

# Catalog Home

**Mansfield University of Pennsylvania**  
Mansfield, PA 16933

**Admissions Office**

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**E-Mail: [admissions@mansfield.edu](mailto:admissions@mansfield.edu)**

**Web Site: [mansfield.edu](http://mansfield.edu)**

Any information contained herein is subject to change without notice.

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**Dean of the College of Natural and Social Sciences**

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**Dean of the College of University Services**

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Ms. Pamela Kathcart, Assistant Director of Student Financial Aid

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Ms. Nichole Lefelhoc, Director  
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**University Communications and Marketing**

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**Purchasing**

**Mr. Jason Welch, Purchasing agent**  
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**Office of Human Resources**

Ms. Kacy Hagan, Human Resources Director  
120 Alumni; 570-662-4054

**Fall Semester, 2017<sup>^TOP</sup>**

Classes Begin at 8:30 am	M	August 28
Last Day to DROP and ADD Classes	Su	September 3
Labor Day - No Classes	M	September 4
Last Day to Submit:	Th	September 7
"Credit-By-Exam" form		
"Application for Graduation" form for May 2018		
"Pass/Fail Option" Card		
"Repeat of Course" Card		
Last Day to Submit "Incomplete" Grades	F	September 22
Last Day to Complete "Credit-By-Exam"	Tu	September 26
Fall Holiday - No Classes	M	October 23
Mid-Semester Grades Due 4:00 p.m.	F	October 13

Registration for Spring Semester Begins	M	October 16
Last Day to Withdraw from a Course	F	November 3
Thanksgiving Holiday	W-F	November 22-24
Fall Semester Classes End	F	December 8
Final Examination Period	M-F	December 11-15
Fall Commencement	Sa	December 16
Fall Semester Grades Due (12:00 Noon)	M	December 18

\* Friday is reserved for make up if it is necessary for the University to postpone final exams on one of the scheduled days.

## Spring Semester, 2018<sup>^ TOP</sup>

Classes begin 8:30 a.m.	Tu	January 16
Last Day to DROP and ADD Classes	M	January 29
Last Day to Submit:	Th	February 1
"Credit-By-Exam" form		
"Application for Graduation" form for December 2018		
"Pass/Fail Option" Card		
"Repeat of Course" Card		
Last Day to Submit "Incomplete" grades	F	February 09
Last Day to Complete "Credit-by-Exam"	M	February 12
Spring Holiday - No Classes	M-F	March 12-16
Mid-Semester Grades Due 4:00 p.m.	F	March 02
Last Day To Withdraw From a Course	F	March 23
Registration For Fall Semester Begins	M	Mar 26
Spring Semester Classes End	M	April 30
Final Examination Period *	T-F	May 1-4
Spring Commencement	Sa	May 05
Spring Semester Grades Due (12:00 Noon)	M	May 08

\* Friday is reserved for make up if it is necessary for the University to postpone final exams on one of the scheduled days.

## **History** <sup>^ TOP</sup>

Mansfield University traces its heritage to 1857, when the Mansfield Classical Seminary opened. In 1862, Mansfield became a state normal school. In 1927, the institution was designated Mansfield State Teachers College, and in 1960, it broadened its degree offerings and became Mansfield State College. In 1983, it became Mansfield University. As a member of the Pennsylvania State System of Higher Education, Mansfield combines the best qualities of a small liberal arts college with the resources of a comprehensive public university. Mansfield University became Pennsylvania's sole member to the Council of Public Liberal Arts Colleges (COPLAC) in 2015.

## **MU Facts** <sup>^ TOP</sup>

The campus consists of 174 acres and 42 buildings. This includes multiple recreation areas and playing fields; an indoor swimming pool, two auditoriums, a state-of-the-art library, a fitness center, a student union, and a child care center.

## **Student Enrollment**

2198 enrolled in the fall of 2016: 1929 full-time and 269 part-time; 1335 female (61%), 563 male (39%). Including Pennsylvania and the District of Columbia, students come from 22 states and seven international countries.

## **Student-Faculty Ratio**

The ratio is 16:1. Approximately 75% of our classes have fewer than 30 students; 45% have fewer than 20 students; and 5% have 50 or more students.

## **Student Financial Aid**

About 95% of undergraduate students receive financial assistance in some form. This includes federal, state, and institutional grants, as well as a variety of loans and employment.

## **Faculty**

The University has 109 regular full-time faculty; 86% have a doctorate or other terminal degree and 50% are women. In addition, 99% of all full-time instructional faculty are tenured or on tenure track.

## **Programs of Study**

The University has five associate degree programs, 30 baccalaureate programs, and four master's degree programs. We also offer 47 minors.

## **Special Options**

We offer multiple majors, a self-developed major, an honors program, internships, independent studies, individualized instruction, and study abroad opportunities.

## **Accreditation**

Mansfield University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Other accreditations or recognitions of professional programs are identified in the section of the catalog that describes each program.

## **Location**

With a population of 4,000, Mansfield borough is located in the mountains of North Central Pennsylvania at the intersection of U.S. 15 and U.S. 6. It is an area noted for its quality of life, safety, and varied recreational opportunities. The university is 45 miles north of Williamsport, PA and 30 miles south of Corning, NY. Driving time from: Harrisburg, PA, 3 hours; Scranton, PA, 2 hours; Buffalo, NY, 3 hours; Binghamton, NY, 2 hours; Philadelphia, PA, 4 hours; Pittsburgh, PA, 5 hours; New York City, 5 hours. Daily bus service, north and south, connects to all points in the northeast U.S.

## **Region**

The natural environment of the area provides numerous opportunities for outdoor recreation. These include hunting, fishing, skiing, camping, hiking, and water sports. The Pennsylvania Grand Canyon, located approximately 20 miles from our campus, and other regional state parks provide many recreational opportunities for students. Cultural attractions include the Clemens Center for Performing Arts in Elmira, NY; Corning Museum of Glass, and The Rockwell Museum of Western Art in Corning, NY.

## **Cultural Activities**

We offer a variety of cultural activities during the academic year. A variety of lecture and cultural series or celebrations are traditions at Mansfield. Frequent recitals by music faculty and students highlight the academic year. Fiction and poetry readings as well as other activities round out the University's cultural opportunities.

## **Library Facilities**

The Mansfield University Library is the academic center of the campus. The renovated six-story North Hall provides an elegant 19th century setting where students can access information from around the world through our computers and high speed wireless links to the Internet.

## **Housing and Dining**

New, suite style residence halls offering private bathrooms, micro-fridges, air conditioning and heating controlled in the suite, etc., house approximately 1,300 students. Double room suites, single room suites for two people, four person suites with living room and kitchenette and two double rooms, four person suites with living and kitchenette and four private rooms; and two person suites with living room and kitchenette and two private bedrooms are available. 2016-17 housing options include special interest living areas for first year students. Special living areas offered in the past have been: Outdoor Recreation, Sports Center, Performing Arts, Arts and Crafts, Healthy Living, Community Service, and others.

Campus eateries include an Einstein Bros Bagel Shop with extended hours located in one of the newest residence halls; a recently renovated main dining facility featuring unlimited seconds, a wide variety of options and desserts (including hand dipped ice cream with hot fudge) for lunch and dinner daily; a food court with a host of venues; a new Jazzman's coffee and sandwich shop; a food cart in the Retan classroom building; and a snack bar located in the Hut, MU's evening student entertainment location.

## **Calendar**

Our regular academic calendar consists of a fall semester which ends before Christmas, a 5 week winter session, and a spring semester ending in early May. We also offer two summer sessions from May through August. Consult the online calendars for more detailed information about calendar dates and events.

## Our Mission and Vision Statement<sup>^TOP</sup>

### Mission and Purpose

As Pennsylvania's premier public liberal arts institution, Mansfield University offers students a personalized education that emphasizes character development, scholarly growth, cultural awareness, and community service. By preparing our students for productive careers and meaningful lives, we positively influence the world.

### Vision

As Pennsylvania's only member of the Council of Public Liberal Arts Colleges and Universities (COPLAC), Mansfield University is the state's premier public liberal arts institution. We are committed to enhancing our identity as a small, distinctive, affordable alternative to private liberal arts colleges.

### Academic Promise

Mansfield University provides a personal, interdisciplinary, liberal arts education that focuses on the values of our creed, preparing our students for their first and subsequent careers in a rapidly changing world.

### At Mansfield University, we develop leaders.

We accomplish this by focusing on the four core values that have been our tradition since 1912: Character, Scholarship, Culture, and Service.

#### Character

We believe in **integrity**. We act with honesty and respect toward others. We take responsibility for our actions and reflect on their impact on ourselves and others.

#### Scholarship

We believe in **learning**. We use rigorous, responsible, and critical inquiry to understand existing knowledge, acquire and share new knowledge, and apply what we learn. Each of us is both student and teacher.

#### Culture

We believe in **celebrating humanity**. We enrich ourselves and others by sharing and exploring our similarities and differences. We honor the past as we invent the future.

#### Service

We believe in **helping others**. We work with others to improve the communities in which we now live and will touch in the future. Knowledge invests us with the power to improve our world and the responsibility to act.

In 1912, our student body adopted the above words, emphasizing their order:

**"Character as the essential, Scholarship as the means,  
Culture as the enrichment, and Service as the end of all worthy endeavors."**

## Statement of Diversity<sup>^ TOP</sup>

Graduates of Mansfield University participate in a world that has been enriched by knowledge, insights, and traditions of diverse peoples who live and work together. An academic community that values diversity by words and actions provides the best environment in which students can learn the social skills necessary to participate and flourish in our multi-cultural environment.

The Mansfield University Council of Trustees reaffirms the purpose of Mansfield University, as stated by President Simon B. Elliot in 1912, to strive to make education universal; that the rich and the poor, the child of those who have power and place, and of those who tread the lowly paths of life, shall receive alike the blessings of education invite equally and alike, without distinction of sex, or color, or race, or creed, or party, the children of all who may desire to participate in the opportunities here offered. That is the highest purpose for which Mansfield may be praised.

## Admissions

### Requirements For Admission

To be considered for admission to Mansfield University, students must graduate from an approved secondary school or have obtained equivalent preparation, for example the (GED), as determined by the Credentials Evaluation Division of the Pennsylvania Department of Education. Admission to the University is granted to those applicants who successfully complete college preparatory secondary school work (grades 9-12). Credentials should also include a class rank in the upper three-fifths of the graduating class and a satisfactory score on the Scholastic Aptitude Test (SAT) or the American College Testing Program exam (ACT). The SAT or ACT scores are not required if the applicant is 21 years or older or has been out of high school for two or more years.

#### Recommended Preparatory Course Work

English	4 Credits
History or Social Studies	4 Credits
Laboratory Science (Bio, Chem)	2-3 Credits
Algebra, Plane Geometry, Algebra 2	3-4 Credits
Foreign Language	2-4 Credits
Electives (academic)	6 Credits
Total	21-25 Credits

## Application Procedures

For Admission to the undergraduate programs, students are encouraged to complete the on-line application at [admissions.mansfield.edu](http://admissions.mansfield.edu). Paper applications are also available upon request. The Admissions Office begins accepting applications after July 1 following the student's junior year of high school. A complete application should include a \$25 non-refundable application fee as well as the following credentials:

1. An official high school transcript (an official copy must bear school seal and signature of an official).
2. An official copy of the Scholastic Aptitude Test (SAT) or American College Testing Program exam (ACT) results. Test scores reported on an official high school transcript are considered acceptable.

## **Deadlines For Application**

Mansfield University has a rolling admissions policy. We encourage students to apply early. All applications are considered based upon academic credentials and space availability for the entry date requested. Once we receive all credentials and supporting documents, the Admissions Committee will notify you in a timely fashion. Scholarships and space in specific academic programs are also awarded on a rolling basis; therefore, it can be advantageous to apply early in the academic year.

## **Deadlines for Select Programs**

Applicants for Mansfield University's Health Science Programs including Nursing, Radiology Technology, and Respiratory Therapy, must apply prior to December 1. These programs have limited space and reach capacity early in the admission process.

## **When Offered Admission**

Applicants offered admission while still enrolled in high school/college are expected to maintain or improve upon the academic scholarship presented when the credentials are initially reviewed. Failure to maintain scholarship, as reflected on final official transcripts (including class rank, grade point average, and course/credits scheduled), may result in revocation of the offer of admission.

Students offered Admission to Mansfield University are required to pay a \$125, non-refundable, enrollment deposit by May 1 prior to the fall semester of the year the student plans to enroll. Students accepted into the Nursing program are strongly encouraged to pay the \$125 enrollment deposit by March 1 due to limited space in the program.

When you have been granted admission and fail to enroll, the offer of acceptance and the \$125 enrollment deposit (if paid) are valid for one year from the initial entry date, provided the academic credentials have not decreased in the meantime and no significant changes in admission policy have been made. After one year, you must reapply for admission as a new applicant and meet the standards for acceptance current at the time of reapplication.

The university reserves the right to establish or change admission standards as it deems necessary.

## **Admission Categories**

If you meet the academic qualifications as outlined you will be offered admission to the university as a regular admit for the fall semester. Other admissions categories are described below.

## **Early Decision**

Consideration for an early admission decision for fall entrance is given to candidates who meet prescribed academic requirements as demonstrated by their high school grades and junior year SAT/ACT scores. Applicants who qualify for early decision are notified when we receive the completed application, application fee, official high school transcript, and junior year SAT/ACT scores.

## **Pathways to Enrollment**



Mansfield University offers several pathways to enrollment for students interested in two-year (associates) or four-year (bachelors) program options (or both).

1. If you are admissible to the University, but do not meet the academic criteria for a regular admit or you do not meet the preferred academic criteria for the major of your choice; you will be admitted into our Academic Exploration Program (AEP). We will work closely with you to help you transition to the major of your choice (if eligibility is obtained) as well as provide the following resources: Academic Advising Center, Writing Center, Focus program, counseling program, study skills assistance, and free tutoring services.
2. If you show a potential for success in college, but do not meet the regular requirements for fall acceptance, you may be considered for one of our developmental programs within the University's associate degree program options. You may not have completed the recommended high school course sequence or may require preparatory course work to polish your skills. Your high school credentials may rank below the university's minimum requirements but reveal potential for future success in other ways.

Students selected for participation in a developmental program must complete preparatory course work which is based upon diagnostic-placement results and receive tutoring and advising assistance. Upon successful completion of the program, with a minimum of 2.0 GPA, students continue in a matriculated status. There are limited spaces for enrollment in developmental programs. Students admitted into a developmental program, such as an Associate of Arts in Liberal Studies major, are encouraged to seek a change of major into another associate's or bachelor's degree program, once they have completed 12 academic credits above and beyond any required developmental courses (MA 0090, ENG 0090) and have a minimum of 2.75 GPA, or have completed 24 credits with a minimum of 2.00 GPA.

## **Housing and Dining Requirement Benefits of Living On-Campus**

All first and second year students at MU live and dine on campus. The University established this residency requirement because students clearly benefit from living in an environment designed with their needs in mind. Living on campus is an important part of the MU experience.

Research shows that living on-campus can greatly enhance a student's educational experience and success. Thus, all first and second year students are required to live in Residence Halls and participate in a University-provided dining plan unless they are formally exempted to reside in the primary residence of their parent(s) or legal guardian(s) in which the parent(s) or legal guardian(s) reside full time and which is within a 50-mile radius of the campus. Students fulfill the requirement after spending two years living and dining on campus (post high school). Academic credit hours and/or class status do not exempt one from the policy. This policy applies to traditional first and second year students and international students. It also applies to transfer students who have not completed two years of on-campus residency at another university (post high school). Married students, students 21 years of age and older prior to the start of the academic year, and veterans who have been honorably discharged are exempt.

All first or second year students requesting an exemption to the Housing and Dining Requirement, must complete the appropriate exemption through My.Mansfield under the MyHousing tab. Once the exemption has been filed, the student will then have TWO WEEKS to provide appropriate documentation related to their petition.\*

\*All rationale and documentation related to exemptions should meet the high standards of the Character (integrity) standard of the Mansfield Creed.

All documentation can be sent to Housing, Dining, and Campus Life, 120 Pinecrest, Mansfield PA 16933. If you should have any questions please contact Housing, Dining, and Campus Life by emailing [housing@mansfield.edu](mailto:housing@mansfield.edu) or calling 570-662-4934/570-662-4952.

### **Additional Benefits of Living On-Campus:**

**Academic Success** - Research has shown that students living on campus report being more satisfied with their college experience, earn better grades and are more likely to graduate than their commuting peers.

**Safety and Security** - The University employs an on-campus police force with officers working 24 hours a day, all year long. All residences are equipped with modern fire safety alarms/sprinklers in student rooms and all entrances feature electronic card access integrated with camera observation.

**Convenience** - Be close to everything! You are just a short walk (or Mountie Express ride) from classes, dining facilities, library, fitness center, sporting events, and many other activities.

**All-Inclusive Features** - the housing costs include laundry, internet access, cable, microfridges and common area cleaning (hallways, bathrooms). All suite options are carpeted, include private bathrooms, and are air conditioned with individual thermostatic controls. Maintenance staff and contractors also respond to problems experienced in a timely manner, allowing you to focus on academic priorities.

**Housing Options** - On-campus students have the opportunity to request a variety of suite living arrangements to best accommodate their housing needs.

**Independence** - Learning to balance freedom and responsibility in a protected environment like a residence hall makes the post-college transition easier. Making key decisions for yourself is an important step in the maturing process.

**Support** - The selected student and trained professional staff in the residence halls are on hand to answer questions and help students settle in at MU.

**Connection** - There are so many ways to get involved and stay connected. From clubs and organizations to intramurals and club sports to student leadership positions to service/volunteer opportunities, there is something for everyone!

**FUN!** - Meet new people! Live new experiences! Attend awesome events! An endless array of social activities with new friends, on your floor, in your hall, and all over campus make it easy. Just show up and enjoy! These are the things that lifelong friendships and memories are made of!

## College Bound Program

Our College Bound Program is for serious high school learners who know they will go to college, want to explore their potential for college work, or who want to study subjects not normally available in high school.

The College Bound Program provides opportunities on-campus, off-campus, and in distance education courses for outstanding high school students to develop their academic potential by pursuing college course work. Students who participate in this program take liberal arts or science courses, which are accepted at most colleges or universities in the U.S.

All academic courses meet departmental standards and earn Mansfield University credit. Students seeking approval to take course work through the College Bound Program must demonstrate strong potential for success at the college level.

