a student takes a leave of absence in the fall 2029 semester, the student has until the start of fall 2030 semester to return.

A leave of absence might be voluntary or involuntary, might occur while a student is in good standing or on academic probation, and might be associated with a medical condition. There are three types of leaves of absence: voluntary, voluntary medical, and mandated medical.

Community Standards suspensions or academic suspensions will be handled by the appropriate department. Specific questions about Community Standards or academic suspensions should be addressed to the Student Life or Academic Affairs Office. Students planning a leave of absence should promptly consult with their academic advisor, the Financial Aid Office and the Residential Life Office to gain a better understanding of the possible ramifications, in particular as to how the leave of absence affects their academic progress, account balance, financial aid and housing. International Students must contact the International Students' Office or the Dean of Students to discuss their possible ramifications.

A student taking a leave of absence *for any reason* must meet the following conditions:

- A. The student must complete and submit the appropriate form to the Registrar's Office.
- B. The student must return to the College within one academic year. If not, the student will be fully withdrawn from the College. Please see below for more details about Withdrawals and the policies for readmission.
- C. The student is responsible for understanding how the absence may affect their current course grades and their academic standing.
- D. The student on a leave of absence may not be on campus without the permission of The Dean of Students.
- E. The student on a leave of absence may not participate in college activities. This includes all athletics.
- F. The student on a leave of absence may not remain living in a residence on campus. They

should vacate their residence within 24 hours.

G. The student must have a financial plan in place to settle any account balance from a prior semester to avoid any delay in class registration for an upcoming semester.

H. The student on a leave of absence must meet the normal deadlines for applying for financial aid for the semester in which the student plans to return.

I. The student on a leave of absence is responsible for understanding how this may affect their current and future semesters' financial aid.

J. In order to meet many of these requirements, it is highly encouraged that the student meet with a college representative to have a Leave of Absence Meeting where these college processes will be discussed.

Academic Information

A student taking a leave of absence after the end of a semester or between semesters will not affect their grades, as no courses will be in progress.

Taking a leave of absence during a semester may affect a student's grades, as their courses will be in progress. See the Class Attendance policy. a. A student who does not take a leave of absence and simply fails to attend their courses will earn grades that reflect the student's academic performance and work completed in said courses; a leave of absence only occurs when a student has submitted the form to the Registrar's Office, b. A student cannot take a leave of absence within the last two weeks of a semester, except in circumstances where a student is taking a medical leave of absence that is verified through Gable Health. These may be filed until the last day of the semester.

Financial Aid Information

If you are able to complete your courses on time, there should be no effect. Failing or withdrawing from classes may lower your Satisfactory Academic Progress and affect your eligibility for financial aid. Additionally, students who leave Albright and have borrowed through the Federal Student Loan program will be required to do Exit Counseling for their loans at www.studentaid.gov. This counseling will advise students about repayment options and repayment start date, which begins 6 months after withdrawal from Albright. Should you return to Albright and begin to once again borrow through the federal loan program, your repayment will once again be deferred at that time. Consult the Financial Aid office for information about your specific situation.

Residential Life Information

Students on a leave of absence should not be on campus and should not participate in any campus activities, including athletics. They will need to depart campus for the duration of their leave. If a student fully withdraws from the College, they must completely vacate their assigned space within 24-hours of submitting the withdrawal form.

Short-Term Emergency

Sometimes, emergencies arise and require a student's attention. Short-Term Emergency is a situation that may cause students to miss academic and cocurricular experiences for no more than two weeks. See the Class Attendance policy. These situations differ from taking a leave of absence and a withdrawal in that they are not official separations from college and do not constitute the need for readmission or reenrollment.

In the case of an emergency situation, for example the death of a family member, the hospitalization of a student, or a student entering an in-patient treatment program during a semester, students should contact the Public Safety Office as soon as possible to let the College know their whereabouts and the Dean of Students and their professors to discuss their short-term and long-term options, regarding time away from the College. Should the situation change and the length of time needed away from the College increase beyond two weeks, students should either contact the Gable Health and Counseling Center to make arrangements for a voluntary medical leave of absence or start the process for a voluntary leave of absence.

Voluntary Leave of Absence

Voluntary Leave of Absence is defined as when a student wishes to temporarily leave the College for a time no less than two weeks and no greater than one year for any personal reason not associated with physical or mental health, including but not limited to issues relating to work, travel, family, military service or another personal matter. *For medical-related* leave of absences, please see below for more information.

A student returning within the same semester in which the leave began should notify the Registrar when they return to classes. If a student indicates a return in a subsequent semester, the student will be contacted by the Academic Affairs Office for reenrollment. Reenrollment will be granted after students complete all the applicable features of the reenrollment document sent by Academic Affairs and this material is reviewed and approved by College administration; however, the college reserves the right to refuse reenrollment.

Voluntary Medical Leave of Absence

During your time at Albright College, a student may experience life situations, or medical and/or psychological conditions that significantly interfere with their academic and personal success. In these instances, it may be necessary to take time away from Albright to focus on one's health. A voluntary medical leave of absence is intended to provide students with the opportunity to fully attend to their health and wellbeing, away from the stress associated with campus and academic life.

Voluntary Medical Leave of Absence is defined when a student wishes to temporarily leave the college for a time no less than two weeks and no greater than one year in order to seek professional treatment for a documented medical or psychological condition. A voluntary medical leave of absence from Albright College is processed through the Gable Health and Counseling Center so that the College can consult with students' off-campus care providers to ensure their safe return to full-time study with appropriate medical oversight, while keeping medical records secure and private.

Students requesting this type of leave of absence must indicate as such to the college, as it directly affects the reenrollment process. All requests for medical leaves of absence require the recommendation of the College's health or counseling care providers.

Recommendations are typically but not exclusively based on the following:

- A. An evaluation by staff at the Gable Health and Counseling Center
- B. A letter from a physician or mental health professional submitted to Gable Health and Counseling Center for review
- C. An evaluation from a hospital Emergency Room department submitted to Gable Health and Counseling Center for review

If a student indicates a return within the allowable timeframe, the student will be contacted by the Academic Affairs Office for reenrollment, directing the student to first contact the Office of the Gable Health and Counseling Center. The student should provide relevant medical information to the Gable Health and Counseling Center, such as certification from a health care provider or psychologist that the student has participated in a course of treatment and is able to attend classes and conform to the standards of residential living. Return to the College may be contingent upon signing a behavioral contract. Such contracts may require the student to acknowledge that certain behaviors are proscribed.