Applicants must be recommended by their high school guidance counselor and demonstrate the ability to think critically and analytically. In recommending students for the College Bound Program, high school guidance counselors should use, but are not limited to the following guidelines: students who have pursued an academic curriculum in grades 9-12 and have demonstrated mastery of writing, mathematics, reading, and study skills. College Bound applicants must also demonstrate maturity and social skills appropriate for success in college course work. Students who meet the requirements for the College Bound Program are approved to pursue course work but are not admitted as matriculated students.

An approved College Bound candidate is not eligible for financial aid. However, students approved to take course work as a College Bound Student may be eligible for tuition discounts.

Students interested in the College Bound Program must submit an Undergraduate Non-Degree Application available online at <http://admissions.mansfield.edu/apply-now/> or by phone at (570) 662-4411.

## Dual Enrollment

The Dual Enrollment Program provides an opportunity for participating high school students who plan to pursue post-secondary education and wish to experience college level work, to enroll in courses that will provide college as well as high school credit.

To see a list of participating high schools and/or to complete the application, please visit <http://admissions.mansfield.edu/apply-now.cfm>.

Questions about the Dual enrollment process can be addressed through the Admissions Office at (570) 662-4243.

## **Early Studies Admission**

If you are a high school senior who meets our admission requirements and are interested in attending full-time in lieu of attending high school during your senior year, upon final approval and acceptance, you would be considered a first-time student at Mansfield University. All policies and procedures applicable to university first-time students apply. Should you select this option, you are responsible for obtaining permission from your high school administration or school board to attend Mansfield University in lieu of your senior year of high school studies.

You must file an application, and pay the \$25 application fee, submit official high school transcripts, standardized test scores, and provide the following documentation from either your high school guidance counselor or principal:

1. A letter stating that you have met your high school graduation requirements by the date you begin your enrollment here, or
2. A letter stating that you will be taking coursework here to meet your high school graduation requirements. If this is the case, the letter will need to state exactly what courses the high school is requiring you to take here to complete your graduation requirements.

The need to take any developmental course work in the basic skill areas of reading, writing, or mathematics will result in disapproval of the application.

Early studies students are not eligible to receive financial aid because you must have already earned a high school diploma or general equivalency diploma (GED) to be eligible.

## **Non-Degree Students**

Anyone interested in taking courses as a non-degree student, is encouraged to apply online at least two weeks prior to the start of the term in which study will begin.

High school graduates or those who hold a General Equivalency Diploma (GED) certificate may choose this alternative route to take course work through the University without formally applying and without taking the SAT or ACT tests.

Approval to take course work as a non-degree student does not imply or guarantee admission to the University or acceptance in a degree program, but it does offer flexible educational experiences for nontraditional students. This program enables individuals to enrich themselves, improve a particular skill for current or future employment, try college courses to see if they want to pursue a degree, or transfer credit to another institution.

Students may earn up to 30 credit hours, exclusive of developmental (0090) course work, and then apply these credits toward a degree program at Mansfield University if admitted. A maximum of 11 credit hours may be scheduled by non-degree during each academic semester of attendance.

Students may elect to audit courses at Mansfield University if spaces are available in appropriate courses. Credit is not awarded when a course is audited.

Questions about the non-degree process or course/curriculum requirements (outside of Dual Enrollment, which should be directed to Admissions), can be addressed to the Student Registration and Financial Services office at (570) 662-4411.

Non-degree students are required to meet the University's minimum academic requirements. Students who fail to meet those requirements at the end of a semester may be administratively disqualified and denied future enrollment at the discretion of the Provost or Dean.

Any student who is not a U.S. citizen must provide a current, valid visa and a TOEFL score (70 electronic or 500 paper) or demonstrate English proficiency. For additional information contact the Student Registration and Financial Services office at (570) 662-4411.

## **Prior Learning Credit**

You may contact our Student Registration and Financial Services Office to learn more about credit for prior learning. You may also visit: [www.learningcounts.org/](http://www.learningcounts.org/)

## **Senior Citizens Program**

Mansfield University offers tuition waivers to senior citizens who are receiving Social Security retirement benefits and are at least 62 years of age (or minimum age as defined by the Federal Social Security Administration). Senior citizens may register for courses offered in the fall, spring, and summer sessions. Classes may be audited or taken for credit. Interested students must complete a Senior Citizen Tuition Waiver form available online at <http://admissions.mansfield.edu/non-degree-students/upload/Sr-Citizen-Wvr.form.pdf> or at the Student Registration and Financial Services Office. Along with the waiver form you must submit proof of benefits (copy of monthly check or statement from the Social Security Office). Since only tuition is waived, students are charged the miscellaneous fees associated with the number of credits requested. For more information, contact the Student Registration and Financial Services Office at (570) 662-4411.

## **Visiting Student Program**

The Visiting Student Program allows students enrolled full-time at Pennsylvania State System of Higher Education universities to enroll at sister institutions for a limited period. A student wishing to enroll at Mansfield University as a visiting student must receive permission from the home university. To qualify, a student must have satisfactorily completed at least 27 credits at the home university and be in good academic standing. A student may take a maximum of 18 credits in a single semester and up to 12 credits of summer work as a visiting student.

Applications for visiting student status are submitted to Mansfield University's Registrar's Office for approval. The completed visiting student application (available from the home institution) provides verification of good academic standing. No further credentials are required for admission into the visiting student program at Mansfield University.

Each visiting student should request that a Mansfield University transcript be forwarded to the home campus after courses have been completed. Mansfield University assigns credits and grades in accordance with its own policies and procedures.

## **Special Art/Music Program Requirements**

Applicants for an art degree must satisfy general college admission requirements. While not required to submit an art portfolio for admission in most cases, students may be asked to do so, and may need to present their portfolio to the Art Department for the purpose of course placement. For further information contact the Art Department (570) 662-4500.

Applicants for a music degree, having satisfied the requirements for general college admission, must audition for acceptance into music programs. Acceptance is based upon a demonstration of both musical aptitude and accomplishment. For further information contact the Music Department (570) 662-4710.

## **Transfer Admission**

Students who have attempted college coursework elsewhere after high school graduation are considered Transfer Students. Students are normally eligible for transfer admission if they have attained an overall 2.0 cumulative grade point average (GPA) at accredited post-secondary institutions. Exceptions are as follows: Radiology Technology and Respiratory Therapy, 2.5 GPA;

Social Work, 2.5 GPA; Nutrition & Dietetics, 2.7 GPA; Nursing, 2.7 GPA; Education, 3.0 GPA. Credit is awarded for college-level courses completed in accredited colleges/universities. "Accredited" is defined to include any of the seven regional accrediting bodies only, e.g. Middle States Commission on Higher Education for this region. Credits presented from non-accredited colleges or universities are not necessarily eligible for transfer consideration. Options for evaluation of prior learning from a non-accredited institution should be discussed with the Registrar's Office.

Please note that transfer admission into the traditional BSN program is offered on a highly-competitive and space-available basis.

All transfer applicants are encouraged to apply online at [admissions.mansfield.edu](https://admissions.mansfield.edu). The \$25 application fee is waived for students who have earned an associate degree prior to attending Mansfield University. Otherwise, transfer applicants should submit the \$25 application fee. Transfer students must submit the application along with official transcript(s) from all post-secondary institutions previously attended to the Admissions Office. Mansfield University has a rolling admissions policy. All interested applicants are encouraged to apply early. Applications will be considered based upon academic credentials and space availability for the entry date requested.

If AP or IB credits were completed in high school, applicants must have official score reports/transcripts submitted to the Admissions Office for consideration of credits.

Students transferring from a non-accredited institution may opt to gain alternate credits through completion of CLEP exams. For information you may contact Wanda Labar at [wlabar@mansfield.edu](mailto:wlabar@mansfield.edu), 570-662-4771 or visit South Hall 212.

Applicants who have earned fewer than 30 credits in college-level work are required to submit an official high school transcript. If SATs/ACTs were completed, applicants are encouraged to submit an official score report, but they are not required with an acceptable transfer GPA.

There is no minimum number of credits required to transfer to Mansfield University.

Students approved for transfer to Mansfield University but who are still enrolled at another institution are granted admission on a provisional basis until all records from the previous institution have been reviewed and finalized.

Mansfield University participates in the Pennsylvania Transfer and Articulation Center. Students may access this site online and learn how their credits at Pennsylvania Community Colleges and other institutions transfer to Mansfield University. [www.patrac.org/Student/tabid/194/Default.aspx](http://www.patrac.org/Student/tabid/194/Default.aspx)

Health Science programs require completion of algebra, biology, and chemistry with a grade of C or better at the college level. (Can be considered at the high school level, with grade of B or better.) See individual program pages for specific admission requirements.

## **Transfer Credit Evaluation**

Following acceptance into the university, an evaluation of courses taken at previous institutions is made in consultation with the appropriate academic departments.

Credits are evaluated on a course-by-course basis. Exceptions to this policy are specified in the State System of Higher Education Academic Passport for students transferring from Pennsylvania community colleges and transfer agreements between Mansfield University and many two year institutions.

Actual grades and the grade point average (GPA) do not transfer from any previous institution; only the credits earned transfer. Although completion of remedial courses is recognized, credit does not transfer.

The number of credit hours that transfer from another institution cannot be more than the number awarded for completion of course work at that college/university. For example, Introductory Biology might carry three credits at another institution and three credits would be given in transfer for such course even though the equivalent biology at Mansfield is four credits. Furthermore, if a U.S. History course is four credits at another institution, four credits would be given in transfer even though U.S. History at Mansfield University is a three-credit course.

Because of the time necessary to develop skills required by the music curriculum, music students are advised to transfer as early as possible. Otherwise, it becomes increasingly difficult to complete the curriculum within the normal four-year span of time.

Credits in the music area must be validated by examination before they are accepted for transfer. This is to insure that the student is capable of successfully completing the remaining required courses.

Transfer students seeking to appeal the equivalency and/or application of their transfer credits to a degree program may do so through the Student Registration and Financial Services Office at [studentservices@mansfield.edu](mailto:studentservices@mansfield.edu).

## **Maximum Credits Accepted in Transfer**

There is no limit on credits accepted from regionally-accredited four year colleges and universities. Mansfield University will accept in transfer a maximum of 67 credits of coursework from two-year junior or community colleges. Students must have earned a minimum 2.0 GPA from prior institutions to be eligible for transfer of courses with a grade of D. Transfer credit will be applied as appropriate to satisfy general education courses, courses required by the major, and elective courses. To earn a Mansfield University degree, students must complete 50% of their major courses at Mansfield University and a minimum of 25% of the total degree credit requirements at Mansfield University. To complete a minor, 50% of minor requirements must be completed at Mansfield University.

International students who wish to transfer credits to Mansfield University are required to have all transcripts evaluated by a service such as World Academic Research Center. <http://www.foreigndegrees.com/> or World Education Services <http://www.wes.org/application/>. Credit cannot be awarded unless an evaluation service is used.

## **Readmission of Former Students**

Any degree-seeking student who has not been in attendance during the previous semester must apply for readmission to the university through [admissions.mansfield.edu](http://admissions.mansfield.edu) (choose the "Apply now" link and select the Returning Student online application).

There is no application fee.

Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission. Before students are readmitted, they must clear all outstanding University-related debts.

## **Academic Amnesty**

The Academic Amnesty Policy allows certain students who have been separated from the University to return and not be unduly disadvantaged by their prior academic records. A student may be granted Academic Amnesty only once. Once granted, its conditions cannot be altered. Conditions for Academic Amnesty are as follows:

1. A student must be separated from the University for at least five years before being eligible for Academic Amnesty.
2. All grades for courses taken prior to the point at which Academic Amnesty is granted will remain on the academic transcript and academic history, but the cumulative GPA will be represented as "0.00."
3. Only those courses that reflect a grade of C or better and were earned at Mansfield University prior to readmission will count as credit hours earned toward graduation. Courses with grades of C- or less will not count toward graduation.
4. A student will be placed on probation for the initial returning semester.
5. A student must achieve a minimum grade point average of 2.00 by the end of the second semester. Failure to achieve the 2.00 minimum GPA will result in permanent dismissal from Mansfield University.

## **Procedure:**

1. The student is evaluated for admission through the normal processing of the readmission application in the Admissions Office.

2. The student is referred to an advisor for review of academic standing.
3. The student submits a petition for Academic Amnesty to the Provost.

## Principles Of Enrollment Management

Mansfield University endorses enrollment management principles and reserves the right to limit the total number of first-time, transfer, and readmission students within specific degree programs, as well as the total entering class at date of entry. Official entry dates occur in the summer, fall, and spring each academic year. A student may be offered admission to a waiting list based upon these principles. Assignment of confirmed spaces is made after a comprehensive review of academic credentials.

## Summer School

Summer School at Mansfield University is designed to meet the needs of a variety of students. A wide range of educational opportunities include credit courses for undergraduates, non-degree, and graduate students, as well as workshops, ACT 48, travel abroad credit and non-credit courses, and seminars in the liberal arts, teacher education, and other fields of study. Summer courses include an array of online courses as well as traditional classroom experiences. Those who are interested can visit the website at [summer.mansfield.edu](http://summer.mansfield.edu) to view courses.

Summer sessions are open to any student who has earned a high school diploma, a GED certificate, or as part of our dual enrollment program for high school students.

Continuing university students, including new students, who wish to accelerate their programs of study will find both general education and other courses in a variety of academic disciplines. Students from other colleges and universities may take courses through Mansfield University. They are advised to first ensure that their home institutions will accept credits earned.

Teachers and graduate students will find courses in the summer program to serve a variety of needs. They may enroll to complete requirements for permanent certification, take refresher courses in their field of specialization, earn certification in a new field, or take academic coursework to meet ACT 48 requirements.

The policy regarding the number of credits for which a student may register during the summer sessions at Mansfield University is as follows: Students may not take more than six credits during either session, or more than 12 credits across the summer without the approval of the Academic Deans.

Housing is available on campus for summer students.

## Distance Education: Online and Interactive Video

Mansfield University offers opportunities for learning in a variety of settings and via various methodologies. Recognizing the unique needs of learners, we have online undergraduate and graduate courses and programs, as well as televised interactive courses. For further information about distance education, call 800-661-3640 or email [online@mansfield.edu](mailto:online@mansfield.edu). Visit Online Learning at Mansfield University's website for critical information, resources available, and directions related to responsibilities in taking a course online at Mansfield University. Website: <http://www.online.mansfield.edu>

A wide range of resources and services are available to support teaching, learning, and research for on-campus students and for distance education. Detailed information about the library's collections and services is available through the home page at <http://lib.mansfield.edu/> and more specifically <http://mansfield.libguides.com/distance> for our online population. Another important contact point is the Information Desk (Reference) *Ask a Librarian* or [libref@mansfield.edu](mailto:libref@mansfield.edu). **Distance Education** students will be mailed their library access bar code or may find this code at <http://lib.mansfield.edu/faq/library-id-number-lookup/>.

## Prospective Students

Due to federal regulation, all universities offering distance education in states other than their own must receive authorization from those states to do so. If you are considering an online academic program that will lead to a professional license in your state, it is highly recommended that you seek guidance from the appropriate licensing agency in your home state before beginning a program at Mansfield University.

### **Online @ Mansfield University Complaint Process**

Federal legislation (Higher Education Opportunity Act of 2008) requires colleges and universities to provide students with information necessary to make informed decisions concerning their educational experiences. One important item relates to student complaints. Mansfield University strives to serve its students fairly and equitably. If, however, a student has a complaint, we have the following process in place to assist the student in resolving the complaint.

Mansfield University encourages all students regardless of their residency, to FIRST initiate an attempt for resolution by following Mansfield University's Academic Standards: Due Process/Complaints. If an issue cannot be resolved by this internal process, a complaint may be filed with the Pennsylvania Department of Higher Education. Students located outside Pennsylvania may also choose to file a complaint with the appropriate agency in your state of residence. A list of the appropriate agencies is maintained by the State Higher Education Executive Officers (SHEEO)

If you are unable to resolve an issue internally, you may contact the appropriate state agency. We ask that you attempt to resolve complaints with the University internally before involving an outside agency.

## **Hybrid Courses**

A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online, and the amount of classroom time is reduced. A course that is largely classroom based may include a combination of online or web-based components and requirements in addition to the classroom experience.

## **International Studies**

Many opportunities are available for international students at Mansfield University. International applicants should contact the Director for the Mansfield University Center for International Cooperation & Exchange.

## **Requirements for International Student Admission**

Applicants are required to send official certified copies of all academic records by postal mail to the Mansfield University Center for International Cooperation & Exchange. When possible, records should be sent directly from the academic institution attended and contained in a sealed envelope.

Applicants from countries where English is not the native language are required to submit official results of the Test of English as a Foreign Language (TOEFL) examination, the International English Language Testing System (IELTS) exam, or the Scholastic Aptitude Test (SAT). Applicants from countries where English is the native language must submit the Scholastic Aptitude Test (SAT). Admissions criteria requires a minimum TOEFL score of 65 on the internet-based exam, 525 on the printed exam, or 5.5 on the IELTS examination. English as a Second Language (ESL) classes are available for applicants who are not proficient in English. Students with scores less than 550 on the TOEFL (paper-based), 79 TOEFL (iBT), or 6.5 on the IELTS are likely to be placed into a program of ESL study before proceeding in most academic programs.

## **Admissions Process**

Applicants are encouraged to submit their application and all required documentation at least three (3) months prior to their desired semester start dates. This allows adequate time for processing the application and academic documents. All applications/forms are available online at <http://admissions.mansfield.edu/international-students/index.cfm>.



## Transfer Students

International students who wish to transfer credit to Mansfield University are required to have all transcripts evaluated by a service such as **World Academic Research Center** <http://www.foreigndegrees.com/> or **World Education Services** <http://www.wes.org/application/>. Credit cannot be awarded unless an evaluation service is used.

## Non-Credit Programs

A complete schedule of non-credit courses is available at [www2.mansfield.edu/non-credit-courses/](http://www2.mansfield.edu/non-credit-courses/).

## Municipal Police Training Academy

Under PA ACT 120, an approved 750 hour training program is required to become a municipal police officer in the Commonwealth of Pennsylvania. Mansfield University is an approved school by the Municipal Police Officers' Education and Training Commission (MPOETC). Our academy provides each cadet with the professional skills and knowledge necessary to become successful law enforcement officers. Our full time academy meets 40 hours each week, while our part time program meets 16 hours each week, evenings and weekends. Graduates of the police academy may earn up to 19 hours of college credit following approval of an application. For more information go to <http://www.mansfield.edu/police-academy/>

## Partial Waiver of Police Academy for Former Federal Law Enforcement and Military Police Officers

PA Act 165 of 2012 allows former Federal Law Enforcement Officers and former Military Police Officers to obtain a partial waiver of the Act 120 Basic Training. The Municipal Police Officers' Education and Training Commission has approved a 295 hour course, as well as optional courses if needed, to comply with Act 165. Interested applicants can apply to MPOETC for an equivalency review to receive approval to attend the partial waiver academy. For more information go to <http://www.psp.pa.gov/MPOETC/training/Pages/Federal-Law-Enforcement-and-Military-Police-Officers.aspx>

## Expenses

Click on a link to be taken to the entry below.

- [Other Fees](#)

This information is based on student charges for the 2016/2017 academic year. **This information is subject to change without notice.**

## Admission Fees (Non-Refundable)

Application Fee	\$ 25
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Students applying for admission or readmission pay this fee when submitting their application.

Advance Deposit	\$125
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An advance deposit is required upon acceptance of the offer of admission. Upon request, this deposit is transferable to a revised admission date within one year upon the approval of the Director of Admissions.

## Tuition (Per Semester)

Undergraduate & Online Undergraduate	Pennsylvania		New York/New Jersey		Out of State/International	
	Per credit*	30 credits	Per credit	30 credits	Per credit	30 credits
Students prior to 2016	\$297	\$8,910	\$490	\$14,700	\$594	\$17,820
Entering Fall 2016**	\$305	\$9,150	\$503	\$15,090	\$610	\$18,300
Entering Fall 2017**	\$314	\$9,420	***	***	\$622	\$18,660
Graduate & Online Graduate**	\$499	Not Applicable	\$747	Not Applicable	\$747	Not Applicable
*Per credit reflects a 1% per credit freeze fee. The tuition rate is good for 8 semesters over 5 consecutive years						
** Represents an estimated tuition rate based on a 3% increase per year.						
*** Beginning 2017/2018 all out of state students will have an opportunity to earn a decrease in tuition based on grade point average or SAT or ACT scores. Good neighbor status is no longer available for students entering after spring 2017.						

**Note 1:** Any student taking a combination of undergraduate & graduate credits are charged based upon the student's academic program level (undergraduate or graduate), not the course level.

**Note 2:** Final Tuition rate is set by the Board of Governors in July.

### Audit fee:

Part-time, non-degree seeking students and residents of the region may audit a course for \$50 with the permission of the course instructor if space is available.

### Senior Citizen Tuition Waiver:

PA Residents aged 62 or over and receiving Social Security benefits may enroll in university undergraduate on campus courses if space is available with no tuition charge during the fall and spring semesters. Summer session tuition is charged at the normal per credit rate.

## Housing/Residence Hall Student Fees (per semester)\*

\*Please note, the following rates are for the 2016-2017 academic year, rates for the 2017-2018 have not yet been determined.

### Suite-Style (Oak, Hickory, Sycamore & Spruce)

B Unit 2 person shared (1 bedroom) semi-suite with private bathroom	\$4071
C Unit 2 person private (2 bedrooms) semi-suite with private bathroom	\$4365
D Unit 4 person shared (2 bedrooms) suite with living room, kitchenette and 2 bathrooms	\$4210

E Unit 4 person private (4 bedrooms) suite with living room, kitchenette and 2 bathrooms \$4510

F Unit 2 person private (2 bedrooms) suite with living room, kitchenette and private bathroom \$4917

Requests for certain suit types are processed by Housing, Dining, and Campus Life, 120 Pinecrest, and are granted on a space available basis. Payment does not guarantee a private room if there are no vacancies.

## **Meal Plans: (Per Semester) \***

**\*Please note, the following rates are for the 2016-2017 academic year, rates for 2017-2018 have not yet been determined.**

19 meals (\$250 flex)	\$1854
14 meals (\$250 flex)	\$1536
10 meals (\$250 flex)	\$1534
175 meal block (\$250 flex)	\$1532
75 meal block (\$250 flex)	\$891
Senior flex only plan (\$500 flex only)	\$500
Flex Only (minimum) Mandatory for commuters	\$100

Flex dollars are built into each meal plan and may be used as cash at any campus dining location. You may buy additional flex dollars in increments of \$25. Unused flex dollars are carried over from fall to spring semester. Unused flex dollars at the close of the spring semester are forfeited.

All residence hall students purchase and participate in the on-campus dining program. Dining fees are assessed regardless of whether or not dining services are actually used if an approved exemption form is not on file.

Requests to change a meal plan must be made by August 1 for the fall semester. Changes to dining selections are not permitted after the semester begins.

75 meal block (\$250 flex-commuters only)	\$891
Flex only (commuters only)	\$100

All commuter students are automatic participants in the \$100 flex per semester program. Unused flex dollars are carried over from fall to spring semester. Unused flex dollars at the close of the spring semester are forfeited.

## **Housing Application Fee**

All students requesting on-campus housing complete an agreement that includes the payment of a \$100 housing application fee. The application fee allows students to participate in housing selection/reservations each year. The application fee is non-refundable.

## **Housing, Dining, and Campus Life**

Students should familiarize themselves with the comprehensive terms and conditions for housing and dining by reviewing the Housing & Dining Agreement, as well as the Resident Hall Handbooks located at <http://www.mansfield.edu/housing/>

## Mandatory Miscellaneous Fees

\*\*Note: Internships, independent studies, individualized instruction, and student teaching assignments are billed as on-campus courses and all mandatory miscellaneous fees apply.

### Technology Fee

This fee is paid by all students specifically to increase the investment in instructional technology.

Residency	Credits	Technology Fee
PA	Undergraduate 1-11 credits	\$19.00/credit
	12+ credits	\$224/term
	Graduate	\$26/credit
Out of State	Undergraduate 1-11 credits	\$29/credit
	12+ credits	\$341/term
	Graduate	\$38/credit

### Community Building Fee

This fee is paid by all students to support the operating costs and debt service for the Alumni Hall Student Center.

#### Undergraduate

1 to 6 credits	\$30.00
7 to 8 credits	\$60.00
9 or more credits	\$120.00

#### Graduate

1 to 5 credits	\$30.00
6 to 8 credits	\$60.00
9 or more credits	\$120.00

### Education Fee

This fee is paid by all students to support high-cost programs, labs, and academic equipment.

Undergraduate	1-11 credits	\$31.00/credit
	12+ credits	\$375/term
Graduate	1-8 credits	\$69.00/credit

	9+ credits	\$623/term
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## Health Fee

Primary medical care is provided to registered full-time and part-time students while the university is in session.

### Undergraduate

7 to 11 credits                      \$27.00

12 credits and over                \$54.00

### Graduate (optional part-time only)

7-8 credits                            \$27.00

9 credits and over                  \$54.00

## Fitness Center Fee

All undergraduate, degree-seeking students are assessed this fee to support the debt service and operating costs of the fitness center.

Undergraduate		Graduate (optional)	
1 to 6 credits	\$39.00	1 to 5 credits	\$39
7 to 11 credits	\$78	6 to 8 credits	\$78
12 credits and over	\$156	9 credits & over	\$156

## Student Activity Fee

This fee is established by the Student Government Association to support student activities.

Undergraduate		Graduate (optional)	
7 to 11 credits	\$225	6 to 8 credits	\$225
12 credits and over	\$450	9 credits & over	\$450

\*\*Note - If a student changes his or her registration, the change may affect the balance due. It is each student's responsibility to check his or her WebAdvisor account after any changes to registration, housing/dining, or financial aid. If a student is anticipating family assistance to cover charges, it is his or her responsibility to notify the family of any changes.

## Other Fees <sup>^ TOP</sup>

## Deferred Payment Fee

Students may defer payment for up to one-half of the balance due for six weeks after the first day of the semester. The balance due is defined as the total fees for the current semester, less approved financial aid. Nonpayment of the full balance due incurs a \$50 fee.

## Late Payment Charge

A Late Payment charge will be assessed if a student's account balance (net of approved financial aid) is not paid in full at the end of the semester deferred payment period (six weeks from the start of the semester). The amount of the Late Payment charge is proportional to the account balance as described in the following table.

The late fee will be assessed once per month on accounts with balances.

Account Balance Due (AB)    Late Payment Charge

AB = < \$100	0
\$100 < AB = < \$1,000	\$10
\$1,000 < AB = < \$2,500	\$25
\$2,500 < AB = < \$5,000	\$50
\$5,000 < AB	\$75

## Returned Check Fee

A \$25 fee is charged for each check or e-check returned by the bank for non-sufficient funds (NSF). A \$5 fee is charged for each e-check (electronic check) returned by the bank for invalid account information.

## Credit by Examination Fee

One third of the undergraduate fee per credit must be paid and approval received from the Registrar before taking each examination.

## Parking Decal Fee

This fee is for a permit valid from September through August.

Commuter Student    \$25

Resident Student    \$50

## Transcript Fee

There is an \$8.00 per copy fee for official or unofficial transcripts. This fee is due in advance of the processing of the transcript. The fee includes the cost of postage for first class mail. Priority mailing is at the expense of the requestor. All delinquent obligations must be cleared prior to the release of an official transcript.

## Exam/Test Fees

Contact The Career Development Center in Alumni Hall for information about the following tests and fees: Miller Analogies Test; Graduate Record Exam (GRE); and the Praxis Series - Professional Assessment for Beginning Teachers. Information regarding the Scholastic Aptitude Test (SAT) and the College Level Examination Program (CLEP) may be obtained from the Admissions Office.

## Music Lesson Fee

### Undergraduate Students:

The music lesson fee will be assessed at \$200 per credit for music courses MAP-2000 and above.

### Graduate Students:

The music lesson fee will be assessed at \$200 per credit for music courses MAP-5000 and above.

## Refunds & Adjustments of Charges

(The following information is subject to change without notice).

### Withdrawal From The University (from all coursework):

Tuition, housing, community building fee, health fee, activity fee and fitness center fee are adjusted for all students according to the refund schedule. **The technology fee is non-refundable.**

Dining adjustments are pro-rated on a weekly basis.

First day through drop period	100%
Through Second week	80%
Through Third week	60%
Through Fourth week	50%
Through Fifth week	40%
Sixth week	No Refund

Tuition and miscellaneous fees (community building fee, health fee, activity fee and fitness center fee) will be adjusted at 100% through the drop period. The technology fee is non-refundable. **There is no fee adjustment for course withdrawals, therefore all tuition and fees are due to the University.** All requests for refunds should be in writing to the Student Accounts Office in 224 South Hall.

## Financial Obligation

Failure to meet your financial obligations by the due dates may result in classes being cancelled, future registrations being blocked, and transcripts being withheld. The minimum amount required to confirm a student's registration is the total charge, LESS financial aid, DIVIDED by two, PLUS any beginning balance. Payment of the minimum amount due will allow a student to defer the remaining balance due for six (6) weeks. Failure to make payment in full by the payment due date will automatically result in the student account incurring a deferred payment fee of \$50.

## Tuition Management Services Payment Plans

Mansfield University partners with Tuition Management Services (TMS) to offer students alternative payment plan options. TMS works directly with families allowing students to pay tuition and fees, interest free, for the entire academic year over a ten (10) month period, beginning in June. Call 1-888-713-7238 or visit [mansfield.afford.com](http://mansfield.afford.com) for further information. TMS payment plans are not available for summer sessions.

## Delinquent Accounts

Students are not permitted to register for course work, receive a diploma, or obtain official transcripts until all overdue accounts have been paid. Students requesting transcripts are encouraged to pay any outstanding balance by money order or cashiers check to avoid a 10 business day clearing period on personal checks.

## Student Domicile Guidelines

Domicile is the place where the student intends to and does permanently reside. Because the determination of whether a student intends to reside indefinitely in Pennsylvania is subjective, documentary evidence, statements from disinterested persons, and the presumptions set forth below are considered:

1. *Continuous residence in Pennsylvania for a period of 12 months prior to registration as a student at an institution of higher education in Pennsylvania creates a presumption of domicile. A student is presumed not to be a domiciliary if he or she has resided for a shorter period before attending an institution of higher education, but the student may rebut this presumption by clear and convincing evidence.*
2. *Students who are not United States citizens and have nonimmigrant visas or lack a visa are presumed not to be domiciled in Pennsylvania, but they may rebut this presumption by clear and convincing evidence.*
3. *A minor is presumed to have the domicile of his or her parents or guardian. The age of majority for establishing a domicile for tuition purposes is 22. However, a minor may prove financial emancipation and thereby prove Pennsylvania domicile through clear and convincing evidence.*
4. *A United States government employee or a member of the armed forces who was domiciled in Pennsylvania immediately preceding entry into government service and who has continuously maintained Pennsylvania as his or her declared legal residence shall be presumed to have a Pennsylvania domicile. Nonresidents stationed in Pennsylvania for military service shall be deemed Pennsylvania domiciliaries.*
5. *A student receiving a scholarship, loan or grant, dependent upon maintaining domicile in a state other than Pennsylvania is presumed to be domiciled in the state from which he or she is receiving financial aid.*

A student may challenge his or her residence classification by submitting a written appeal to the Registrar's Office. If the student is not satisfied, the decision may be appealed in writing to the Office of the Chancellor, State System of Higher Education, within 30 days. The decision of the chancellor is considered final. The effective date of any reclassification resulting from the students challenge is determined by the Residency Committee based on when the petition was filed. A student who changes domicile from Pennsylvania to another state must promptly give written notice to the University.

Please reference the following link for more information and the official student domicile regulations:  
<http://commonsspot.mansfield.edu/www/controller/residency.cfm>

## Orientation fee

This fee is non-refundable.

New Student     \$75

Transfer Student \$50

^ TOP



## Financial Services

Student Registration and Financial Services provides information and assists students and their families in meeting college expenses. The office informs students of application procedures and deadlines, types of aid available, eligibility requirements, and other important information.

As a state university, our tuition is substantially lower than many other colleges and universities. However, the combination of college expenses still requires financial aid for many students. While we help in any way we can, the basic financial responsibility for a college education continues to rest with each student and his or her family.

Matriculation at Mansfield University is by semester. Students are expected to meet the expenses of the upcoming term without assistance unless such aid has been previously arranged and confirmed. Mansfield University participates in federal and state financial aid programs. There are three forms of aid: grants, loans, and college work study (part-time employment). Grants include the Federal Pell grant, the Pennsylvania State grant (PHEAA), the Federal Supplemental Educational Opportunity Grant, and TEACH Grant, as well as institutional and private grants. Loans include the Federal Direct Loan, the Federal Perkins loan, and the Federal PLUS loan for parents of undergraduate students. In addition, students may borrow additional funds through the alternative loan program. Federal work-study (part-time campus employment) is awarded to students with demonstrated financial need. If a student has no financial need, he or she may be awarded institutional work-study.

We emphasize the following points:

1. Plan to file your financial aid application after January 1 of the year you will be entering the University.
2. To apply for aid, complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. Identify Mansfield University (003324) as an institution of choice on the FAFSA application.
4. The important deadlines for financial aid are February 15 for new students and April 15 for currently enrolled students. The Pennsylvania Higher Education Assistance Agency (PHEAA) has a deadline date of May 1 for the PA state grant program.
5. Students are considered sophomores with 30-59 credits, juniors with 60-89 credits and seniors with 90 or more credits. Your completed credits will be used to determine your loan amounts.

Students and parents may call Student Registration and Financial Services at (570) 662-4411 with questions at any time.

## Satisfactory Academic Progress Policy for Federal Financial Aid Recipients

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of "satisfactory academic progress" (SAP) for students receiving federal financial aid. These standards apply to all Federal Title IV aid programs including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- TEACH Grant
- Federal Perkins Loan
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Direct PLUS Loans
- Federal WorkStudy

The Satisfactory Academic Progress (SAP) standards apply to all students seeking federal Title IV financial aid, regardless of whether a student has received Title IV financial aid in the past.

### Process of Determining Satisfactory Academic Progress (SAP):

Each student will be measured for satisfactory academic progress at the end of every semester. This evaluation will determine if the student has sufficient progress to be eligible for future Title IV funding. Students who have not met the minimum SAP requirements will be notified that they are not eligible for financial aid.

### Satisfactory Academic Progress Measurement

- Qualitative Measure (cumulative Mansfield University GPA):
  - Undergraduate students must achieve a minimum 2.0 cumulative GPA.

- Quantitative Measure

1. *Completion Rate/Pace*: Pace is calculated by dividing the cumulative hours the student successfully completed by the cumulative hours the student has scheduled. This calculation includes all attempted credits, both at Mansfield University and those accepted in transfer; courses for which a student receives academic credit, withdraws, receives incomplete or repeat grades and/or fails are counted in the calculation of the completion rate/pace.

a. Undergraduate Students must successfully complete 67% of the total cumulative scheduled credits.

2. *Maximum Timeframe* (completing program of study within 150% of program length)

a. Undergraduate Students may receive aid for up to 180 cumulative credits attempted (includes both Mansfield University credits scheduled and those accepted in transfer).

*Students who change majors are responsible for completing the degree requirements within the timeframe specified above.*

### **Readmitted Students**

If a student is readmitted to the University, satisfactory academic progress will be based on the student's previous attendance at Mansfield University and credits accepted in transfer. All readmits will be reviewed as that are readmitted.

### **Special Grades and Their Use in Satisfactory Academic Progress Determination:**

- I - Incomplete - Student will receive no credit for an "I" grade, although the "I" is counted as attempted credit(s). If, however, the incomplete grade is resolved and a passing grade is received, the credits will be counted.
- W - Withdrawal - No credit received; however counted as attempted credit.
- AU - Audit - No credits received.
- P/F - This refers to the pass/fail option. P means the student receives credit(s) but GPA is not affected. A grade of "F" will impact the GPA.

### **Repeat of Course**

The most recent grade earned is used in calculating the GPA. If the student failed the course the first time but passes it the second time, the appropriate number of credits will be earned after the second attempt. If, however, the student passed the course the first time, repeats it in an attempt to improve the grade but receives a failing grade, the appropriate number of credits will be deducted from the cumulative credits earned total. Maximum hours earned for any course cannot exceed the number of credits listed for that course in the catalog.

### **Regaining Eligibility:**

If a student fails to meet the satisfactory academic progress standards, but meets the standards at a later term, the student may once again be eligible to receive federal Title IV aid. In such cases, financial aid eligibility will begin with the academic semester after which the student reestablishes progress.

*Progress will be calculated each semester on all registered students.*

If a student is taking coursework at another institution to regain SAP eligibility, students should be aware that:

1. A *Request to Transfer Credits form* must be completed prior to taking any courses elsewhere if the credits are to be transferred back to Mansfield University. The credits must be accepted by Mansfield University to be used towards meeting SAP.

○ Undergraduate Form

<http://esd.mansfield.edu/registrar/upload/REQUESTTRANSFERCRFORMA23.pdf>

2. Except in the case of visiting student status, only "credits" transfer to Mansfield University, actual "grades" do not. If the student's deficiency is the cumulative GPA, taking new courses at another institution will not resolve that deficiency. However, successfully repeating coursework, that had poor grades, may increase your overall GPA.