The Gable Health and Counseling Center will review the paperwork and determine whether the condition requiring the medical withdrawal has been addressed sufficiently to allow students to resume their academic career at Albright successfully. Once the Gable Health and Counseling Center has cleared a student to return, they will direct the student to complete all the applicable features of the reenrollment document sent by Academic Affairs. The Gable Health and Counseling Center staff will help connect students with resources to support their successful return to campus and academic life.

Mandated Medical Leave of Absence

Mandated Medical Leave of Absence is defined when the college requires a student to temporarily leave the college for a time no less than two weeks and no greater than one year if a reason exists for the college to believe a student's continued presence on campus poses a significant threat to self or others or to the stability and continuance of normal campus operations for a reason associated with physical and mental health.

Typically, a mandated medical leave of absence will arise from a student exhibiting acute or persistent health or behavioral problems, despite having been offered or provided with reasonable accommodations, such as those made in accordance with the Americans with Disabilities Act. The College may initiate the mandated medical leave of absence process if, in the judgment of the Senior Vice President for Student and Campus Life or the Behavioral Intervention Team, a student:

- A. Engages or threatens to engage in behavior that poses a danger of harm to self or others, causes significant property damage, or substantially affects the health or safety of others.
- B. Is not able to adequately address daily living skills to the extent that they cannot function independently and/or safely in the residential milieu.
- C. Interferes with or disrupts the operations, activities, or functions of the College or fails to comply with the behavioral requirements of a College official in the performance of his/her duty with regard to the College's commitments to both the individual and the community.
- D. In rare cases, a mandated leave of absence may co-occur with hospitalization or visit to the hospital. Occasionally, a student is released within hours or within a day or two of entering a hospital. If the student lives on campus, he/she must find alternative accommodations off campus. Any exceptions to this process must be approved by the Director of Counseling Services or the Senior Vice President for Student and Campus Life.

If a student is able to and opts to return within the allowable timeframe, the student should contact the Gable Health and Counseling Center for reenrollment. Reenrollment will require providing relevant medical information to the Gable Health and Counseling Center, including certification by the student's health care provider or psychologist that the student participated in a course of treatment to resolve issues that precipitated the medical leave, is able to attend classes and is able to conform to the standards of residential living. Documentation should be provided to the college at least 45 days prior to anticipated return.

The Senior Vice President for Student and Campus Life, or their designee, will have the final authority regarding reenrollment, including returning to activities and residential life. The Senior Vice President for Student and Campus Life reserves the right to determine additional criteria for reenrollment, including, but not limited to, signing a behavioral contract that may require the student to acknowledge that certain behaviors are

proscribed and that if they reoccur, withdrawal from the college will be mandated.

WITHDRAWAL

A withdrawal is defined as a decision to leave Albright College without a plan to return to the college before one academic year from the semester of departure. *References in this policy to “withdrawal” refer to full withdrawal from all courses.*

Students planning on withdrawing should promptly consult with their academic advisor, the Financial Aid Office and the Residential Life Office to gain a better understanding of the possible ramifications, in particular as to how the withdrawal affects their academic progress, financial aid and housing. International Students must contact the International Students’ Office or the Dean of Students to discuss their student visas.

If a student wishes to return to Albright College after withdrawing, the student must contact the Admission Office and apply for readmission.

A student who plans a withdrawal for any reason is responsible for the following conditions:

- A. The student withdrawing has completed and submitted the appropriate form to the Registrar’s Office.
- B. The student understands how withdrawal may affect their current course grades and future academic standing.
- C. If a student withdraws tuition and institutional charges will be refunded in accordance with the schedule posted on the Student Accounts website.
- D. The student understands how withdrawal may affect their current and future financial aid.
- E. Following withdrawal, the student may not be on campus without the permission of the Dean of Students.
- F. Following withdrawal, the student may not participate in college activities. This includes all athletics.
- G. The student who has withdrawn may not continue to live in a residence on campus. They should vacate their residence within 24 hours.

Academic Information

- A. A student withdrawing after the end of a semester or between semesters will not affect their grades, as no courses will be in progress.

B. Withdrawing during a semester may affect a student's grades, as their courses will be in progress.

a. A student who does not withdraw and simply fails to attend their courses will earn grades that reflect the student's academic performance and work completed in said courses; a withdrawal only occurs when a student has submitted the form to the Registrar's Office.

b. Withdrawing anytime up to the 60th day of instruction in a regular 70-day semester or the equivalent, as determined by the Registrar, in terms of different lengths will result in the students' courses receiving the designation of W (Withdrawn). This will not affect a student's term or cumulative Grade Point Average.

c. After the 60th day or its equivalent, a student will receive their earned grade, except in circumstances where a student is taking a medical withdrawal that is verified through Gable Health. These may be filed until the last day of the semester.

Financial Aid Information

Withdrawing may affect a student's financial aid. For more information, please see the Leave of Absence/Withdrawal FAQ below.

Residential Life Information

Withdrawing may affect a student's housing situation. For more information, please see the Leave of Absence/Withdrawal FAQ below.

Major

The major may be selected at any time, but should be determined by the spring registration prior to the junior year. A delay in this decision may result in postponement of the student's graduation date.

Each major must include at least one 400-level senior seminar course, or two 400-level courses (one in each area) for a combined major. A cumulative grade point average of 2.000 must be achieved in all required courses for the major and any other courses designated by the department as appropriate for calculation inclusion. For a combined major, a grade point average of 2.000 must be achieved in EACH major.

Family Educational Rights and Privacy Act Statement

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

The right to inspect and review the student's education records within 45 days of the day the college receives a written request. Students should submit written requests to the Registrar that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he or she shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students should write the 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 college decides not to amend the record as requested by the student, the college 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.