### **Appeal Process**

A student whose financial aid eligibility has been terminated may "appeal" that status if they have experienced extenuating circumstances that affected their ability to meet the academic progress standards. In general, extenuating circumstances can include, but are not limited to, illness, injury, death of relative or friend, difficulties with accommodations for students with disabilities, and adversity due to unforeseen events. Students interested in appealing their termination of financial aid eligibility may access the Academic Progress Appeal Form online at <http://esd.mansfield.edu/financialaid/formspublications.cfm>. The completed form and supporting documentation should be submitted to the Director of Financial Aid. The student must also address in the appeal why he/she failed to meet SAP, what has changed that will allow him/her to meet SAP in the next evaluation, and an academic plan for success. Students should submit the appeal prior to August 1 for fall semester consideration or prior to January 2 for spring semester consideration. The student will be notified of the decision via email. All appeal decisions are **final**.

**Financial Aid Warning:** Mansfield University evaluates academic progress at the end of each payment period (semester). Students on a "Financial Aid Warning" status may continue to receive Title IV aid for **one** payment period despite a determination that the student was not meeting SAP. A warning status is granted automatically and may be assigned without an appeal or other action by the student. Students are notified via their Mansfield University email account.

**Financial Aid Probation:** This status can only be granted after the student has appealed and has had eligibility reinstated based upon the appeal. A student on "financial aid probation" may receive Title IV funds for **one** payment period only. After the completion of the payment period, the student must meet SAP.

**ALL NOTIFICATIONS, WARNINGS, AND APPEAL DECISIONS WILL BE PROVIDED TO THE STUDENT IN WRITING VIA HIS/HER MANSFIELD UNIVERSITY EMAIL ACCOUNT.**

## **State Grant Programs**

The Pennsylvania Higher Education Assistance Agency (PHEAA) provides state grants to help Pennsylvania residents with financial need attend approved institutions of higher education. PA State Grants are available to both full and part-time students.

Grant recipients are expected to work during the summer to assist in meeting expenses and parents are expected to contribute according to their abilities. Grant size depends upon educational expenses, family size, and family resources.

PHEAA Grants are subject to annual review and may change from year-to-year. Renewal depends upon satisfactory academic progress, continued financial need, and the availability of funds. The Free Application for Federal Student Aid serves as the application and is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For purposes of the PHEAA Grant program, the application deadline is May 1.

### **State Grant Academic Progress**

Students are required to make satisfactory academic progress for receipt of State Grant aid. For each academic year (summer fall and/or spring term) during which State Grant aid is received, a student must successfully complete the minimum number of credits appropriate to the student's enrollment status during the terms for which State Grant aid was received. Full-time students must complete 12 new credits per term and part-time students must complete a minimum of 6 new credits per term.

#### Examples

1. A student enrolled full-time for fall and spring semesters who received a PA State Grant for both terms would be required to complete 24 new credits during that time.
2. A student enrolled full-time fall and full-time spring received a PA State Grant for the spring only term. This student would be required to complete 12 credits during the spring term. Credits completed in the fall semester will not count towards academic progress.
3. A student enrolled full-time fall and half-time spring who received a PA State Grant for both terms would be required to complete 18 new credits during that time.

4. A student enrolled full-time summer and full-time academic year who received a PA State Grant for all three terms would be required to complete 36 new credits during that time.

*Remedial Credits-the successful completion of a remedial class may not always count towards the PA State Grant academic progress requirement. Students receiving a PA State Grant who are taking remedial courses should consult with Enrollment Services.*

**ALL NOTIFICATIONS, WARNINGS, AND APPEAL DECISIONS WILL BE PROVIDED TO THE STUDENT IN WRITING VIA HIS/HER MANSFIELD UNIVERSITY EMAIL ACCOUNT.**

### **Veterans Benefits**

Eligible students may qualify for Veterans Educational Benefits, as well as financial aid. The application procedure for financial aid is the same as that outlined for any regular student. Students may qualify for Veterans Educational Benefits through several different programs offered by the Veterans Administration. These forms are available through the Veterans Certifying Official, Room 231, South Hall. In addition, Pennsylvania Veterans who are honorably discharged may be eligible for a PA State Grant for up to 80% of their annual tuition provided they apply by May 1 of each year.

## **Federal Grant Programs**

### Federal Pell Grants

The Federal Pell Grant is for students pursuing their first undergraduate degree. The award amounts can vary depending on eligibility and are subject to change annually. Students wishing to apply must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each academic year.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students with exceptional financial need. They must qualify for a Federal Pell Grant. Funding is very limited in this program; therefore, March 15th is the suggested filing date for the Free Application for Federal Student Aid (FAFSA).

### TEACH Grant

Eligible students must be accepted into the Undergraduate, Graduate Teacher Education or Teacher Certification programs at Mansfield University and agree to teach full-time in a high-need subject area for at least four years at a school that serves students from low-income families. Eligible students must sign an Agreement to Serve for each year of receiving a TEACH Grant.

## **Student Employment Programs**

Federal College Work-Study is a federally funded program awarded to students who demonstrate a financial need. It pays minimum wage, and a student cannot work more than 10 hours per week. In fact, most students work an average of 6 hours per week. The employment opportunities on campus include administrative areas, student center, athletics, the library, academic areas, security, laboratory assistant, etc. Applicants must complete a FAFSA.

Institutional Work-Study is a Mansfield University-funded program. It differs from the Federal College Work-Study Program in that a student does not have to show a demonstrated financial need in order to work. The pay rate, once again, is minimum wage and students cannot exceed 10 hours of work a week. Applicants must complete a FAFSA.

## **Loan Programs**

Federal Perkins Loans. This program is for students who are enrolled at least half time (six credits) and need a loan to meet their educational expenses.

Maximum loans are \$5,500 per year for undergraduate students and \$8,000 per year for graduate students. In an effort to extend the funds to assist as many students as possible, the average Perkins Loan at Mansfield University is in the range of \$1,500 per academic year. Repayment begins nine months after leaving school with up to 10 years to repay. During the repayment period, five percent interest is charged on the unpaid balance of the principle. Applicants must complete a Free Application for Federal Student Aid (FAFSA).

Federal Subsidized Direct Loan. These funds are made available to students who demonstrate financial need. The loan is interest free while the student attends school on at least a half-time basis. Mansfield University determines student eligibility after review of the Free Application for Federal Student Aid (FAFSA).

Loans will be certified electronically, and students will need to complete and sign their Master Promissory Notes if they are first time borrowers. The Master Promissory Note is intended to be valid for 10 years; a student should only be required to sign one MPN.

Each eligible applicant must be enrolled at least half-time (six credits) and meet financial need requirements. The maximum loan for an undergraduate ranges from \$3,500 to \$5,500 a year. The aggregate loan amount borrowed over a student's entire undergraduate education may not exceed \$23,000. The interest rate for 2014-2015 is 4.66%.

Repayment normally begins six months after leaving school with up to 10 years to repay. The monthly repayment amount depends upon the size of the debt and ability to pay. In most cases repayment must be at least \$50 per month unless circumstances agreed upon by the lending institution warrant a lesser amount.

Federal Unsubsidized Direct Loan. This loan is similar to the Federal Subsidized Direct Loan program; however, students do not need to have demonstrated financial need. Interest does accrue on the loan while the student is in school. Students may pay the interest quarterly or capitalize the interest upon repayment. The total aggregate limit for dependent undergraduate students is \$31,000 of which \$23,000 may be subsidized. The total aggregate limit for independent students or dependent students whose parents cannot borrow a PLUS loan is \$57,500 of which \$23,000 may be subsidized. The interest rate is 4.66%.

Federal Direct Parent Loan for Undergraduate Students (PLUS). This program allows parents to borrow for their undergraduate students. A parent can borrow the difference between the cost of attendance minus any other financial aid received. The interest rate is 7.21%.

Parents have the option of the PLUS Master Promissory Note. Like the Direct Loan MPN, the note is good for 10 years; however, parents are required to sign a new note for each dependent student.

The parent usually begins repayment of interest and principle within 60 days of loan disbursement although various forbearance options are available.

All Federal Direct Loans are charged a loan fee at the time of disbursement. The fee for a Direct Subsidized or Unsubsidized loan is 1.073% and the fee for a Parent Plus Loan is 4.292%.

Additional loan options. Credit-based alternative loans for educational expenses are also available. Various programs offer competitive interest rates, flexible repayment schedules and different co-signer requirements. Students interested in an alternative loan can contact the lender directly or Student Registration and Financial Services.

## **Financial Aid Awards Grants**

Approved Title IV aid is paid on a student's account within the first four weeks of the semester. Aid will be paid bi-weekly thereafter. Loan checks are credited upon endorsement or when funds are electronically received.

## **Academic Year Definition**

Mansfield University's academic year is a period that contains 30 weeks of instructional time during which a full-time student is expected to complete at least 15 credit hours. The academic year is further described as a Scheduled Academic Year (SAY) that starts at the beginning of fall semester and ends on the last day of the spring semester. The summer sessions are designated as "trailer" terms which follow the SAY.

## **Return Title IV Federal Student Aid Policy**

Mansfield University is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or who take leaves prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student has earned less aid than was disbursed, the institution will be required to return a portion of the funds, and the student will be required to return a portion of the funds. The aid recipients must keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student has earned more aid than was disbursed to him or her, the institution will owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determining when the student withdrew.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- TEACH
- Other assistance for which a return of funds is required (e.g. LEAP)

### **Refund Allocation Policy**

Refunds allocated to a particular program will not exceed the aid originally awarded to a student in that particular program.

A release form must be signed to authorize the University to apply Title IV funds to charges beyond tuition and fees. The release may be rescinded at any time by submitting a written request to the Student Accounts Office. Rescinded authorizations are not retroactive.

## Scholarships

### Scholarships

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**Entering students:** All entering students who are regularly admitted to the university are automatically placed into the scholarship review process. A special scholarship application is not required. Students are reviewed on a rolling basis based on acceptance to Mansfield University.

**Scholarship Application Information and Deadlines:** The Scholarship application deadline is April 15th, and a scholarship application is available through the Office of Financial Planning, 134 Alumni Hall. A portfolio of various scholarships is available through the Mansfield Foundation for returning students. Students must complete the Returning Student Scholarship Application and provide supporting essays. Awards are determined by the University Scholarship Committee.

**A current listing of all scholarships is available online:** [esd.mansfield.edu/financial-aid/scholarships/index.cfm](http://esd.mansfield.edu/financial-aid/scholarships/index.cfm)

### Policies

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations at any time, when, in the judgment of the faculty, the President, and the Council of Trustees, such changes are in the best interest of the students and the university. University policy and procedures can be found online in *The Mountie Manual*

### Academic Dismissal

A degree seeking student who earns a cumulative grade point average (GPA) that is below the required minimum academic GPA at the end of any year will be dismissed from Mansfield University. The minimum GPA varies depending upon how many credits the student has attempted at Mansfield University and how many credits the university has accepted in transfer. (See "Minimum Academic Standards" below.) If a student is academically dismissed, that student may be reinstated to the university by appealing to and appearing before the Academic Standards Review Board (A.S.R.B.) prior to the beginning of the next semester, or by applying to the Admissions Office for re-admission following an interval of one year. The decision of the A.S.R.B. is final and may be appealed only in instances of alleged discrimination or failure of the board to properly follow university specified procedures and policies. Students who are reinstated by the A.S.R.B. are given two semesters to acquire the necessary G.P.A. for continued matriculation. This is contingent upon earning a minimum 2.0 semester G.P.A. for the semester immediately following the 1st dismissal. A student who has attempted 45 or fewer credits and is academically dismissed but is then subsequently reinstated by the A.S.R.B. will be assigned to the University Learning Center to participate in the Academic Skills Development Program and will be assigned an advisor in the Academic Advising Center. The purpose is to help the student improve his or her overall academic performance. Failure to participate in the Academic Skills Development Program will be considered at any subsequent dismissal hearing. Academic dismissal may impact a student's eligibility for financial aid. A subsequent dismissal terminates the student's association with Mansfield University. Mansfield University retains the right to academically dismiss mid-year when the university deems it necessary.

### Academic Integrity

The integrity of all scholarly work is at the foundation of an academic community. Students are expected to be responsible for their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. See the policy and procedure listed at the Academic Affairs faculty resource page under "Academic Integrity Policy."

### Academic Major/Minor Requirements

The requirements for student major or minor programs of study appear on the Degree Audit, which is maintained by the Student Registration and Financial Services Department and is available online. Each student must complete the major or minor requirements that exist at the time he or she is admitted to the university. Should major or minor requirements change, it affects only new students and currently enrolled students who may choose to satisfy the new program requirements. Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission.

## **Academic Minor**

A minor consists of no less than 18 and no more than 24 related credit hours in an approved program of study. The minor is a clearly defined area of study that is sufficiently distinct from a student's academic major to qualify for recognition on the transcript. Students may apply up to 8 credits from the core discipline of the major to an academic minor. Students must maintain a minimum 2.0 cumulative grade point average (GPA) in all courses required.

Bachelor of Arts degree candidates must choose between a minor or second year foreign language proficiency. To earn a Mansfield University minor, students must complete at least 50% of the required minor course work from Mansfield University. Though not a requirement for other degrees, a minor can be used to enhance academic experience and will appear on the student's permanent record. Forms for declaring an academic minor are available online at Academic Forms.

## **Academic Probation**

A matriculated student whose cumulative grade point average (GPA) is between the minimum academic standard and 2.00 at the end of a semester is placed on academic probation until the GPA is 2.00 or above.

Probationary status does not mean that a student is dismissed from the University. It means that although the minimum academic requirements have been met, the GPA is not acceptable for graduation. A student on probation receives a letter from the university about probationary status and subsequent assignment to the Academic Advising Center.

With the assistance of an advisor, students develop strategies for improvement and take advantage of available academic support services.

## **ACADEMIC STANDING**

Good University Academic Standing is defined as a minimum 2.0 cumulative GPA. Some programs (e.g. Teacher Education) require a higher GPA to continue through their curriculum.

## **Accessibility Services**

Section 504 of the Rehabilitation Act of 1973 provides that any otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, not be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. Section 504 prohibits discrimination against individuals with handicaps in recruitment, testing, admissions, or after being admitted to a college or university. Mansfield University is committed to making the necessary adjustments to ensure that persons who are mentally and/or physically challenged are able to fulfill academic requirements and are not excluded from employment or services because of their disabling condition. Inquiries should be directed to the Human Resources office, Alumni Hall 321, or call (570) 662-4052.

## **ACT 48**

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years to maintain active certification. Pennsylvania certified teachers wishing to use credit course work at Mansfield University to meet the Act 48 requirement should log on to the following website: <https://www.>



edulinkinc.com/act48Provider/default.asp, click on the 'Professional Educator' link, create an account, enter the course(s) information and submit. Mansfield University will then verify the information and report courses satisfactorily completed to the Pennsylvania Department of Education. Some non-credit courses and workshops offered by Mansfield University may also be eligible for ACT 48 credit. Attendees should also use the Edulink site to submit course completion for Mansfield University approval.

Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments. Contact Student Registration, (570) 662-4874.

## **Add/Drop**

Students may ADD and DROP courses during the first seven business days of a semester using WebAdvisor. If the course is full or creates a conflict with scheduling, students may use an Add card available in the Student Registration and Financial Services Department, 224 South Hall. The class instructor must sign all add cards. Students who have earned fewer than 60 credits must also have add cards signed by their advisor.

## **Adding Major(s) to a Completed Baccalaureate Degree**

A graduate of Mansfield University may be readmitted to add a new major(s) to a prior degree. Each student must be accepted by the department offering the program of study and fulfill all the requirements for the new major. Any courses required in the new major that were completed prior to returning to Mansfield will be waived. General Education will be considered satisfied, except specific requirements for the second major, if they have not already been completed.

The GPA of the original degree will be "sealed". There will be a new and totally distinct GPA for additional major(s). A student must maintain a minimum GPA of 2.0 in work taken after the baccalaureate degree to remain at Mansfield. There is no minimum number of hours which must be completed after receipt of the degree in order to add a new major. Some majors require a GPA higher than 2.0.

Upon completion of all requirements, a notation will be made on the permanent record indicating the new major(s) and the date completed.

## **Advanced Placement (AP)**

Mansfield University accepts high school courses taken prior to admission to the university under the national Advanced Placement (AP) program. A minimum score of three (3) on each qualifying examination is required for award of credit. No more than 24 credits earned by such examinations may be applied toward graduation requirements.

## **Application for Graduation**

Candidates for the associate degree or bachelor's degree must complete an Application for Graduation online via WebAdvisor no later than one year prior to the anticipated graduation.

Students are encouraged to participate in a commencement ceremony, which recognizes and honors their academic accomplishments. Commencement ceremonies are held following the fall and spring semesters.

## **Attendance Policy**

Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, official military service, or official university representation will be accepted by all faculty members. In these cases, faculty members will permit students to make up all graded course components without penalty in a reasonable manner at a time

agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi.

## **Audit (AU)**

A student interested in auditing a course (attending class, but receiving no grade or credits) must submit the Audit Form before the end of the Add Period (first seven calendar days of the semester). The class instructor must grant permission for any student to audit a course. Not all courses are available for audit. Courses with high degrees of specialized equipment, and one-on-one faculty-student interaction (such as science labs) are generally not open to audit. Exceptions to this policy may be petitioned to the Dean for review. The cost for auditing is \$50. The Audit Form is available at Academic Forms.

## **Change of Major/Minor**

Change of major or minor forms are available online at Academic Forms.

## **Class Standing**

Class standing is determined by the total number of credit hours earned including credits accepted in transfer from other accredited colleges.

Freshman 0-29 credit hours earned

Sophomore 30-59 credit hours earned

Junior 60-89 credit hours earned

Senior 90+ credit hours earned

## **College Level Examination Program (CLEP)**

We participate in the national College Level Examination Program (CLEP). Mansfield University grants credit for CLEP SUBJECT examinations, but does not grant credit for the CLEP GENERAL examination. Subject examinations are available in the areas of business, composition, education, foreign languages, humanities, mathematics, science, and social science.

CLEP offers a way to earn college credits for what the test-taker has already learned and may shorten the length of the college experience. Information regarding CLEP examinations is available from the Student Registration and Financial Services Department.

## **Commencement Honors**

Superior scholastic achievement is recognized at Commencement. A bachelor's degree student must have completed at least 45 credit hours at Mansfield University prior to the final semester to receive honors recognition at Commencement. Honors designations are based on cumulative grade point average (GPA) as indicated:

Cum Laude 3.35 to 3.64

Magna Cum Laude 3.65 to 3.94

Summa Cum Laude 3.95 to 4.00

Students who meet the honors requirements upon completion of their final semester with a minimum of 60 credit hours at Mansfield University, will have such recognition noted on their permanent record.

An associate degree student must have completed at least 30 credit hours at Mansfield University prior to the final semester to receive honors recognition at commencement. A cumulative GPA of 3.5 or higher is required for this recognition.

## **Complete Degree/Program Requirements Off Campus**

All first baccalaureate degree students must complete at least 30 of their last 60 credits from Mansfield University. All first associate degree students must complete at least 15 of their last 30 credits from Mansfield University. Undergraduate matriculated degree-seeking students who wish to complete their degree/program requirement(s) at another regionally accredited institution will be required to secure prior approval by petitioning the Dean. The process will also require completion of the Transfer Credit Form. The Undergraduate Petition and Transfer Credit Form are available on the Student Registration and Financial Services Department website at Academic Forms. To attend another PASSHE university, please refer to the Visiting Student policy. To attend a college or university outside the United States, students should refer to the Study Abroad and International Exchanges Policy. For additional residency credit completion requirements, please refer to the Maximum Hours Accepted in Transfer policy.

For active-duty service members, the academic residency requirements will not exceed 25 percent of the undergraduate degree program. If the undergraduate degree is available 100 percent online, the academic requirements will not exceed 30 percent of the undergraduate degree program. With the exception of specific course areas such as majors, the academic residency requirements for active-duty service members will not include a "final year" or "final semester" requirement.

## **Course Load**

A normal academic course load is 15 credit hours per semester. To schedule more than 18 credit hours in a semester, the student must have a 3.0 cumulative point average (GPA). A student who does not have a 3.0 GPA may submit a petition to the Dean for permission. Petitions are available online at Academic Forms.

## **Course Time Limit**

Mansfield University welcomes the return of students who for a variety of reasons have not completed their undergraduate degrees. Courses completed, either at Mansfield or in transfer, more than ten years prior to the date of readmission will not routinely be counted towards graduation requirements. The content of these courses may no longer be current or even required for a degree program. Students may apply, via a petition that includes specific justification for a waiver, to have course work older than ten years applied toward a degree. Any such petition may need to address courses individually. Nothing in this policy precludes a department from establishing more stringent standards.

## **Credit by Exam (EX)**

Matriculated students who feel they have already mastered the material in Mansfield courses may request permission to challenge the courses by examination. Students may elect this option during the first seven calendar days of the semester. This does not include courses in the areas of independent study, ensemble or other group participation courses, student teaching or pre-professional experience, seminar or selected topics, and laboratory experiences unless special permission is provided by the department offering the course and the Dean. Students may not repeat a course using Credit by Examination.

Students may not challenge a course in which they have demonstrated competency by passing a more advanced course nor a course that has been waived because of demonstrated competency or advanced placement. The examination must be completed and the contract returned to the Dean within the first four weeks of the semester. Applications are available online at Academic Forms.

## **Dean's List**

The Dean's List is issued at the close of each semester. It includes only undergraduate matriculated students. A student must earn at least 12 credits for which a letter grade is received (P/F and S/U grades are excluded) to be eligible. The semester grade point average (GPA) must be between 3.50 and 3.99 inclusive.

## **Dual Degrees**

Students may complete two baccalaureate degrees simultaneously. The student must complete all program requirements for both degrees and earn a minimum of 150 undergraduate credits.

## **Dual/Multiple Majors**

Students may complete multiple majors within the same degree; that is, a second B.A. major may be added to a B.A. degree, a B.S. to a B.S., etc. The first major selected is considered primary. The one exception to this is the Liberal Studies major. A student may not declare Liberal Studies as a second major. Students may also complete two majors that do not lead to the same degree (B.A., B.S., B.M., etc.). To complete two majors leading to different degrees, the student declares the first major and the second major. The first major determines the specific degree awarded, and successful completion of the second major is noted on the student's transcript ("Successfully completed requirements of the academic major in...") Completion of two different majors does not result in the awarding of two degrees.

## **Due Process (Appealing a Grade)**

A student wishing to appeal a grade should refer to the procedures outlined at <http://www2.mansfield.edu/academic-affairs/faculty-resources/forms-and-procedures.cfm> under "Due Process/Appeals" or "Grade Appeals."

## **Family Education Rights and Privacy Act / FERPA for Students**

### **I. DEFINITION**

FERPA (Family Education Rights and Privacy Act) was enacted in 1974. It is a set of regulations that applies to institutions that receive funding from the Department of Education.

### **II. PURPOSE**

FERPA was written specifically to protect the interests of students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

### **III. REQUIREMENTS**

- a. Mansfield University regards all of its students, regardless of age, as emancipated. This means that the regulations apply to all of our students regardless of their age.
- b. An education record is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key characteristic of education records is that they are shared by university employees who have a legitimate need to advise students, enter information into the record, or work with the data contained in the records. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and so on.
- c. The following information is considered public information and may be made available without prior consent. It is considered

part of the public record of a student's attendance: name, home town and state, phone number, major, participation in activities/sports, weight/height of members of athletic teams, dates of attendance, degrees/awards received and most recent educational institution attended. Any student wishing to prevent the public disclosure of this information may request so by contacting the Student Registration and Financial Services Office, 224 South Hall, prior to the close of the first week of classes of any given academic semester.

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

i. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Department Chairperson, or other appropriate official, written requests that identify the record(s) they wish to inspect. The official 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 official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

ii. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University Registrar's Office to amend a record that they believe is inaccurate or misleading. They 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 University decides not to amend the record as requested by the student, the University will notify the student of the decision.

iii. 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 University officials with legitimate educational interests. A University official is a person employed by the University 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 university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Council of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

iv. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mansfield University of PA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605  
<http://www2.ed.gov/policy/gen/guld/fpco/index.html>

#### IV. ACCESS TO RECORDS

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

b. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

#### V. DISTRIBUTION

Copies of the University's policy governing the Family Education Rights and Privacy Act and Student Release of Information Forms are available at the Student Registration and Financial Services Office, 224 South Hall. Questions concerning FERPA should be referred to the Registrar.

## Grade Change

If an instructor makes an error in the final grade given to a student, a grade change request must be made within the first three weeks of the subsequent semester. Grade changes are not allowed after that time unless a request for an extension is made by the faculty member to the Dean.

## Grading

Professors provide students written syllabi which includes the criteria for academic evaluation, prior to the end of the first week of class. Mansfield University uses a 4-point grading scale, as shown below, to evaluate academic performance.

### GRADES INTERPRETATION GRADE POINTS

A	Excellent	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Good Standing	2.0
C-		1.7
D+		1.3
D	Minimally Passing	1.0
D-		0.7
F	Failure, Earned	0.0
F*	Failure, Unearned	0.0

The following designations may be used in addition to the grades shown above:

AU Audit

EX Credit by Examination (D- grade or better)

I Incomplete

P/F Pass/Fail (D- grade or better)

S Satisfactory (D- grade or better)

U Unsatisfactory

W Withdrawal from a course after the drop period

The cumulative grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours of work attempted. The cumulative GPA is the index by which a student's academic standing is judged.

## Graduation Requirements

It is the student's responsibility to understand the university requirements for the chosen major and for graduation.

Students who graduate from Mansfield University with an **associate degree**, must meet the following requirements.

1. Earn the minimum number of credit hours for the particular major, plus any required preparatory (0090) courses. Preparatory courses completed increase the total number of credit hours required for graduation.
2. Earn a minimum 2.0 cumulative grade point average (GPA) in all work attempted and in the major.
3. Complete requirements for general education and the major.

Students who graduate from Mansfield University with a **baccalaureate degree**, must meet the following requirements.

1. Earn the minimum number of credit hours for the particular major, plus any required preparatory (0090) courses. Preparatory (0090) courses completed increase the total number of credit hours required for graduation.
2. Earn a minimum 2.0 cumulative grade point average (GPA) in all work attempted and in the major.
3. Complete requirements for general education and for the major.
4. Complete 42 credits of the total credits required for a degree at the 3000 course level or higher.
5. Complete a second year language proficiency or minor for a B.A. degree. Second year language proficiency is defined as successful completion of the 2202 level of a foreign language.

Students who graduate from Mansfield University with a recommendation for **teacher certification** must meet the following requirements.

1. Earn the state mandated minimum GPA for your cohort group (determined when first "gates" requirements are met and not sooner than 48 credits).
2. Complete a teacher preparation certificate program approved by the Pennsylvania Department of Education.
3. Complete all Mansfield University requirements for a baccalaureate degree.
4. Pass all state mandated examinations (e.g. Praxis/PECT) for the appropriate area(s) of teaching certification.
5. Present evidence that state mandated clearance requirements as specified under Act 34 and Act 151, Act 114 (PA FBI), and PA School Code 23.44 (proof of a negative TB Tine Test) have been met.

A student may earn a university degree with less than the state mandated minimum GPA, lacking the required clearances, or without having passed all required certification examinations, but the University will not recommend that student to the Pennsylvania Department of Education for certification.

No student may be granted an associates degree or a baccalaureate degree from the University without earning at Mansfield University at least 25% of the required total credits for the degree. Exceptions may be made with approval from the Office of the Provost. Transfer credit may be awarded for up to 50% of the major requirements including major related electives. If the remaining credits do not meet Mansfield University guidelines for general education, they are applied as free electives.

Each student will receive a "Graduation Outlook" upon completion of the Application for Graduation. The "Graduation Outlook" notes courses and/or requirements still necessary to be completed for graduation including any deficiency in the cumulative grade point average (GPA) in all work attempted and in the major. A final outlook showing deficiencies will be sent after the end of the Add/Drop period in the semester in which the student intends to graduate.

## Harassment and Non-Discrimination Policy

It is the policy of Mansfield University to ensure a work, educational, and residential environment free of discrimination on the basis of race, color, religion, sex, disability, ancestry, national origin, age, sexual orientation, gender identity/expression, genetic background, or veteran's status. In accordance with state and federal laws, Mansfield University prohibits and will not tolerate

unlawful discrimination. The University also prohibits retaliation against any party for participating in a discrimination investigation. <http://www.mansfield.edu/hr/title-ix/upload/Non-Discrimination-Policy-FINAL-1-26-15.pdf>

## Human Subject Research Policy

Research projects undertaken by Mansfield University students, staff, or faculty members must be approved prior to involvement of human subjects and the initiation of the research. The review process, intended for the protection of the human subjects, shall be the sole object of the review. The Mansfield University Institutional Review Board (IRB) is the final authority in determining approvals for research involving human subjects. Faculty and students wishing to apply for review of research, should contact the department chairperson who will provide a copy of the guidelines, application form, and a sample informed consent form. Applicants must submit two copies of the Request for Review of Research form and one copy of the Informed Consent form to the department chair. Depending on the nature of the research, and the potential risks to subjects, the department will undertake a departmental review of the application, or forward it to the IRB Chairperson for board review. Copies of the IRB guidelines and forms are also available at the university web site: <http://www.mansfield.edu/~grantsde> or by contacting Dr. Francis Craig, Chairperson of the IRB, South Hall. Persons undertaking human subjects research should submit their applications at least 3-4 weeks prior to the proposed research project start.

## IB Credits

International Baccalaureate collaborates with secondary schools around the world on programs for students ages 16 through 19. The two-year comprehensive curriculum allows participating students and IB graduates to fulfill requirements of various national education systems. In addition to applied academics, the IB program works with students to develop responsible citizenship, leadership skills, and cultural sensitivity.

IB students entering Mansfield University may receive 6-8 credits for each higher level IB examination completed with a score of 4-7. Credits are awarded for higher-level subjects. No credit is awarded for subsidiary-level subjects. For more information regarding IB credits, please contact the Transfer Coordinator, in the Admissions office, at 570-662-4408.

## Incomplete Grades (I)

An "I" (Incomplete) grade is used to denote unfinished work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The I is submitted by professors at their discretion on the grade report form at the end of the semester. The professor and the student will identify the specific requirements to be satisfied in order to convert the I to a letter grade. The student is responsible for the removal of an I grade by the end of the fourth week of the subsequent semester except in cases where serious circumstances prevail and a request for an extension is made by the faculty member to the Registrar's Office. If the I grade is not cleared within the allotted time period, a final grade of F is recorded.

## Independent Study and Individualized Instruction

Guidelines for Independent Study and Individualized Instruction

**Independent Study and Individualized Instruction** provide academic opportunities that can enhance a student's education. Approval of these activities requires a careful consideration of academic, individual, and financial matters. These guidelines are based primarily on the current *Mansfield University Catalog*.

**Independent Study (IS)** is available in each curricular field. The appropriate curricular prefix precedes the course number 4497, and the credit hours vary from one to three. Independent Study may be repeated for more than three credit hours total, but each Independent Study project may be for no more than three credit hours.



Independent Study is an activity initiated by students to increase their already advanced knowledge in particular academic disciplines. A specified subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field. To request approval for an Independent Study, a student must prepare a contract available online at Academic Forms, which then must be completed and approved by the faculty director, department chairperson, and Dean. A request for Independent Study must be completed prior to the start of the semester or summer session for which the Independent Study is sought.

Independent studies will be approved only where there is sufficient evidence of the potential of the study to advance the student's scholarly development.

All requests for Independent Study should be accompanied by an appropriate and scholarly proposal that has been carefully reviewed by the student and the faculty director who will supervise the Independent Study.

The proposal should include a plan of activities to be undertaken, the "products" to be expected from the study (for example, a paper, a performance, a research report, or presentation to a departmental symposium), a timetable for the study, and an estimate of the amount of effort that will be applied to the study so that the appropriate amount of credit can be assessed. Only in rare instances would more than two independent study proposals be approved as part of a student's curriculum.

**Individualized Instruction (II)** is available on a restricted basis. Ordinarily permission to take a course by Individualized Instruction is reserved for students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstance. Individualized Instructions may not be used to retake a course the student has failed previously.

A student's decision to move from the Mansfield area or a conflict with another obligation, such as a job, will not normally be sufficient to justify an Individualized Instruction. A call to military service or a serious extended illness, on the other hand, may be viewed as sufficient mitigating circumstances.

An Individualized Instruction is not normally approved if there is evidence that a student delayed taking a course or dropped a course earlier in his or her academic career and did not make a clear attempt to complete it as part of a regular schedule.

In instances where there are repeated requests from a department to offer a course via Individualized Instruction, it would be advisable for the department to reassess its ability to support the curriculum.

A request for a course by Individualized Instruction is available online at Academic Forms and must be completed and approved by the faculty director, department chairperson, and the Dean. A request for Individualized Instruction must be completed prior to the start of the semester or summer session for which the Individualized Instruction is sought.

Requests for Individualized Instruction should be accompanied by a detailed justification and explanation of the mitigating circumstances that require the course to be taken in this manner, a current course syllabus that outlines the material to be covered, the learning outcome, a timetable for the instruction, and the means of assessment that will be applied to determine the grade assigned.

## **Maintenance of Matriculation**

Students who are off campus completing approved course work consistent with program requirements and thereby meet degree or program requirements in effect at the time of initial matriculation are considered to be in a continuing matriculated status.

## **Mid-Semester Grades**

Students enrolled in 0090, 1000-level, and 2000-level courses receive mid-semester grades on a scale of A through F to enable them to recognize their academic status in each of these courses at mid-semester. Mid-semester grades in 2800+ level and 4000-level courses are provided at the discretion of the course instructor.

## **Military Service Credit**

Veterans having completed a minimum of basic training with honorable service in the United States Service Branches (DD 214) may apply for three credits in HPE (Health & Physical Education). In addition, credit may be awarded for service training programs based on an official military transcript and recommendations in the American Council on Education Guide.

## **Minimum Academic Standards**

All degree-seeking students must meet the minimum academic standards of the institution. The minimum academic requirements for continuation at Mansfield are:

0-16 credit hours attempted - 1.20 GPA

17-30 credit hours attempted - 1.40 GPA

31-45 credit hours attempted - 1.60 GPA

46-60 credit hours attempted - 1.80 GPA

61+ credit hours attempted - 2.00 GPA

Credit hours attempted include transferred credit hours.

## **Pass/Fail (P or F)**

Students may take a maximum of eight courses on a pass/fail basis; however, no more than one course each semester may be taken under the pass/fail option. Pass credits are not reflected in the student's GPA; however, a passing (P) grade is counted as credit hours earned. Students may elect the pass/fail option during the first seven calendar days of the semester. They may neither change the pass/fail option to a letter grade nor select the pass/fail option after the first seven calendar days of the semester. A passing grade is D- or better. A grade of F will impact the GPA. Three failures under this option will constitute a loss of the option. Pass/Fail application forms are available online at Academic Forms. The following restrictions apply:

1. No courses may be taken pass/fail to fulfill any General Education requirements.
2. Courses required to complete a major or an academic minor may be included in the pass/fail option at the discretion of that department, require the chairperson's signature, and may not be counted for General Education credit.
3. Students may not repeat a course using the pass/fail option.

## **Petition Process**

**Program Variance:** under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive course requirements in a major by informing the Student Registration and Financial Services Department in writing of such requested program changes. Students may petition the Dean for other program variances.

**Waiver of University Policies or Regulations:** when any rule or regulation of the University causes an unfair hardship, a student may petition the Dean for an exception. In these instances, students should contact their advisor for assistance in preparation of petitions. Petitions are available online at Academic Forms.

## **Preparatory (0090) Courses**

Entering students are evaluated in mathematics and writing to assure a minimal level of competency. In mathematics, student's previous preparation is assessed. A writing placement examination is administered to all entering students and placement is made in ENG 0090 or ENG 1112 on the basis of performance on that essay.

If 0090 courses are necessary, the minimum number of credits required for graduation increases. Any required 0090 course must be taken during the first 57 credit hours attempted.

## **President's List**

The President's List is issued at the close of each semester. It includes students who fulfill the above requirements and attain a semester grade point average (GPA) of 4.00.

## **Readmission Policy**

Matriculated students who have not been in regular attendance during the previous semester must apply for readmission to the University. This does not apply to non-matriculated students.

Applications for readmission must be submitted, along with the appropriate fee, by March 1 for the fall semester and November 1 for the spring semester. A statement about activities during the time away from studies should accompany the application and include such information as employment, college course work completed, or military service. The application fee may be waived for a student who provides a letter to the Office of Admissions citing reason(s) for withdrawal and stating an expected return entry date.

Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission. Before students are readmitted, they must clear all outstanding university-related debts.

## **Repeating a Course**

Students are limited to a total of six repeated courses with a limit of three repeats for any specific course. The most recent grade, regardless of whether it is higher or lower, will be the grade used for the GPA calculation. Students may not repeat a course using the pass/fail or credit-by-exam option.