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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); 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 other 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 college discloses education records without consent, to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint. Complaints should be addressed in writing to the Registrar's Office so that a resolution may be found. Complaints may also be made directly to the U.S. Department of Education concerning alleged failures by the College 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, D.C. 20202-5920

For additional information on these rights, please contact the Registrar or the Dean of Student Affairs.

Albright College, in accordance with the FERPA, has designated the following items as public information: Name, Addresses, Telephone Numbers, E-mail Addresses, Date of Birth, Major and Degree, Participation in Sports and Officially Recognized Activities, Dates of Attendance, Academic Level (Class Year), Enrollment Status (Full-time/Part-time), and Degrees, Honors and Awards. Public Information may be released to the general public.

You may request that public Information not be released by contacting the Registrar's Office in writing. Requests to withhold public Information will be honored for the current academic year only. To remain in effect, a request must be re-authorized each academic year.

Parent Notification Amendment

The Higher Education Amendments of the Family Educational Rights and Privacy Act (FERPA), permits postsecondary institutions to disclose to parents and legal guardians of students under the age of 21, without the student's consent, information regarding the student's violation of any Federal, State, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

Non-Traditional Studies

Under the direction of the Enrollment Development Committee, students may receive credit (with a grade of Q) for certain kinds of study outside the course structure. In each major, the faculty may approve a maximum of two courses for previous vocational experience.

Students also may earn credit for allied or co-curricular activities. Petitions to the Committee must be submitted prior to or very early into a designated experience; that activity must be accompanied by supplementary reading and a writing project. The whole project must have the approval of the supervising instructor, the department of the College if appropriate, and the Committee. In some instances, credit also may be granted for performance in the arts. A fee is charged. Grades of Q are recorded.

Phone Number Policy

Students will be asked to provide a personal phone number for communications from student services offices to support student success. These offices include, but are not limited to, Financial Aid, the Registrar, Health and Wellness, and the Office of Student Success. In the interest of student privacy, the academic phone number will be utilized for internal purposes only and will not be shared outside of the Albright community.

Students will be asked to provide a phone number (preferably mobile phone) at which they can be reached while enrolled. Students will provide this phone number through a phone form and will be able to update the phone number at any time while enrolled as a student. Students will also have the option to opt out of providing an academic phone number, but will be reminded that they are limiting the ability of key offices on campus to contact them directly when needed. Incoming students will be asked to provide this new phone number as part of the onboarding process through the Identity system. Current students will be required to provide a phone number or opt out and will be prompted until they complete one of the two options. If a member of the Albright community finds that a student cannot

be reached at the number provided, the academic phone number will be deactivated, and we will resume prompting the student to update the academic phone number or opt out of contact. Every five years, the academic phone number will expire. Current students will resume being prompted until they verify or opt out of providing an academic phone number.

The academic phone number will be collected through eDocs and stored in the Student Information System (system of record). The phone number will be shared to other systems as needed, but will be updated to those systems upon update in the system of record.

Quality/Non-Quality Grade

The designation of the Quality/Non-Quality (Q/NQ) grade has been devised to encourage students to take interesting and challenging courses outside their general area of knowledge. Quality work is C- or better; non-quality work is D+ or less. A student must request this designation during the fourth week of a fall or spring semester or the eighth day of a summer session. The grades Q and NQ are not counted in the cumulative average; both the Q and NQ, however, do appear on the student's transcript. A student may reverse the Q/NQ designation and request to take the final grade earned but to do so must inform the Registrar's Office of this reversal within 30 days of the end of the semester in which the course was taken. Reversing the designation may occur only once per course and applies only to courses not offered as Q/NQ only.

In addition to courses offered as Q/NQ only, one course may be registered for Q/NQ during each academic year a student attends the College. Q/NQ options may be used for general studies and for electives but not in the major. Any course that was previously registered as Q/NQ and is later used to meet major requirements will be reversed to the original letter grade submitted. Any course first elected as Q/NQ and later reversed will count toward the maximum number allowed.

Repeating a Course

A student may repeat a course in which he or she received a grade of D+, D, D-, F, WF, or NQ. When a course is repeated, it counts only once for credit to the degree. Only the

highest grade is included in the calculation of the cumulative grade point average. Each grade appears on the academic transcript. The course must be repeated at Albright for this policy to apply.

In general, a student may not repeat a course in which he or she received a grade of C- or higher. However, a student may repeat such a course with the permission of the adviser and approval of the academic dean. In such case, both the original grade and the second grade are included in the cumulative grade point average.

Society of Jacob Albright Scholars

Members

Graduating seniors who have completed at least half of their course work at Albright and who possess a cumulative grade point average of 3.850 or above at the end of the term preceding commencement will be inducted as members in the society and will be designated as Jacob Albright Scholars for life. Those who qualify only after the end of the spring term will be notified of their membership after commencement.

Note: The 3.850 Grade Point Average is effective with the Class of 2017.

Standard Program

The standard program for full-time students consists of eight regular semesters.

Senior year work must be taken at Albright College as a full-time student (at least three course units per semester). All students are expected to take major courses on the Albright campus. Transfer students must complete a minimum of sixteen course units at Albright.

Bachelor's degree holders may earn an additional Albright degree by completing at least

eight course units (in a new full major); such students must satisfy general studies and major requirements.

In addition to these academic requirements, to be eligible for graduation a student must have satisfied all obligations to the College including, but not limited to, payment of any outstanding charges and return of equipment and library books. The student also must be in good standing under the Student Code of Conduct as administered through the judicial system of the College.

Study at Other Institutions

Current Albright students can transfer to Albright courses taken only from accredited degree- granting institutions. Any exceptions to this policy will be determined by the academic departments involved and the academic dean.

Only courses in which a student earns a grade of C- or better will be transferred to Albright. No more than four courses can be transferred once a student becomes an Albright degree student. The grades earned in transfer courses will not be counted in the Albright grade point average (GPA).

In the case of non-major courses, students must obtain preliminary approval to take a course at another academic institution from the Registrar's Office. The Registrar will use academic standards and guidelines provided by the academic departments in granting preliminary approval for a transfer course. Preliminary approval does not guarantee that transfer credit will be granted. Final approval for transfer credit will be granted only when Albright receives an official transcript from the other institution and any other materials that may be requested to establish the nature and transferability of the course, for example a syllabus indicating expected learning outcomes.

In the case of major courses, students must obtain preliminary approval to take a course at another academic institution from the chair of their major's academic department, the chair of the academic department in which course credit is sought (if it a related course) and from the Registrar's Office. Preliminary approval does not guarantee that transfer credit will be granted. Final approval for transfer credit will be granted only when Albright receives an official transcript from the other institution and any other materials requested to establish the nature and transferability of the course.

Academic departments will use appropriate academic standards in the evaluation of

transfer work. This may include, but is not limited to, the evaluation of a course syllabus and expected learning outcomes, other course materials, student work, and the administration of an examination by the department.

Students transferring to Albright from other institutions are governed by the above regulations once they are degree students at Albright. Transfer students must complete at least sixteen course units at Albright to earn an Albright degree, and they may be required to complete more than sixteen course units in order to fulfill specific general studies and/or major requirements.

Courses taken in approved Study Abroad programs or in approved domestic Off-Campus Study semester-long programs (such as the Washington Center or the National Theater Institute) are treated as Albright courses for the requirement that transfer students must complete at least sixteen course units at Albright. They are also treated as Albright courses for the requirement that current students can take no more than four courses at other institutions.

Transfer Policies

Albright College welcomes applications for admission from students currently attending other colleges and universities. A student may be admitted to Albright as a transfer student at the beginning of either the fall or the spring term. Transfer credit is considered to be credit earned at a college or university other than Albright after a student has completed secondary school or the GED, but prior to the student's first enrollment at Albright College.

Current Albright students must complete the [Off-Campus Course Approval form](#). Enrollment at another institution in a Fall or Spring semester except through consortial relationships or other partnerships is not permitted. Course work completed as part of a study abroad experience at an international university must meet the criteria described on the [Study Abroad website](#).

A maximum of 22-23 course units (90 credit hours) may be transferred to Albright, but the student must complete a minimum of 7-8 course units (30 credit hours) at Albright.

Credit is granted for courses completed with a grade of "C-" or better; courses with grades lower than "C-" will not be accepted for transfer. Courses taken on a pass/fail basis will be accepted only if a grade of "pass" is equivalent to at least a "C-" at the awarding institution. Transfer credit will not be awarded for any course for which a student has

previously earned credit at Albright. In addition, if a student subsequently takes a course at Albright for which transfer credit has previously been awarded, the transfer credit will be removed from the student's Albright transcript.

Transferred course credits count toward the graduation requirement of 30 course units, based on four-credit hour courses, but the grades for such courses are not included in the student's academic grade-point average. The Albright transcript does not indicate the grades of transferred courses. Courses must be the equivalent of courses taught at Albright or be judged by the College to be consistent with Albright's curriculum. Course equivalencies will be determined by the Transfer Admission Officer in consultation with the Department Chair / Program Director, and the Registrar. If it is determined that there is not an equivalent Albright course, elective credit will be awarded. Official transcripts from each post-secondary college or university attended are required for transfer credit to be awarded. No credit(s) will be posted until official transcripts with final grades are received by Albright.

To be acceptable for transfer credit, U.S. courses must be taken in residence at (i.e., through registered enrollment in) a regionally or nationally accredited institution. Courses taken outside the U.S. must be transcribed either by an accredited U.S. partner institution or by a foreign institution certified in its home country by a process of comparable rigor to U.S. accreditation. Students must have an NACES recognized evaluation agency (some examples include AACRAO Office of International Education Services, Josef Silny & Associates, World Education Services, etc.) provide an evaluation of the foreign transcript to Albright College.

Transfer credits earned under an existing articulation agreement may be subject to separate guidelines, as outlined in the [specific agreement with each school](#). Students transferring to Albright with a completed Associate's degree from a regionally accredited institution are only required to take a Synthesis course to fulfill their [general education requirements](#).

Transfer students seeking AP, CLEP, or DSST/DANTES credit for examinations taken prior to matriculating at Albright College must provide an original score report from the College Board. Credit for these examinations will not be granted based on a transcript from another institution.

For students who have earned academic credits while in military service, and which are recorded on a Joint Service Transcript, credit will be accepted per the recommendation of the American Council on Education (ACE), so long as it otherwise meets the criteria for transfer of credit to Albright College. Transcribed military experiences are ineligible for transfer.

Withdrawal from Courses

With the adviser's approval, a student may withdraw from a course anytime up to the 60th day of instruction in a regular 70-day semester or the equivalent, as determined by the Registrar, in terms of different lengths. The designation is W (Withdrawn) and is so noted on the student's record. After the 60th day, or its equivalent, a student will receive the earned grade, except in circumstances where a student is taking a medical leave of absence that is verified through Gable Health. In those instances, the designation of W will be used. Requests for a medical leave of absence may be filed until the last day of the semester.

Official withdrawal requires that a withdrawal form be submitted to the Registrar's Office.

Financial aid recipients should consult with the Financial Aid Office when considering course withdrawal.

School of Professional Studies Online Programs

Undergraduate Programs

General Education Requirements

All students completing a bachelor's degree in the School of Professional Studies must meet general education requirements, listed below.

- ENG101, English Composition
- ENG102, Writing About Texts
- Foundations Fine Arts
- Foundations Humanities
- Foundations Natural Sciences
- Foundations Quantitative Skills
- Foundations Social Sciences
- Foundations World Cultures
- Connections 1
- Connections Global
- *Connections 3 for students entering in fall 2025 and later*
- Synthesis

Bachelor of Science in Accounting

This program is being phased out and will not be accepting new students after fall 2025.

Requirements

- BSA 105 Economics
- ACT 101 Financial Accounting
- BSA 140 Statistics
- ACT 200 Financial Reporting I
- ACT 201 Financial Reporting II
- BSA 250 Business Law
- ACT 302 Cost Accounting
- ACT 303 Individual Tax, Research

- ACT 304 Entity Tax
- ACT 305 Advanced Accounting
- BSA 310 Operations Management
- BSA 315 Managerial Economics
- BSA 345 Financial Management
- ACT 401 Auditing
- ACT 402 International Accounting

Bachelor of Science in Addiction Studies

This program is being phased out and will not be accepting new students after fall 2025.