## **Second Baccalaureate Degree**

A student who possesses a baccalaureate degree may earn a second bachelor's degree upon completion of the following requirements: (1) a minimum of 30 credit hours at Mansfield following the first degree (internships, observation/participation, and student teaching credit hours are not counted in the required minimum), (2) all requirements for the major in which the second degree is to be earned, (3) General Education is considered closed on the first degree except any specific General Education requirements for the second degree if not already completed, and (4) earn at least a 2.0 cumulative grade point average (GPA) in all work attempted and in the major. The GPA of the original degree will be "sealed." There will be a new and totally distinct GPA for the new degree.

## **Semester Off Campus**

Undergraduate matriculated degree seeking student who wish to pursue a semester at a regionally accredited non-PASSHE (Pennsylvania State System of Higher Education) college or university located within the United States are required to secure prior approval by petitioning the Dean. The process will also require completion of the Transfer Credit Form. The Petition, Undergraduates and Transfer Credit Form are available on the Student Registration and Financial Services Department website at Academic Forms. To attend another PASSHE university, please refer to the Visiting Student policy. To attend a college or university outside of the United States, please refer to the Study Abroad and International Exchanges policy.

## **State Authorization**

### **State Authorization and How It Affects Prospective and Current Mansfield University Students**

State Authorization is a legal and regulatory term that applies to a university's compliance with individual statutes, regulations, and rules in each state in which it serves students. Postsecondary institutions are required to seek individual authorization to deliver or facilitate educational services, programs, or activities from each state in which they operate or have a physical presence. The regulation seeks to protect higher education student consumers and may impact institutional eligibility regarding certain programs, such as Title IV federal financial aid, if compliance with regulations are not met. Because of the need to maintain regulatory compliance, Mansfield University will hold an applicant's admission decision into fully online degree programs if the University does not have the authorization to provide these programs in the states where the applicants physically resides. Likewise, the University will only allow current students to undertake field experiences in those states where it has permission to do so.

Federal regulation requires all postsecondary institutions to provide students with information necessary to make informed decisions concerning their educational experiences. One important item relates to student complaints. Mansfield University strives to serve its students fairly and equitably. If, however, a student has a complaint, the following process is in place to assist the student in resolving the complaint. Mansfield University encourages all students regardless of their residency, to FIRST initiate an attempt for resolution by following Mansfield University's Academic Standards: Due Process/Complaints. If an issue cannot be resolved by this internal process, a complaint may be filed with the Pennsylvania State System of Higher Education. Students located outside Pennsylvania may also choose to file a complaint with the appropriate agency in your state of residence.

For more information on this matter, please consult this website: <http://online.mansfield.edu/state-authorization-for-distance-education.cfm>

## **Study Abroad and International Exchanges**

A world of opportunity exists for Mansfield students who participate in international exchanges or study abroad. Mansfield University offers direct exchange programs with Charles Sturt University in Australia, Friedrich-Schiller-Universität in Jena, Germany, the Institute of Political Science in Toulouse, France, and Nipissing University in North Bay, Ontario.

Through Mansfield University's membership in the International Student Exchange Program (ISEP), the world's largest student exchange program, students have study abroad opportunities at over a hundred other universities in nearly forty other countries where they can take courses in English and in many other languages. In the past few years, Mansfield students have studied in Bulgaria, Chile, China, Iceland, Netherlands, Poland, Scotland, Spain, South Africa, Sweden, Thailand, and Ulster, along with Australia, Russia, Germany, France, and Canada. Students may also participate as visiting students in international programs at other Pennsylvania State System of Higher Education universities or in approved programs offered by other US and foreign institutions of higher education.

Interested students should contact the Study Abroad office or the Student Registration and Financial Services Department for information about available programs and an application file. Most study abroad programs require two academic recommendations and a GPA of 2.75, but some programs require a 3.0. Students should consult the study abroad director and academic advisor to determine the status of study abroad programs, grade transfer policies, and how the courses taken abroad will meet general education or major program requirements. A study abroad student can opt to receive a Pass or Fail grade for up to 15 credits of course work per semester abroad.

The cost of study abroad programs varies, but most are affordable. The University's goal is to offer students a semester abroad at roughly the same cost as that of a resident student at Mansfield. Financial aid and study abroad scholarships are available for qualified students.

## **Teacher Certification Programs:**

## Teacher Education Certification

The Teacher Education Unit is responsible for all teacher certification programs at Mansfield University regardless of the department that houses the program. All certification programs are approved by the Pennsylvania Department of Education. The Unit prepares teachers who have the knowledge, skill, and dispositions to meet the demands of public education in the twenty-first century. The mission of the education unit at Mansfield University is to prepare educators who will make reflective decisions based on accepted theory, research, and practice as they serve the region, the Commonwealth of Pennsylvania, and the nation. In addition to its centrality in the mission, the goal of "reflective decision-making" is the guiding concept in the framework of the Mansfield University Teacher Education Program. As reflective decision-makers, the graduates of the program will be able to provide effective instruction to their students and use their skills in assessment, reflection, and self-evaluation to make positive changes in their own teaching and curriculum. To become reflective decision-makers, students must develop and engage thinking skills and positive dispositions; these two central elements form the core of the conceptual framework. Thus, the core is both affective and cognitive in its nature, the two elements of it are interdependent, and both are essential in a teacher preparation program. This core of dispositions and thinking skills is in place to strengthen four essential functions in teaching: Planning and Preparation, Classroom Environment, Instruction, and Professionalism. These domains, as characterized by Charlotte Danielson (2007) form the outer layer of the framework, what is visible (observable) and for which teachers are accountable. The materials used to create this framework are developmentally appropriate teaching and learning, diversity, and technology. The use of these materials ensures that students are the focus; their current needs, strengths, and differences are being considered; and their future success is in the picture as the faculty plan how best to prepare them. Teacher candidates at Mansfield University will be asked to attend to each part of the framework during their program, using each course and field experience to develop and sharpen their ability to make reflective decisions in what is surely one of the most important professions in the world.

## Chapter 354

A directive known as Chapter 354 Preparation of Professional Educators was issued to all teacher preparation programs in Pennsylvania by PDE in October of 2000. Chapter 354 provides standards for students entering an initial certification program at MU and for proceeding through the program. The various points in the program for which specific requirements are set are referred to as "Gates." Guidelines for admittance and for each subsequent Gate are detailed in this section and deal with clearances, certain course or credit-hour requirements, dispositions, and testing requirements.

### Clearances

All required Pennsylvania teacher education clearances must be attained before registering for classes. If a student's clearance history changes throughout the course of study, he/she is required to immediately share that information with the Educational Field Experience Office, (Act 24). Students cannot register for courses until they satisfactorily complete the following clearance checks and are willing to allow The Field Experience Office to communicate their personal clearance information with participating school districts (for the purpose of field experiences):

- Act 151: Child Abuse Clearance
- Act 34: Criminal Background Clearance
- TB Tine Test (Tuberculosis)
- PA FBI Fingerprint Clearance (Cogent)
- One million dollars of professional Liability Insurance coverage
- Act 24: Arrest and Conviction Report and Certification Form
- Act 126: Child Abuse Recognition Training
- Statements of compliance and understanding from required MU handbooks

Information about securing the above mentioned clearances is available at <http://www.mansfield.edu/teacher/initial-clearance-instructions/>.

If an offense appears, then Mansfield University requires the following process to be followed (TEC 1997):

1. Upon acceptance into any education program, the student must meet with the Director (Education Relations and Field Experiences) to discuss the offense(s) cited, circumstances surrounding the offense, and to review any written documentation the student wishes to be considered including police reports, court records, etc. supporting the offense.
2. The Director will discuss the circumstances of the offense, review submitted documentation, discuss remedies and options, and render a decision re: suitability and feasibility of continuance within the program.
3. If the student wishes to appeal the decision of the Director, the student may request a hearing before the Teacher Education Council by submitting the request, in writing, together with supporting documentation (5 copies) to the Chairperson of TEC. A review panel, consisting of TEC members, will then be scheduled. TEC may request additional documentation, approve continuation in education, or counsel the student to change to a non-teaching major.
4. If TEC determines that the student may continue within the program, a letter must be provided by the student to the Director granting permission to disclose the infraction/nature of the offense to the appropriate school administrator when placements are being sought. The student must also sign a statement of understanding verifying that information was provided concerning the potential challenges associated with continuing to pursue an education degree. Finally, the student will have to plan for all field experiences through the Director.

## **Education "Gates"**

Education majors are evaluated at three stages in their program, referred to as "gates". Mansfield evaluates student preparation based on national standards and Pennsylvania Act 354 requirements. Students must complete their preparation programs and the requirements of all three teacher education gates to be recommended for certification. Gate One requirements must be met within the first 48 credit hours of course work. Students will receive written email confirmation that they have met Gate One and, consequently, will be permitted to take upper level education courses (courses numbered 3000 and above) after they have successfully made it through Gate One. Gate Two requirements must be completed before beginning student teaching. Gate Three requirements must be completed before recommendation for certification. Each department may have additional requirements specific to their Education program. Students should see the individual program descriptions in this catalog and contact education program advisors for more information. Teacher education students are also assessed for professional dispositions. Teacher education disposition assessment processes and procedures are published online. (See following section, "Dispositions").

**Gate One.** Students completing the following requirements will be designated a Teacher Education Certification Candidate (TECC). A student must be designated a TECC in order to register for upper level education courses numbered 3000 and above. To become a TECC, students must:

- complete a minimum of 48 hours of course work which may include transfer hours;
- have a Grade Point Average (GPA) of 3.0 or higher;
- complete two college level mathematics courses; and one English Literature course and one English Composition before becoming a TECC (Math 0090 and English 0090 or developmental or remedial transfer courses do not meet this requirement);
- pass the Introduction to Education (ED1102) course;
- pass one of the two Basic Skills Tests, the PAPA: Pre-service Academic Performance Assessment or the Praxis CORE (or pass by combining individual tests from different vendors to meet the basic skills requirement). Students transferring into Mansfield University from another institution and who have met all other Gate One requirements may be designated a probationary TECC. They will have one semester after admission to Mansfield University to pass the PAPA examination. Students should refer to the program description or see an advisor for additional program specific requirements. Students may be exempt from taking the PAPA or the Praxis Core if they have a qualifying score on the SAT (500 or higher on each of the modules) or ACT (22 in Reading, 21 in Mathematics, and 21 in Writing). The Basic Skills assessment is waived for all certificates (as of November 1, 2014), if the applicant completed an approved post-baccalaureate certification program or if a student holds a post-baccalaureate graduate level degree.

**Gate Two.** Students wishing to be admitted to Student Teaching must complete the following requirements:

- Have a Grade Point Average (GPA) of 3.0 or higher;
- complete all required education courses except student teaching and professional seminar; students wishing to take non-education courses after student teaching must petition the appropriate department chair.

- submit current student teacher clearances. Updated clearances are absolutely necessary in order to student teach. Student teaching placements will be revoked unless this requirement is met. \*Fall Student Teachers: Clearances must be dated between February and June 30<sup>th</sup> of the year that student teaching will take place. \*Spring Student Teachers: Clearances must be dated between June and September 30<sup>th</sup> of the year prior to student teaching. All clearances must be on file in the Field Experience Office prior to confirmation of student teaching. (See program description or advisor for additional program specific requirements).

**Gate Three.** Students who wish Mansfield University Certification Officer to recommend them for teacher certification must complete the following requirements:

- pass the appropriate Praxis II or PA Educator Certification Tests (PECT);
- complete the appropriate Education degree with a GPA of 3.0 or higher;
- apply for Pennsylvania Teacher Certification through PDE's on-line TIMS system (repeating clearances, if expired).

### **Dispositions**

Dispositions are similar to professional beliefs or value systems, and they extend to professional modes of conduct and the ways in which beliefs and dispositions tend to act in ways that elevate the profession of teaching in the eyes of others. An emphasis on developing positive professional dispositions is consistent with the Mansfield University Mission Statement which values "Character" as one of the four cornerstones of a MU education. The Teacher Education Council has identified six disposition that program graduates will exhibit. See department handbooks and the Field Experience Handbook for Mansfield University's Teacher Education Unit Dispositions Policy.

**Information Sources.** Further information is available from teacher education program advisors, online resources, and the other sources as stated below:

- PAPA/Praxis Core and PECT/Praxis examinations - Field Experiences Office (570-662-4024)  
<http://www.mansfield.edu/teacher/examinations/>
- Program Requirements - Individual program descriptions in this catalog
- Advancing to TECC status - Mansfield University Certification Officer (570-662-4576)
- Clearances and Field Experiences -- Educational Field Experiences Office (570-662-4024)  
<http://www.mansfield.edu/teacher/initial-clearance-instructions/>

Applicants interested in teacher certification (initial or advanced) at Mansfield University must contact the Field Experience Office, Retan 205, 570-662-4024.

Official transcripts of all college work completed must be sent directly to the Admissions Office, South Hall at Mansfield University.

## **Secondary Education - Social Studies: History**

The Professional Studies in Secondary Education degree program prepares students for teaching grades 7-12 and is the combined responsibility of the Department of Education and Special Education and the appropriate content-area departments of the university. Students pursuing this Bachelor of Science in Education degree select a concentration from four content areas: Earth and Space Science Education, English Education, Mathematics Education, and Social Studies: History Education. Program students undergo an inquiry-based curriculum that balances data-driven decision-making with a design-thinking approach to new media. Teacher candidates work closely with content-area faculty to develop mastery in their field of concentration, which is measured via content-specific student learning outcomes. The Education and Special Education faculty also work closely with students in the program, helping them develop their knowledge of educational theories and methodologies in order to apply that knowledge when planning and implementing instruction in field-based settings. This developing knowledge is assessed within the core secondary education and special education courses, field experiences, and in a professional portfolio, in accordance with the program's teacher education student learning outcomes.

For further details regarding admission to teacher certification candidacy and Pennsylvania certification requirements, please review the Teacher Certification section under University Policies, <http://catalog.mansfield.edu/>.

## Transcripts

1. A prepared transcript by Mansfield University can only be ordered through the online service at [iwantmytranscript.com/mansfield](http://iwantmytranscript.com/mansfield). Written or phone requests can no longer be accepted.
2. No official transcript is issued to or for a student who is indebted to the university until the debt has been paid in full.
3. Official transcripts of credit(s) earned at other institutions that have been presented for admission and evaluation become part of the permanent record in the Registrar's Office and cannot be reissued or copied for distribution. Transcripts from other institutions must be obtained directly from those institutions. Official transcripts issued directly to the student will only be released in a signed, sealed, embossed envelope.
4. Unofficial transcripts contain the same information as an official, but do not bear the authorized signature or seal of the university.
5. Transcript fee is \$5 per transcript plus a \$3 processing fee.

## Undeclared/Academic Exploration Program Majors

Entering students who are not ready to choose a major may be accepted as "undeclared" and enrolled in the Academic Exploration Program. An advisor assists the student in choosing courses to fulfill General Education requirements and advises them about introductory courses as a pathway toward selecting a suitable major. An undeclared student should choose a major after the second semester freshman year. All students must declare a major by the time they have earned 64 credit hours.

## Visiting Students

Students enrolled full-time at a PASSHE university may elect to participate, for a limited period of time, in The Board of Governors' Visiting Student program offered at sister institutions. Information regarding the Visiting Student program is available online at Academic Forms.

## Withdraw From a Course (W)

After the drop period, a student may withdraw from a course until 4 p.m. the Friday of the tenth week of classes as designated on the Academic Calendar. A course withdrawal form must be completed, which can be obtained at the Student Registration and Financial Services' office at 224 South Hall. It must be signed by the course instructor. If fewer than 60 credits have been earned, the student must also have the withdrawal card signed by the advisor. Completed forms are returned to 224 South Hall.

A "W" will be recorded in the permanent record and will not be calculated in the quality point average (QPA). A student who withdraws from all courses is automatically withdrawn from the University.

There is no tuition or fee adjustment for course withdrawals; therefore, full payment is due to the University.

## Withdrawal From the University

Withdrawing from the university is a very important decision. To discuss the implications of withdrawal, the student must consult with the Student Registration and Financial Services in 224 South Hall or 570-662-4411. If the student would like to discuss personal concerns, contact the Counseling Center, 142 South Hall or call 570-662-4695. Resident students must also contact the Residence Life Office at 120 Pincrest, or 570-662-4934.

Students who wish to withdraw from the university may start the process by completing a "Withdrawal from the University Form" which is available by contacting Jackie Johnson, Associate Director in the Student Life and Leadership Department at [jjjohnso@mansfield.edu](mailto:jjjohnso@mansfield.edu) and 570-662-4969.



Withdrawal from the University is likely to have serious academic and financial ramifications. The following items will be discussed with the student by a member of the Student Registration and Financial Services Office upon presentation of the Withdrawal from the University Form.

- Withdrawing by the last day of classes does not list the term on the academic transcript.
- Transcript requests are made online at <http://esd.mansfield.edu/transcript-request.cfm>.
- Official transcripts may not be released with a hold on the student's account. These holds include, but are not limited, to student accounts (billing) holds, parking fine holds, library fine holds, athletic holds, residence life holds, and Perkins Loan holds to name a few.
- A current billing statement will be provided. The balance may change due to financial aid being returned on the account when the withdrawal form is processed based upon the date of the last class attendance/participation.
- If there is a balance once the withdrawal process has been completed, the student will be asked to set up a payment plan if the balance cannot be paid in full. Contact Dot Rakoski to set up a payment plan at 570-662-4889 or [drakoski@mansfield.edu](mailto:drakoski@mansfield.edu)
- The student will be asked to provide a current address and phone number.
- Return any library materials.
- The student will be counseled on how withdrawing from the university will impact current and future financial aid.
- Withdrawing from the university prior to completing more than 60% of the semester will result in a change in financial aid for the semester. This date is calculated by Student Registration and Financial Services based upon federal regulations. Any refunds already received may need to be returned in whole or in part. A calculation will be completed to determine the amount of financial aid that needs to be returned.
- Any outstanding documentation for eligible financial aid will be requested at the time of the withdrawal.
- Although withdrawn classes will not appear on the student's transcript, withdrawn courses will count AGAINST academic progress as it relates to financial aid and counts as attempted but not completed credits.
- Satisfactory Academic Progress (SAP) is checked upon readmission. See SAP policy.
- If there are student loans, the six month grace period to begin repayment will begin immediately upon withdrawal. That is, 6 months after withdrawal from the university, you will need to begin repayment of those loans.
- If called to active duty, the withdrawal process should be quick and easy. The student should complete the "Withdrawal from the University" form and attach deployment papers. Both forms should be turned in to Student Registration and Financial Services in 224 South Hall.