Requirements

- APS 130 Introduction to Psychology
- APS 240 Ethics
- APS 250 Group Dynamics
- APS 340 Abnormal Psychology
- APS 370 Research Methods
- APS 380 Quantitative Methods
- ADS 220 Theories and Treatment of Addictive Disorders
- ADS 294 Drugs, Addiction, and Society
- ADS 310 Family Systems and Addiction
- ADS 320 Addictive Behaviors and Specialty Populations
- ADS 330 Addictive Behavior and Lifespan Development
- ADS 340 Addiction & the Brain
- ADS 410 Introduction to Motivational Interviewing

Bachelor of Science in Applied Psychology

This program is being phased out and will not be accepting new students after fall 2025.

Requirements

- APS130 Introduction to Topics
- APS230 Organizational Behavior
- APS240 Ethics
- APS250 Group Dynamics

- APS260 Adult Development
- APS330 Human Learning
- APS340 Abnormal Psychology
- APS360 Professional Development
- APS370 Research Methods
- APS380 Quantitative Methods
- APS400 Applied Project I
- APS410 Applied Project II

Bachelor of Science in Business Administration

This program is being phased out and will not be accepting new students after fall 2025.

Requirements

- BSA105 Economics
- BSA135 Accounting for Business
- BSA140 Statistics
- BSA220 Marketing Concepts
- BSA250 Business Law
- BSA265 Leadership and Organization
- BSA310 Operations Management
- BSA315 Managerial Economics
- BSA320 Strategic Planning and Organization
- BSA325 Marketing Strategy
- BSA345 Financial Management
- BSA352 Management of Information Systems
- BSA355 International Aspects
- BSA360 Ethical Decision Making
- BSA465 Capstone

Bachelor of Science Interdisciplinary Studies

The Bachelor of Science in Interdisciplinary Studies allows a student to pursue their interests and passions by combining at least two majors in the online programs at Albright College. Students select six courses at 100 or 200 level and 6 courses at 300 or 400 level. These courses must span at least two disciplines. Students may transfer courses into this

major consistent with the College's overall transfer policy, enabling students to combine courses in a field not offered at Albright College.

Requirements:

- 6 Lower-Level Courses (100 or 200 level)
- 6 Upper-Level Courses (300 or 400 level)

Interdisciplinary Studies Business Combined Major

- ECO 105 Principles of Economics (satisfies a social science requirement in Gen'l Ed Core)
- ECO 207 Statistics (satisfies a quantitative requirement in Gen'l Ed Core)
- ACC 101 Financial Accounting
- BUS 246 Management Principles
- BUS 247 Marketing Management
- BUS 250 Business Law I
- BUS 345 Financial Management
- BUS 366 Management Information Systems
- BUS 460 Strategies & Policies
- BUS 368 International Management

Interdisciplinary Studies Psychology Combined Major

- PSY 100 General Psychology
- PSY 200 Research Design & Analysis I
- PSY 201 Research Design & Analysis II
- PSY 405 Senior Seminar
- Take 2:
 - PSY 206 Social Psychology
 - PSY 250 Personality
 - PSY 230 Human Development
- Take 2:
 - PSY 305 Behavioral Neuroscience
 - PSY 340 Cognition
 - PSY 355 Motivation
- Take 1:

- PSY 220 Theories of Addictive Behavior
- PSY 271 Organization Psychology
- PSY 291 Cross-Cultural Psychology

School of Professional Studies Online Graduate Programs

Master of Applied Psychology

This program is being phased out and will not be accepting new students after fall 2025.

10 courses completed from the below. MAP610 is required and includes the capstone project.

- MAP 601 Positive, Psychology, Health and Wellness
- MAP 609 Psychological Diversity
- MAP 610 Professional Seminar: Ethics and Standards of Practice
- MAP 602 Brain-Behavior Relationships
- MAP 603 Cognition, Learning, and the Executive Functions
- MAP 604 Human Growth and Development
- MAP 605 Science of the self and Interpersonal Relationships in the Social World
- MAP 606 Psychological Assessment and Psychotherapeutic Interventions
- MAP 608 Applied Research Methods and Statistics
- MAP 611 Health and Wellness Coaching I
- MAP 612 Health and Wellness Coaching II
- MAP 613 Behavioral Assessment
- MAP 614 Behavioral Interventions and Instructional Strategies
- MAP 615 Measurement, Interpretation, and Single Case Research Designs
- MAP 620 Independent Study: Research
- MAP 625 Independent Study: Practicum

Master of Athletic Leadership

This program is being phased out and will not be accepting new students after fall 2025.

- MAP 601 Positive, Psychology, Health and Wellness
- MAP 609 Psychological Diversity

- MAP 610 Professional Seminar: Ethics and Standards of Practice
- ALD 610 Athletic Training
- ALD 615 Strength, Speed and Conditioning
- ALD 620 Sports Marketing and Communications
- ALD 625 Compliance and Legal Issues
- ALD 630 Athletic Coaching
- ALD 635 Sports Facilities
- ALD 645 Introduction to Athletic Leadership: Concepts and Practices
- MAP 611 Health Coaching I
- MAP 612 Health Coaching II
- ALD 650 Internship I
- ALD 651 Internship II

Master of Business Administration *

Prerequisites

- Economics
- Accounting
- Statistics

Core Requirements: Students must complete all of these core requirements.

- MSB 601 Innovation and Change Management
- MSB 602 Quantitative Research Methods in Business
- MSB 603 Global and Sustainable Strategies
- MBA 604 Marketing Management
- MBA 680 Managerial Finance
- MBA 690 Business Ethics
- MBA 691 Managerial Communications
- MBA 700 Strategic Management – Capstone course

Concentrations/Electives:

- Students should take three additional courses: 3 from one concentration or 3 electives.

Artificial Intelligence Concentration

- MBA 650 Generative AI for Managers
- MBA 651 Business Use Cases for AI Models
- MBA 652 AI Governance and Ethics
- MBA 653 Managing AI Projects

Athletic Leadership Concentration

- ALD 620 Sports Marketing and Communications
- ALD 625 Compliance and Legal Issues
- ALD 635 Sports Facilities

Business Analytics Concentration

- MSB 641 Business Analytics
- MBA 643 Storytelling with Data
- MBA 644 Spreadsheet Modelling for Decision Making
- MBA 645 Python for Business Analytics

Cybersecurity Concentration

- MBA 620 Information Governance, Risk Management, and Compliance
- MBA 621 Network Architectures for Cyber Managers
- MBA 622 Cyber Risk Management and Strategy
- MBA 623 Executive Cyber Defense

Digital Marketing Concentration

- MSB 670 Digital Marketing
- MSB 671 Marketing Analytics
- MSB 672 Integrated Marketing Content Strategies

Finance Concentration

- MSB 630 Strategic Cost Accounting
- MBA 681 Capital Markets & Investing
- MBA 682 Financial Statements Analysis and Valuation

Healthcare Administration Concentration

- MBA 660 Introduction to Healthcare Administration and Leadership
- MSB 663 Healthcare Ethics and Law
- MBA 664 Structure and Economics of the US Healthcare System

** Some concentrations within this program include three online courses offered through a national consortium of accredited institutions. All courses are evaluated, approved, and assessed through Albright College's standard governance processes and taught by participating faculty within a national consortium of accredited institutions. Students who successfully complete these courses earn credits from Albright College that are applied toward their degree.*

Master of Science in Business

This program is being phased out and will not be accepting new students after fall 2025.

Core Requirements

- MSB601 Innovation and Change Management
- MSB602 Quantitative Research Methods in Business
- MSB603 Global and Sustainable Strategies
- MSB750 Effective Team and Project Leadership

Pick two of the concentrations below for an additional six classes:

Data Analytics

- MSB640 Data Visualization
- MSB641 Business Analytics
- MSB641 Statistical Models

Digital Marketing

- MSB 670 Digital Marketing
- MSB 671 Marketing Analytics
- MSB 672 Integrated Marketing Content Strategies

Leadership and Management

- MAP 601 Positive Psychology, Health and Wellness
- MAP 609 Psychological Diversity
- MAP 610 Professional Seminar

Healthcare Administration

- MSB 660 Introduction to Healthcare Administration and Leadership
- MSB 661 Health Strategy and Innovation
- MSB 662 Data Collection, Integrity, and Analytics

- MSB 663 Healthcare Ethics and Law

Education Graduate Programs

General requirements of all Master Degree programs in Education

1. Students must complete a minimum of 33 credit hours.
2. Credits related to teacher certification are not included in the required 33 credit hour minimum.
3. Students must maintain at least a 3.0 GPA.
4. Students must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 5 Electives)

- EDU 520 Curriculum Design
- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 616 Educational Philosophy
- EDU 655 Special Topics: Closing the Gap
- EDU 622 Prek-4 PK-4 Math & Science Instruction & Assessment
- EDU 623 PreK-K Emergent/Early Literacy & Language Development
- EDU 626 Prek-4 PK-4 Social Studies, Arts & Humanities
- EDU 627 Gr.1-4 Developing and Sustaining Literacy Development
- EDU 646 (7-12) Secondary Methods

Capstone Research Project

- EDU 510 Research Design
- EDU 700 Research Project

Master's Degree Graduation Requirements:

1. Candidates must maintain at least a 3.0 GPA

2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates may apply all coursework credit to the MS in Education at Albright College
4. Candidates must complete a minimum of 33 credit hours.
5. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Master of Science in Education with K-12 Art Teacher Certification

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 5 Electives)

- EDU 520 Curriculum Design
- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 616 Educational Philosophy
- EDU 646 (7-12) Secondary Methods

Student Teaching -- Certification Requirement

- EDU 633 Practicum
- EDU 702 Student Teaching
- EDU 704 Student Teaching
- EDU 707 Professional Seminar
- EDU 711 Internship
- EDU 712 Internship

Capstone Research Project

- EDU 510 Research Design
- EDU 700 Research Project

Master's Degree Graduation Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates must complete 33 credit hours plus 1 practicum course, 1 professional seminar course and 2 student teaching/internship courses.
4. Candidates must complete all coursework prior to starting the student teaching or internship.
5. Candidates must successfully complete all state certification exams prior to the start of the student teaching or internship.

More information on these exams can be found at:

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

6. Candidates may apply all coursework credit to the MS in Education at Albright College
7. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Required Certification Test		
K-12	Art/ Foreign Languages	https://praxis.ets.org/

Master of Science in Education with K-12 Language Teacher Certification one of the following certification areas: Spanish, Latin, German, and/or French

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 5 Electives)

- EDU 520 Curriculum Design
- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law

- EDU 616 Educational Philosophy
- EDU 646 (7-12) Secondary Methods

Student Teaching -- Certification Requirement

- EDU 633 Practicum
- EDU 702 Student Teaching
- EDU 704 Student Teaching
- EDU 707 Professional Seminar
- EDU 711 Internship
- EDU 712 Internship

Capstone Research Project

- EDU 510 Research Design
- EDU 700 Research Project

Master's Degree Graduation Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates must complete 33 credit hours plus 1 practicum course, 1 professional seminar course and 2 student teaching/internship courses.
4. Candidates must complete all coursework prior to starting the student teaching or internship.
5. Candidates must successfully complete all state certification exams prior to the start of the student teaching or internship.

More information on these exams can be found at:

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

6. Candidates may apply all coursework credit to the MS in Education at Albright College
7. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Required Certification Test		
K-12	Art/ Foreign Languages	https://praxis.ets.org/

Master of Science in Education with PreK-4 Teacher Certification

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 5 Electives)

- EDU 520 Curriculum Design
- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 616 Educational Philosophy
- EDU 622 Prek-4 PK-4 Math & Science Instruction & Assessment
- EDU 623 PreK-K Emergent/Early Literacy & Language Development
- EDU 626 Prek-4 PK-4 Social Studies, Arts & Humanities
- EDU 627 Gr.1-4 Developing and Sustaining Literacy Development

Student Teaching -- Certification Requirement

- EDU 633 Practicum
- EDU 702 Student Teaching
- EDU 704 Student Teaching
- EDU 707 Professional Seminar
- EDU 711 Internship
- EDU 712 Internship

Capstone Research Project

- EDU 510 Research Design
- EDU 700 Research Project

Master's Degree Graduation Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.