Students who leave the university without properly notifying the university for other than extenuating circumstances (as documented by a physician, counselor, or other appropriate individual) will receive a grade for each attempted course.

All students who have withdrawn and who desire readmission to the university must file an application for readmission.

Students who apply for readmission within one calendar year of the date of withdrawal will have the application fee waived. Students are not guaranteed readmission.

Completion of a "Withdrawal from the University Form" must be done by the last regular class day of the semester not including finals week.

Once withdrawal is complete, the administration will promptly notify all appropriate offices, including the student's advisor and course instructors. On-campus students are responsible for checking out of their residence hall by contacting a Residence Life staff member.

<http://esd.mansfield.edu/withdrawal-from-the-university.cfm>

<b>Refund Period (% of Enrollment Period Completed)</b>	<b>Refund Percentage</b>	<b>Duration (Illustration of Estimated Weeks in Typical Semester)</b>
<b>0-8.5%</b>	<b>100%</b>	<b>Through "drop period"</b>
<b>8.51-12.50%</b>	<b>80%</b>	<b>Through Week 2</b>

<b>12.51-19.44%</b>	<b>60%</b>	<b>Through Week 3</b>
<b>19.45-26.39%</b>	<b>50%</b>	<b>Through Week 4</b>
<b>26.40-33.33%</b>	<b>40%</b>	<b>Through Week 5</b>
<b>&gt;33.3%</b>	<b>0%</b>	

^ TOP

## Student Life

### Residence Hall Living

Mansfield is a university on the move. Exciting growth and changes are happening around campus. The suite-style residence halls have added comfortable, air conditioned and attractive housing to students living on campus. Having the right living arrangement will be an important part of the student's overall college experience. Four state-of-the-art, suite and semi-suite style residential buildings with private bathrooms provide more than 1,300 beds, with each building offering four to five different styles of living units. All buildings include the following:

- Individual bathrooms with spacious showers in each suite
- Microfridges provided in each suite (included in the room rate)
- Ample numbers of private room options
- Unit controlled air conditioning and heating
- Coed housing, every other unit (in most buildings)
- Gender-neutral housing, private bedroom suites (Spruce and Sycamore)
- One-card security access and entry door camera coverage
- Carpeted bedroom and living areas
- Cable TV
- High-speed wired and wireless internet connectivity
- Suite options with living space ranging from 300 to 1070 square feet
- FREE Laundry facilities and trash disposal on each floor
- Group project area and study lounges on each floor
- Multipurpose recreation area and large-screen TV lounge in common area (also feature technology for student and/or academic presentations in the living area)
- Game room for shooting pool, etc.
- Kitchen(s) in each hall

Thoughtful building design incorporates a living-learning opportunity, which promotes student academic success. Individual floors provide group project rooms and study lounges that can be utilized by academic tutors, counselors, and study sessions for individual or team projects. Ground floor access to buildings' multipurpose rooms and kitchens affords abundant opportunity for lectures, performances, exhibits, or social functions.

To meet the interests of our diverse student body, a variety of housing options are available, including special interest housing. To help ensure a positive living environment, each hall is operated by a full-time, live-in professional staff member who is assisted by student staff members who live on each residence hall floor. All residence halls are smoke free.

Since residence halls are homes away from home for students, each is furnished and equipped to meet student needs. In addition to furniture, each room is equipped with cable TV hookup and computer network access for each student. Each residence hall has free laundry facilities, kitchenettes, study lounges, and comfortably furnished lounges for informal gatherings. They are the focal

point for a variety of educational, recreational, and social programs and activities on campus, and provide numerous leadership and work opportunities.

Comprehensive information about residence hall living, on-campus residency requirements, costs, dining options and room assignments is available on-line on the Housing, Dining & Campus Life page. Additional information can be found in the Residence Hall Handbook. All students in the first two years of study are required to live and dine on campus unless they meet exemption requirements specifically delineated on the Housing, Dining & Campus Life webpage.

## **Student Life and Living**

To facilitate the personal and professional development of students by providing resources and opportunities that result in a successful learning environment is the mission of the Student Life Office, recognizing that the university experience involves learning both in and outside of the classroom. To ensure a positive out-of-class educational experience, we offer a wide range of activities to supplement the in-class learning, to provide opportunities to gain valuable hands-on experience and to strengthen interpersonal skills. The Student Life Office coordinates a variety of social, cultural, and recreational programs. A comprehensive listing of campus activities can be found on the Calendar of Events on the Student Life web site.

## **Student Organizations**

Mansfield University has over 75 active clubs/organizations and a wide variety of music ensembles, both vocal and instrumental, that provide outlets for student interests as well as opportunities for students to sharpen personal skills and strengthen both leadership and organizational skills. Many of the activities planned by these organizations are funded by student activity fees.

Although participation in student organizations provides opportunities for having fun, developing personal skills and gaining hands-on experiences, a practical advantage for students can be to enhance personal portfolios which could be very valuable when entering the job market. The university encourages students to selectively become involved in these opportunities.

## **Student Center**

The Alumni Hall Student Center (AHSC) is a campus focal point for students to gather and relax. The AHSC contains numerous spaces for a wide range of organized activities as well as informal gatherings. The AHSC houses the Mountie Den, a food court, Game Room, Information Booth, the Martin Luther King Jr. Resource Center, meeting rooms, the Women's Center, organization mailboxes, TV lounge, multi-purpose rooms, offices for the Student Government Association, and College Community Services, Inc. Additionally, the AHSC houses numerous Student Life and Living offices which provide resources and opportunities in supporting student success. The Commuter Lounge is also located in the Student Center.

## **Student Government Association**

Student opinion and input into the operations of Mansfield University are valued and fostered. The Student Government Association (SGA) provides a forum for discussion and an avenue for students to make change.

Under the umbrella of SGA, students serve on the Executive Board, Student Senate, and a wide range of university committees. At Mansfield, in cooperation with faculty, staff and trustees, they are part of the decision-making processes of the university.

## **Office of Student Activities**

### **Mission**

The Student Activities Office (SAO) promotes student learning and community through high impact student engagement that develops student leaders through co-curricular / extra-curricular experiences which enable students to complement their academic

learning experience by further developing critical thinking, decision making, values clarification, and problem solving skills.

## **Vision**

To create transformative learning experiences that develop ethical student leaders to lead lives of balance, generosity, and integrity in the university and outside community in which they serve.

### About Student Activities

The Student Activities Office (SAO) provides co-curricular opportunities for students to engage in that are fun, entertaining, and educational by design... (***Edutainment: Education + Entertainment***). These diversified opportunities in the form of special events, student activities, and extra-curricular programming (concerts, lectures, films, travel, theatre, multi-media, special events, etc.) are designed to promote student leadership development, social interaction, self-exploration, organizational development, and student formation. Student Activities guide and assist students from A - Z, from idea to implementation on all aspects of special event and extra-curricular programming to include... research, design, management, planning, advertising, promotion, production, and assessment.

Additionally, it is a key resource for students in the areas of equipment, materials, publications, training, advertising /promotional tools, artist / entertainment agency contacts, programming ideas, etc. that students, student clubs & organizations, and advisors can utilize in planning and implementing their programs and developing stronger clubs and organizations.

The office further supports the university creed of **Character, Scholarship, Culture, and Service** and the **academic mission** of the institution by intentionally linking student experiences that occur both inside and outside the academic classroom.

## **The HUT**

**The HUT** is our premier student union facility on campus. It is a student social and recreational center for co-curricular and extra-curricular activities that enhance the quality of student life on campus and contribute to the universities mission.

## **Athletics and Recreation**

Mansfield University is a member of the National Collegiate Athletic Association (NCAA) and it's 14 intercollegiate teams play at the Division II level.

Women's programs include soccer, field hockey, basketball, cross-country, swimming, softball, indoor track and track. Men's programs include football, cross-country, basketball, baseball, indoor track and track. Sprint football is not an NCAA sport but provides special opportunities for intercollegiate competition.

The University's recreational sports program is for students who value athletic participation but at a less competitive and more social level. It provides a broad range of opportunities in men's, women's, and coed events as well as multiple groups involved in aerobics. In addition, both indoor and outdoor facilities for organized as well as individual students participation are available. The Kelchner Fitness Center provides facilities for basketball, volleyball, badminton, indoor soccer, aerobics, racquetball and dance, and includes a well-equipped fitness room. Additionally a Rock Climbing Wall provides students with extensive casual and technical climbing experiences. Students may use the facilities individually, in groups, or as part of the recreational sports program. Club Sports programs are also available.

## **Health Services**

Health care services for MU students are provided at our new on-campus Health & Wellness Center located in Spruce Hall. The Health & Wellness Center is staffed with a Family Nurse Practitioner (FNP), Licensed Practical Nurse (LPN) and an Administrative Assistant. Students requiring medical care are referred to the Guthrie Clinic located just off campus.

Comprehensive primary health care services are provided to registered full and part-time undergraduate and full-time graduate students while the university is in session. There is no additional cost for basic care beyond the health fee paid each semester.

There is a fee, however, for specialized services such as tests and x-rays. The University police are trained to deal with medical emergencies and are assisted as necessary by the residence hall staff. Community ambulance service is available on a 24-hour basis to transport students with serious emergency medical problems to local hospitals as required.

## Identification Cards (One Card)

A University identification card that contains a photo (also known as "One Card") is issued to students, faculty, and staff. All students, including those off-campus, must have an MU One card. One Cards are available at the CCSI office (College Community Services, Inc.), inside the Mountie Den/Bookstore. Regular office hours are Monday - Friday from 8 a.m. - 4 p.m. Extended hours are available during the first two weeks of classes but vary each semester; therefore students should contact the CCSI office at (570) 662-4929 for specific information.

Student One Cards must be carried at all times and shown to authorized personnel upon request. The cost of the One Card is \$5 for new students. Replacement cards are \$15.

In addition to identifying your affiliation with Mansfield University, your card provides access to on- and off- campus services. On-campus services include:

- Residence Halls
- Kelchner Fitness Center
- On-Campus Dining, Meal Plans, and Flex Dollars
- Access to North Hall Library Resources
- Campus Events and Activities
- Athletic Events
- Mountie Money, which acts just like a debit card and never expires!

Mountie Money can be used for:

- Postage
- Vending Machine Purchases
- Campus Bookstore Purchases
- Printing and Copying on campus
- Parking Fines and Permit Payments
- Various local businesses

Money can be added at any time by cash, check, or credit card, at the CCSI office, PHIL station in Alumni Hall, or online through the One Card Web Portal. (Flex money is part of the meal plan and is separate from Mountie Money. Flex funds expire every spring semester). Use the One Card webportal to manage One Card account online: Students can make deposits, view statements, check balances, and deactivate lost or stolen cards.

The One Card also enables students to receive discounts on many cultural and entertainment productions on- and off- campus. In addition, cards are used to access the Library website from off-campus for services and convenience.

Students enrolled in an online program will receive a letter containing their Library Access bar code. The online student also has the option of receiving an actual One card by submitting a picture (equivalent to a passport/drivers license photo) and a front/back copy of an official government ID (i.e., driver's license, military ID), along with \$5.00, to the office of One Card Administration, 208 Memorial Hall. For questions, please call 570-662-4074.

## Police and Safety Services

The University Police Department is located in Doane Center and is open 24 hours each day of the year. The Department staff includes 11 commissioned police officers, including the Director, 3 security officers and up to 6 student staff. The Department

has responsibility for parking enforcement and parking permit issuance, crime prevention, criminal investigations and other related police functions, and student weapons storage.

## **Student Policies** <sup>^ TOP</sup>

### **Educational Records Confidentiality Policy**

The University collects and maintains data and information about students for designated periods of time and for the express purpose of facilitating their educational development. Recognize the privacy rights of individuals, as guaranteed by the Family Rights and Privacy Act of 1974 and the Pennsylvania Right-to-Know Law of 1957. Attempt to balance those rights with the institution's need for information relevant to the fulfillment of its educational missions. As such, the university has an approved policy on the confidentiality of student records which outlines all procedures that apply to the collection, maintenance and release of such records. (See University Polices section of this catalog regarding Family Education Rights and Privacy Act).

### **Code of Conduct**

Students are accountable for the information contained in The Student Code of Conduct as electronically published at [www.mansfield.edu](http://www.mansfield.edu). The University reserves the right to change or modify the contents listed therein. Students must check email on a regular basis for updates about this document. Find the Student Code of Conduct on the Student Affairs website <http://www.mansfield.edu/student-affairs/>.

### **Smoking/Tobacco Policy**

The Mansfield University policy on smoking and the use of smokeless tobacco is consistent with both the Pennsylvania Clean Air Act and policies established by the Board of Governors for the Pennsylvania State System of Higher Education. Concerns with this policy or reports of violation of this policy should be directed to the Vice President for Finance and Administration.

1. Smoking or the use of smokeless tobacco products is not permitted in Mansfield University buildings, except in an area or individual office that have been designated as smoking areas. Classrooms, laboratories, reception areas, common areas, conference rooms or other places where classes, committees, or other public groups may convene are not to be designated as smoking areas. Entrances to buildings will be appropriately signed to indicate that smoking is permitted in designated areas.
2. The use of smokeless tobacco is only permitted in smoking areas. Users of smokeless tobacco products are to discard expectorant in toilets and not in common ash trays or common waste containers.
3. The Vice President for Finance and Administration is responsible for the designation of smoking areas within buildings other than residence halls. Requests to (a) designate a new or additional smoking area or (b) to delete the designation of an area for smoking should be addressed to the Vice President who shall make decisions on smoking area designations consistent with this policy after consulting, where appropriate, with other cabinet members and the Administrative Affairs Committee of the Faculty Senate.
4. Consistent with this policy, smoking is also prohibited in all residence halls.

### **Drug and Alcohol Abuse**

Mansfield University is an active member of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse. The standards of the network have also been adopted by the Board of Governors of the State System of Higher Education as policy for all state universities.

The University has the responsibility to provide a drug free environment where the use of alcohol and other drugs do not interfere with learning. For this reason, the possession, distribution, and/or use of alcohol and other drugs on the Mansfield University campus is prohibited. Persons violating this prohibition will face university disciplinary sanction, and/or arrest by university

police. University disciplinary actions will include an educational component to encourage the individual's acceptance of the responsibility for his/her own choices and behavior.

Mansfield University will educate and provide information to the campus community for the purpose of preventing the abuse of alcohol and other drugs. The university will also provide counseling and referrals for persons with alcohol or other drug problems.

## **Motor Vehicle Registration**

Regulations pertaining to parking and vehicle use are available at the University Police Department, Doane Center, or online at <https://www.mansfield.edu/police/parking/index.cfm> and are also distributed when registering vehicles. All students, employees, and visitors who operate a vehicle on campus must register their vehicles and display the appropriate decal or tag.

## **Services for Students**

### **Department of Academic and Human Development** <sup>^ TOP</sup>

The University provides developmental services to students for the successful pursuit of their academic program and personal development. These services include Academic Advising, Athletic Mentoring, Counseling, Learning Center, Minority Mentoring, Support Services for CHAMPS Students with Disabilities, and Writing Center. In addition, all faculty within the Department of Academic and Human Development advise students selecting the Associates Degree in Liberal Studies major.

#### **Academic Advising**

The Academic Advising Center provides services to a wide range of students and special support for underrepresented students of color, through a minority mentoring program called SUPPORT, and student-athletes through Athletic Mentoring and CHAMPS/Life Skills program. These initiatives support Mansfield's diversity goals through various workshops and guest speakers. This includes developmental workshops and leadership conference opportunities.

**Mission:** The mission of Academic Advising Center is to provide high quality academic advising that assists students in the purposeful planning of an undergraduate liberal arts education, contributing to an environment that promotes academic, personal, as well as intellectual, and ethical (character) growth. Academic Advising is a decision-making process by which students realize their maximum education potential through communication and information exchanges with an advisor; it is ongoing, multifaceted and a shared responsibility of both the advisor and advisee. The advisor, utilizing a developmental, prescriptive or, prescriptive, strength-based approach, serves as a facilitator of communication, a coordinator of learning experiences, through course and career planning and academic progress review, and an agent of referral to other campus services.

**Vision:** Mansfield University's Academic Advising Center aspires to provide an excellent advising experience, through the development of academic and career goals, meaningful collaborative relationships, appropriate academic decision making, and navigational skills which will result in students valuing and applying their liberal arts education.

#### **Athletic Mentoring and the CHAMPS/Life Skills Program**

**Mission:** The mission of the Athletic Mentoring and CHAMPS/Life Skills Program is to support the successful academic transition, matriculation, and graduation of the student-athlete. The Athletic Mentoring component serves to monitor, track, and improve the academic standing and progress of the student athlete. The CHAMPS/ Life Skills component is designed to enhance and support a student-athlete's development in the areas of: personal development, career planning, community service, and academic excellence.

**Vision:** The vision of the Athletic Mentoring and CHAMPS/Life Skills Program is the graduation of student-athletes with an enhanced academic and personal growth experience through participation in CHAMPS/Life Skills programming and with the support and services of Athletic Mentoring.

## Counseling Center

### **Mission:**

The Mission of the Mansfield University Counseling Center is to enhance the quality of life, psychological health, and personal effectiveness of students not only during their collegiate years but for the duration of their lives. The Center's are committed to the development of the whole person-academically, personally, spiritually, socially and physically.

All services provided by the University Counseling Center are free and respect the applicable confidentiality laws and ethical guidelines of the American Psychological Association, and the American Counseling Association.

### **Values:**

The University Counseling Center encourages students from all segments of the campus community to access counseling services. We advocate for students with Learning Disabilities and serve as consultants to several student organizations addressing issues of sexual orientation, adult transition issues, international students advisory committee, and with students from traditionally underserved and at risk backgrounds. All counselors have participated in course work or workshops designed to increase awareness and sensitivity to cultural and individual differences.

The University Counseling Center understands that leadership takes a variety of forms and assists students to identify how their individual characteristics help define their leadership potential. The Center provides assessment, counseling, workshops, and in addition, provides consulting services to Residence Life, Campus Ministry, Campus Police, a variety of administrative offices, the Mountaineer Leadership Program, and students in both individual and group formats. These efforts are designed to highlight strengths and challenges students face as they develop their leadership potential. The Center serves as an additional form of education in helping students identify where they fit on a Leadership continuum ranging from models of Directive/Centered to Motivational/Diverse.

### **Vision:**

It is the goal and vision to enhance the quality of life for students during their collegiate years and beyond. Specifically focus our activities to promote development in areas of:

- Self-understanding
- Independent and productive living
- Spiritual, moral, and ethical values
- Learning as a life-long process
- Leadership qualities & skills
- Respect and celebration of all facets of diversity-diversity of culture, background, age, religious affiliation, gender identity, sexual orientation, and thought
- Responsibilities that accompany interpersonal relationships including those with Mansfield University and the communities in which we live.