3. Candidates must complete 33 credit hours plus 1 practicum course, 1 professional seminar course and 2 student teaching/internship courses.
4. Candidates must complete all coursework prior to starting the student teaching or internship.
5. Candidates must successfully complete all state certification exams prior to the start of the student teaching or internship.

More information on these exams can be found at:

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

6. Candidates may apply all coursework credit to the MS in Education at Albright College
7. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Required Certification Test		
PreK –4	Pearson PECT	https://www.pa.nesinc.com/

Master of Science in Education with 7-12 Teacher Certification in one of the following 7-12 certification areas

- 7-12 History
- 7-12 Mathematics
- 7-12 Biology
- 7-12 Chemistry
- 7-12 English
- 7-12 Social Studies

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 5 Electives)

- EDU 520 Curriculum Design

- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 616 Educational Philosophy
- EDU 646 (7-12) Secondary Methods

Student Teaching -- Certification Requirement

- EDU 633 Practicum
- EDU 702 Student Teaching
- EDU 704 Student Teaching
- EDU 707 Professional Seminar
- EDU 711 Internship
- EDU 712 Internship

Capstone Research Project

- EDU 510 Research Design
- EDU 700 Research Project

Master's Degree Graduation Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates must complete 33 credit hours plus 1 practicum course, 1 professional seminar course and 2 student teaching/internship courses.
4. Candidates must complete all coursework prior to starting the student teaching or internship.
5. Candidates must successfully complete all state certification exams prior to the start of the student teaching or internship.

More information on these exams can be found at:

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

6. Candidates may apply all coursework credit to the MS in Education at Albright College
7. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Required Certification Test		
PreK –4	Pearson PECT	https://www.pa.nesinc.com/

Master of Science in Education with K-12 Special Education Teacher Certification

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 2 Electives)

- EDU 520 Curriculum Design
- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 616 Educational Philosophy
- EDU 622 Prek-4 PK-4 Math & Science Instruction & Assessment
- EDU 623 PreK-K Emergent/Early Literacy & Language Development
- EDU 626 Prek-4 PK-4 Social Studies, Arts & Humanities
- EDU 627 Gr.1-4 Developing and Sustaining Literacy Development

Special Education Certification Requirements—Choose two electives in addition to required SPEC coursework

- SPE 600 High Incidence
- SPE 601 Low Incidence
- SPE 672 Special Education Methodology Adaptations and Assessment

Student Teaching -- Certification Requirement

- EDU 633 Practicum
- EDU 702 Student Teaching
- EDU 704 Student Teaching
- EDU 707 Professional Seminar

- EDU 711 Internship
- EDU 712 Internship

Capstone Research Project

- EDU 510 Research Design
- EDU 700 Research Project

Master’s Degree Graduation Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates must complete 33 credit hours plus 1 practicum course, 1 professional seminar course and 2 student teaching internship courses.
4. Candidates must complete all coursework prior to starting the student teaching or internship.
5. Candidates must successfully complete all state certification exams prior to the start of the student teaching or internship.

More information on these exams can be found at:

<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

6. Candidates may apply all coursework credit to the MS in Education at Albright College
7. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Required Certification Test		
K-12	Special Education (extra coursework required)	https://praxis.ets.org/

Post Baccalaureate with Teacher Certification

Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations

- EDU 550 Classroom Management Strategies

Discipline Specific Courses (Choose 3 Electives)

- EDU 520 Curriculum Design
- EDU 525 Current Trends and Issues
- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 616 Educational Philosophy
- EDU 655 Special Topics: Closing the Gap
- EDU 622 Prek-4 PK-4 Math & Science Instruction & Assessment
- EDU 623 PreK-K Emergent/Early Literacy & Language Development
- EDU 626 Prek-4 PK-4 Social Studies, Arts & Humanities
- EDU 627 Gr.1-4 Developing and Sustaining Literacy Development
- EDU 646 (7-12) Secondary Methods

Special Education Certification Requirements

- SPE 600 High Incidence
- SPE 601 Low Incidence
- SPE 672 Special Education Methodology Adaptations and Assessment
- EDU 633 Practicum
- EDU 702 Student Teaching
- EDU 307 Student Teaching
- EDU 707 Professional Seminar

Required Certification Test		
PreK – 4	Pearson PECT	https://www.pa.nesinc.com/
7-12	Praxis	https://praxis.ets.org/
K-12	Art/ Foreign Languages	https://praxis.ets.org/
K-12	Special Education (extra coursework required)	https://praxis.ets.org/

Post Baccalaureate with Teacher Certification Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates may apply all coursework credit to the MS in Education at Albright College
4. Candidates must complete a minimum of 33 credit hours.
5. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

Post Baccalaureate Teacher Certification with Teacher Internship

Student must pass the PECT/PRAXIS exam prior to Student Teaching Internship

Required Certification Test		
PreK – 4	Pearson PECT	https://www.pa.nesinc.com/
7-12	Praxis	https://praxis.ets.org/
K-12	Art/ Foreign Languages	https://praxis.ets.org/
K-12	Special Education (extra coursework required)	https://praxis.ets.org/

Core Requirements

- EDU 515 Advanced Human Development
- EDU 547 ELL & Culturally Diverse Learning
- SPE 540 Inclusive Classroom/Assessment/Adaptations
- EDU 550 Classroom Management Strategies
- EDU 633 Practicum

Discipline Specific Courses (Choose 2)

- EDU 610 Instructional Technology
- EDU 612 School Law
- EDU 622 Prek-4 PK-4 Math & Science Instruction & Assessment
- EDU 623 PreK-K Emergent/Early Literacy & Language Development

- EDU 626 Prek-4 PK-4 Social Studies, Arts & Humanities
- EDU 627 Gr.1-4 Developing and Sustaining Literacy Development
- EDU 646 (7-12) Secondary Methods

Student Teaching

- EDU 707 Professional Seminar
- EDU 711 Internship
- EDU 712 Internship

Post-Baccalaureate with Teacher Certification Requirements:

1. Candidates must maintain at least a 3.0 GPA
2. Candidates must repeat all courses in which a grade lower than a B- is earned in order to fulfill the requirements.
3. Candidates may apply all coursework credit to the MS in Education at Albright College
4. Candidates must complete a minimum of 33 credit hours.
5. Students are required to obtain and annually renew their clearances: Child Welfare, FBI Fingerprinting, and PA State Police. More information on this process can be found at: <https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx>

4+1 Master's Program

The purpose of this policy is to outline the guidelines and procedures for undergraduate students enrolled in the 4+1 Bachelor's to Master's program at Albright College. This program provides a seamless transition from undergraduate to graduate studies, allowing eligible students to earn both a bachelor's and a master's degree in just five years.

Eligibility To be eligible for the 4+1 program, students must:

1. Academic Standing: Maintain a minimum cumulative GPA of 3.00.
2. Program Requirements: Meet all specific academic requirements of both the undergraduate and graduate programs.
3. Application Process: Complete a formal application to the 4+1 program during the junior undergraduate year and be accepted.
4. Capacity: Students must have elective space to complete up to 12 credits of graduate work during their undergraduate years.

Program Structure and Coursework

1. Undergraduate Coursework: Students will complete all required undergraduate coursework, including general education and major requirements. This includes Student Teaching for current undergraduate Education majors.

2. Graduate Coursework: During the final 2 or 3 semesters of their undergraduate studies, eligible students will use elective space to enroll in up to 12 credits of graduate-level coursework. Undergraduate students cannot take more than 50% of their classes at the graduate level each semester. Students accepted to the graduate program will complete the remaining graduate course work during the “plus 1” year.

Financial Aid Enrollment Status

1. Undergraduate students taking graduate courses must maintain a full-time undergraduate course load (12 credits minimum) in order to qualify to receive federal financial aid, associated scholarships, grants and other applicable awards requiring full-time status.
2. Graduate Financial Aid: Students may apply for graduate assistantships, fellowships, or other forms of graduate financial aid. This graduate financial aid is only available once the student has graduated with an undergraduate degree. Institutional scholarships awarded at the undergraduate level cannot be used during the graduate year.

Program Policies and Procedures

1. Academic Advising: Students will receive academic advising from both undergraduate and graduate advisors to ensure a smooth transition.
2. Registration: Students must register for both undergraduate and graduate courses following the appropriate registration procedures.
3. Graduation: Students must complete all undergraduate degree requirements before starting the full-time graduate portion. The bachelor’s degree is awarded after successful completion of all undergraduate requirements. The master’s degree is conferred after successful completion of all graduate requirements.
4. Withdrawal policy: A student may withdraw from the 4+1 program and return to a standard undergraduate status at any time during the senior undergraduate year.
5. Program Review: The 4+1 program will be reviewed periodically to ensure its continued effectiveness and alignment with academic standards.

The 4+1 Application Process

The process for enrolling in a 4+1 program typically starts during a student’s junior year. Students are encouraged to express interest in 4+1 with their academic adviser who can help determine which program is best suited to meet student goals and can review options for allowing the student to earn graduate credits while completing their undergraduate degree. Students should attend information sessions offered by the graduate program enrollment teams or reach out to them for specific application questions. There may be some unique processes or requirement elements depending on the program, but overall, the process has three easy steps:

1. Talk with your adviser

2. Complete the application by May 15. On the application, be sure to select "yes" to the question asking, "Are you a current Albright undergraduate student interested in the 4+1 program?"
3. Apply for Financial Aid Note: for 4+1 students there is NO application fee when applying for graduate programs.

President Debra M. Townsley, Ph.D.

With more than 40 years of higher education experience, **Debra Townsley, Ph.D.** has filled the roles of president, interim president, academic dean, department chair, and business professor at institutions in five states. Specializing in identifying and implementing a strategic vision and plan for long-term institutional success, she is a transformational leader with experience in controlling spending while increasing enrollment and fundraising.

In addition to authoring books and articles, she has lectured on topics that include the state and future of higher education, external factors facing higher education and college presidents, and conducting a turnaround.

During her five years as president of William Peace University (Raleigh, N.C.), the university became co-educational and financially sound. She served as president of Nichols College (Dudley, Mass) for a dozen years prior to William Peace, where she conducted two comprehensive campaigns, raising a total of \$28 million. One campaign was the largest in the school's history, and both exceeded goals by more than \$2 million.

She has since created strategic plans and improved operations, systems and financials as president of Wheeling Jesuit University (Wheeling, W.Va.) and Laboure College (Milton, Mass).

Townsley's business career began with IBM and Booz, Allen & Hamilton before making the switch to teaching at Marymount University (Arlington, Va.). Three years later, she was named assistant professor and chair of Northern Virginia Community College's Accounting and Data Processing departments, and assistant professor of business. She also served as director of undergraduate and graduate management studies at St. Michael's College (Colchester, Vt.).

President's Cabinet

Larry Bomback

Vice President of Finance and Chief Financial Officer (Interim)

Richard E. Ferry

Director of Athletics and Head Men's Basketball Coach

James Gaddy

Vice President of Advancement

Shane Himes, MBA, M. Ed

Director of Financial Aid

Robert Iannelli

Chief Information Officer

Brenda Ingram-Wallace, Ph.D.

Vice President for Student & Campus Life

Irene Langran, Ph.D.

Vice President for Academic Affairs

Rick O'Leary

Associate Vice President of Facilities

Contact Information

Albright College is located at 13th & Bern Streets, Reading, PA. 19612. For more information about Albright or answers to specific questions, please call the College at 610-921-2381 or contact the individual departments below:

Academic Affairs	610-921-7643
Admission Office	610-921-7512 800-252-1856
Alumni Affairs, Alumni Relations Office	610-921-7510
Athletics, Athletics Department	610-921-7535
Gifts and Bequests, Development Office	610-921-7501
Financial Aid, Financial Aid Office	610-921-7515
International Students, Admission Office	610-921-7512 800-252-1856
Public Relations, College Relations Office	610-921-7526
Records, Transcripts, Registrar	610-921-7256
Student and Campus Life	610-921-7611
Student Housing Housing & Residential Learning Office	610-921-7641