## Gateway Program

**Mission:** The Gateway Program is designed to support students who demonstrate potential for success in college, but may lack traditional evidence for admission. The program provides an umbrella of individualized services and opportunities to achieve academic success. Gateway offers a variety of support services and proactively engages with students on an ongoing basis throughout the academic year. The program support is a collaborative process in which the student is an active participant in assessing and identifying their needs and progress.

**Vision:** The Gateway Program strives to empower students to develop practical strategies that will equip them to successfully meet the challenges they face in collegiate life. Among the opportunities available to students are: an orientation and transition to



college expectations and life, academic advisement with experienced and knowledgeable faculty, educational skills workshops, tutoring, assistance from learning specialists, peer mentoring, counseling, developmental leadership opportunities, supplemental instructors, study groups, study tables, and active links to career planning and cultural events.

## **The Learning Center and the Writing Center**

The Learning Center and the Writing Center at Mansfield University are committed to helping students achieve their academic goals. Staff are dedicated to providing a success-oriented learning environment that focuses on the essentials of what is needed to succeed in college. Student support programs are designed to assist students in maximizing their academic potential.

The Learning Center provides peer tutors, supplemental instruction study sessions, workshops, and additional one-on-one support as necessary. These student support programs focus on course content, collaborative student learning processes that are designed to actively engage the learner, and teaching and implementation of learning strategies. The Writing Center provides peer-tutors who are identified by English professors as excellent writers to help students develop effective writing and editing strategies that support the formal writing instruction and requirements presented in various courses throughout the curriculum.

### **MISSION**

The mission of the Mansfield University Learning Center is to support, encourage and empower students to become independent, self-advocating, resourceful, and lifelong learners.

### **VISION**

The Center's vision is to become a place where both faculty and students willingly rely on our resources, where they are free to question, take risks, and effectively achieve their academic and pedagogical goals.

## **Minority Mentoring Program**

**Mission Statement:** The mission of the Minority Mentoring Program is to provide a support system for students of color that will give them the best opportunity to succeed at Mansfield University. Through the academic, social, and emotional support the Minority Mentoring Program aims to contribute to an increase in persistence and matriculation. Furthermore, students in the Minority Mentoring Program will become productive leaders in their personal and professional communities.

**Vision Statement:** The Minority Mentoring Program envisions a learning community in which students will experience empowering relationships with faculty and staff and develop leadership skills that will allow them to become effective community leaders.

**Value Statement:** The values of the Minority Mentoring Program are derived from the MU creed: Character, Scholarship, Culture and Service. The Program acknowledges and honors the fundamental value and self-worth of all individuals. The Minority Mentoring Program promotes leadership, self-empowerment, personal development, and academic excellence.

### **Program Goals:**

- Guide and Support minority students at Mansfield University.
- Increase minority involvement on campus and within the Mansfield community.
- Assist in the retention and ultimate graduation of minority mentoring participants.
- Create a socially and academically supportive network of mentors and mentees.

## **Services for Students with Disabilities**

**Mission:** Mansfield University's Office of Services for Students with Disabilities is committed to both the letter and the spirit of the law which mandates that access to higher education be provided to students with disabilities. Accordingly, Mansfield will

provide various disability-related services to ensure that students with disabilities have the opportunity to participate in the educational, social and cultural life at Mansfield University.

**Vision:** The vision of the Office of Services for Students with Disabilities is the provision of accommodations in collaboration with a supportive network to break down access barriers for the purpose of equality in education. The academic and personal growth gained from a student's own experiences and advocacy for oneself while here at Mansfield University through their participation in Academic and Human Development, will develop a more confident and successful graduate.

The Office for Students with Disabilities (SSD) serves those students who are covered under ADA as having a physical or mental impairment that substantially limits one or more major life activities. To further include those qualifying under Section 504 of the Rehabilitation Act which mandates: No otherwise qualified individual with a disability in the United States, as defined in section 7 (20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The SSD office is the main advocate for students with disabilities who request academic accommodations at the University. It is the goal to assist students in gaining appropriate and reasonable accommodations, while enhancing an ability to pursue a meaningful college experience.

After submitting pertinent documentation, SSD will attempt to address all reasonable accommodations appropriate to the student's needs. Current accommodations include, but are not limited to, ADA residence hall requests, priority registration, testing accommodations, readers, interpreters, guidance in acquiring assistive devices, and relocation of class sections to aid access.

Students are encouraged to contact the Director of Disability Services in South Hall to discuss any accommodations. Early notification (with the appropriate required documentation) is critical when seeking physical or academic accommodations for effective and timely implementation.

## TRiO

TRiO Student Support Services is a federally funded and competitive grant (which has been established at Mansfield University since 2005).

TRiO provides extensive student support for the students enrolled in the programs. TRiO offers a variety of programming and services to our students, including academic and personal growth workshops, financial aid and financial literacy workshops, cultural and social activities, tutors, peer mentors, career counseling (including preparation for graduate school), and activities focusing on leadership and service. Staff are dedicated to providing personalized services to our students to help them gain the skills they need to graduate from college and to reach their personal and professional goals.

**Mission Statement:** The mission is to increase the persistence and graduation rates of students enrolled in the TRiO program by offering academic, personal, financial, and career support to help students develop the values of the Mansfield Creed (Character, Culture, Scholarship, and Service). The staff members work diligently to empower the students to become critical thinkers who take responsibility for developing strategies to succeed not only in college, but in their professional lives beyond college. TRiO works closely with programs across campus to facilitate student success. In doing so, the Program helps foster an institutional climate supportive of the success of underprepared college students.

### Department Goals

- The department will provide opportunities for first year students to successfully transition into college.
- The department will provide quality one-to-one counseling to TRiO students through advising, peer mentoring, and quality programming. In doing so we will provide students with the opportunities to acquire skills necessary to succeed in college.
- The department will provide opportunities for students to gain leadership skills necessary for successful careers and will prepare students for post-college plans.

- The department will foster the development of the Mansfield University Creed values: character, scholarship, culture, and service.
- 75% of students in the department will remain in good academic standing each semester by maintaining a 2.0 QPA or higher and will achieve a persistence rate equal to or above the university cohort.
- 55% of new participants served each year will graduate within 6 years.

**Program Outcomes:**

- Students will identify resources to help them transition from high school to college.
- Students will create Individual Success Plans each semester that reflect their personal learning goals.
- Students will describe the skills necessary to succeed academically, psychologically, and financially in college according to their personal learning goals.
- Students will be able to demonstrate the critical thinking skills necessary to succeed in college.
- Students will exhibit academic success by maintaining a QPA of 2.0 or above.

**Policies and Procedures:**

- Students must apply to be part of the TRiO SSS Program; in addition to having academic need, they must meet the eligibility requirements set forth by the Department of Education (TRiO SSS Program Eligibility: <http://www2.ed.gov/programs/triostudsupp/eligibility.html>)

## Bookstore

The Campus Bookstore is a non-profit organization operated by College Community Services, Inc. governed by the students. The store is open from 8 AM to 4 PM Monday - Friday and 11 AM to 2 PM on Saturdays during the fall and spring semesters. During the summer sessions, the store is open 8 AM to 4 PM Monday through Friday. Also, during the first week of classes, the store is open extended hours, as posted, to aid students in purchasing/renting textbooks, dorm supplies, health and beauty aids, class supplies, clothing, class rings, graduation attire, etc. The bookstore is located on the second floor of the Alumni Hall Student Center. Textbooks are located on the upper level of the store while supplies, clothing MU logo items, stationary, health and beauty aids, etc., are all found the the lower level. Books can be reserved online at [mansfieldbookstore.com](http://mansfieldbookstore.com) or can be rented new or used online at [mansfieldbookstore.com](http://mansfieldbookstore.com).

## Career Center

The Career Center is an integral part of the university and focuses on the relationship between self, education, and careers. It ascribes to the concept that career development is an ongoing, lifelong process, which incorporates self-assessment and career readiness. Students are encouraged to be engaged participants in their own career journey and to develop a relationship with the Career Center starting their first semester on campus.

Both students and alumni are supported with a wide range of services, including career exploration and development, career interest inventories, resume and cover letter writing and critique, job search techniques, practice interview sessions (in-person and virtual), on-campus recruitment interviews, and other various professional development opportunities. A career library of websites, printed, and software-based information covering career options, professional associations, employment trends, internships, job listings, and graduate/professional schools is maintained through the Career Center. Job and internship opportunities are posted electronically through the Career Center via the Mountie Career Connection, an online job board utilized by all 14 Pennsylvania State System University Career Centers. Students and alumni can access this free service at [career.mansfield.edu](http://career.mansfield.edu). Students are encouraged to engage in Career Center services and programs early in their academic career.

The Career Center is located on the Ground Floor of Alumni Hall and may be reached at 570-662-4133. For more resources, information about the Career Center and our calendar of events, please visit [career.mansfield.edu](http://career.mansfield.edu).

## Library

Mansfield University provides information resources both virtually (see Library Website) and in the historic and elegant 19th century setting of North Hall. The quality resources provide students access to information from around the world. Most resources are accessible regardless of physical location.

The Library is located on the first four floors of North Hall and has several special features to promote the efficient use of information in both printed and electronic forms. The Library has been designed to highlight traditional subject strengths such as those for music and education and also to provide immediate access to electronic information via extensive computer networking. If students need help using the resources housed in the Library, there are several service points with the most comprehensive one being the Information Desk on the second floor, north wing. The personnel who staff this area can help with traditional reference questions on how to use printed and electronic resources and will also provide advice on equipment problems. Other more specialized service sites are: 1) the Circulation Desk in the entrance lobby which includes the printed reserve collection, laptops and other multimedia materials and reserves are located here as well, and 2) the Microfilms/Periodicals Desk in the atrium on the third floor. Printed brochures available throughout the Library provide answers to commonly asked questions about library resources and services.

A wide range of resources and services are available to support teaching, learning, and research for on-campus students and for distance education. Detailed information about the libraries' collections and services is available through the home page at <http://lib.mansfield.edu/> and more specifically <http://mansfield.libguides.com/distance> for our online population. Another important contact point is the Information Desk (Reference) *Ask a Librarian* or [libref@mansfield.edu](mailto:libref@mansfield.edu). **Distance Education** students will be mailed their library access bar code or may find this code at <http://lib.mansfield.edu/faq/library-id-number-lookup/>.

### Library Policies

1. A Mansfield University ID card is necessary each time materials are checked out including library use only reserve items. ID cards and circulation privileges are not transferable and are intended for use only by the person in whose name the card was issued. A lost or stolen ID card should be reported immediately at the Circulation Desk.

1. A Mansfield University ID card is necessary each time materials are checked out including library use only reserve items. ID cards and circulation privileges are not transferable and are intended for use only by the person in whose name the card was issued. A lost or stolen ID card should be reported immediately at the Circulation Desk.

2. General circulating materials such as books, curriculum guides, government documents, pictures, and textbooks circulate for an established period for students. Other item loan types include:

1. Bestsellers
2. Laptop Computers - library use only except laptops designated for circulation then may be checked out for 3 days (no grace period and applicable fine)
3. Media Materials - audio and videocassettes, phono discs, compact discs, and audio and video cassette players
4. Reserve Materials - loan periods are assigned by the professor and are as follows: library use only, one day, three days, or one week. The Library is now offering electronic reserves so you may access the materials from outside the library and from off campus. Please check with your instructor or the Circulation Desk personnel to determine if the materials you need are available electronically if you cannot verify it yourself.

3. Most items may be renewed in person (please no telephone calls) unless reserved for another patron. Renewals may be made without having the materials present if the patron has a Mansfield University ID card. Patrons also can renew library materials online. (See the Library home page for information on how renew online).

4. A patron may place a hold on any item that is in circulation except for course reserves. When the item is available, the requestor will be notified and the item will be held at the Circulation Desk for one week.

5. After an item has been in circulation for two weeks, it may be recalled at the request of another patron. The recall notice will allow one week for the return of an item to the Library. Items needed for course reserve will be recalled by the Library immediately.

6. All materials should be returned to the Circulation Desk. When the Library is closed, books may be deposited in the book return located on the east wall, right of the front entrance. Please do not place media materials in the book return as these materials are easily damaged.

7. A reminder listing overdue items may be sent to the patron when items are not returned by the due date. Library patrons who return all the listed items within the grace period will not be subject to overdue fines.

8. General circulating items not returned by the end of the grace period are assessed a fine of \$0.25 per day from the due date. Overdue reserve materials will incur an immediate fine of \$2 per day. Certain types of materials will have higher fines. All media materials except reserves and laptops circulate for one week with no grace period. Fines: cassettes, compact data discs, compact discs, diskettes, kits, overlays, phono disks, models, slides, tests, videocassettes - \$0.25 per day; video players - \$10 per day. Fines and Fees are subject to change - please see Library Website.

9. All patrons are responsible for replacement fees for lost or non-returned items. Charges will be based on an average price for the item plus a \$10 processing fee. Refunds for materials returned to the Library after replacement charges have been paid are given only if the item has not been replaced or withdrawn from the collection. Fines and Fees are subject to change - please see the Library Website.

10. Unpaid fines or an excessive number of overdues will result in a loss of borrowing privileges. Unresolved charges will be turned over to the Revenue Office for collection resulting in a block on future class registrations and transcript requests.

11. The Library uses an electronic security system, which detects any materials that are not checked out. Individuals who attempt to leave the Library with materials that have not been checked out from the Library are automatically referred to the University Police.

12. Please refer to <http://mansfield.libguides.com/content.php?pid=269190&sid=2221928> Library Information, for a more detailed list of Library Operations and Policies/Guidelines as changes occur.

Food, beverage, and tobacco products may not be used in the Library except in the Visual News Library.

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## Faculty <sup>^ TOP</sup>

**Alexander, Conrad** (2003) Instructor of Percussion.

**Battin, Joshua** (2011) B.A., Edinboro University, 2006; M.A., Indiana University of Pennsylvania, 2007; Assistant Professor Criminal Justice Administration.

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**Bosworth, Jeffrey A.** (2003). B.A., St. Andrew's Presbyterian College, 1990; A.M. 1993, Ph.D. 2000, University of Illinois-Urbana. Associate Professor, History, Philosophy and Political Science.

**Brennan, Adam F.** (1995). B.M.E., Western Illinois University, 1986; M.A.Composition, Western Illinois University, 1989; D.M.A., University of Oklahoma, 2000. Associate Professor, Music.

**Carapella, Jennifer.** (2013). B.S., Daemen College, 2005; M.S.N., Mansfield University, 2011. Instructor - Health Sciences.

**Carson, Gregory** (2002). B.A., LaSalle University, 1992; Ph.D., University of Nebraska-Lincoln, 1997. Associate Professor, Chemistry and Physics.

**Chester, Michael J.** (1993). B.S., University of Delaware, 1985; Ph.D., University of Pennsylvania, 1991. Associate Professor, Chemistry and Physics.

**Chua, Frank M.** (1999). B.A., Slippery Rock University, 1991; M.A., Southern Illinois University, 1993; Ph.D., Penn State University, 1999. Associate Professor, History, Philosophy and Political Science.

**Clifford, Leslie D.** (2002). B.S. 1993, M.S. 1995, Brigham Young University; Ph.D., Wake Forest University, 2001. Associate Professor, Biology.

**Craig, Francis** (1998). B.A., University of Richmond, 1989; M.A., Loyola-Maryland, 1994; Ph.D., University of Tennessee, 1998. Professor, Psychology.

**Crowl, Justin** (2013). B.A., Walsh University, 2005; M.S., Youngstown State University, 2009. Assistant Professor, Criminal Justice Administration.

**Cummings, Christopher** (2012) B.S., Mansfield University, 2007; M.Ed., Mansfield University, 2009. Instructor, Academic and Human Development.

**D'Ortona, Catherine M.** (1994). B.S., Loyola College, 1989; M.A. 1992, Ph.D. 1994, University of Virginia. Associate Professor, Mathematics and Computer Information Science.

**Daly, Mary** (F2010). B.S., Columbia University, 1981; M.S.W., Marywood University, 1996; Ph.D., Binghamton University, 2005; Assistant Professor Social Work, Anthropology, and Sociology.

**Davis, Scott A.** (1988). B.S., Eastern College, 1977; Ph.D., University of Virginia, 1982. Professor, Chemistry and Physics.

**Decker, Kristen** (2000). B.S., University of Wisconsin-Superior; 1995; M.S., University of Wisconsin-Superior, 1998. Assistant Professor, Health Sciences.

**Demchak, Jennifer** (2007). B.S., University of Pittsburgh at Johnstown, 1996; M.S., Clarion University, 1998; Ph.D., West Virginia University, 2005. Associate Professor, Geography and Geology.

**Dettwiler, Peggy D.** (1990). B.S., University of Wisconsin-Platteville, 1970; B.M. 1982, M.M. 1980, University of Wisconsin-Madison; M.M., University of Texas-San Antonio, 1985; D.M.A., Eastman School of Music, 1991. Professor, Music.

**Dodson-Webster, Rebecca** (2005). B.M., Grove City College, 1987; M.F.A., Carnegie Mellon University, 1989; D.M.A., University of Wisconsin, 1997; Associate Professor, Music.

**Doerksen, Teri Ann** (2000). B.A., Willamette University, 1989; M.A., University of Colorado at Boulder, 1991; Ph.D., University of Pittsburgh, 1997. Professor, English and Modern Languages.

**Economos, Nicholas** (2013). B.A., The University of North Carolina Charlotte, 1981; M.F.A., The University of Oklahoma, 1985. Assistant Professor, Art.

**Feeney, Mary** (2013). B.S., Mansfield University, 2001; M.S., Marywood University, 2009; Ph.D., Marywood University, 2013. Assistant Professor, Health Sciences.

**Ferrito, Susan** (1996). B.Sc., Wheeling Jesuit College 1985; MS.Ed., Elmira College, 2006; Director of Clinical Education, Respiratory Therapy.

**Ganong, Barry R.** (1992). B.S., Oral Roberts University, 1977; Ph.D., University of Wisconsin-Madison, 1982. Associate Professor, Chemistry and Physics.

**Garrison, Frances S.** (1985). B.S., James Madison University, 1982; M.L.S., George Peabody College for Teachers of Vanderbilt University, 1985; M.S.Ed., Elmira College, 1990. Associate Professor, Library.

**Gaskiewicz, Andrew** (1999). B.A. 1988, M.A. 1990, Western Washington University; Ph.D., SUNY-Stony Brook, 1999. Associate Professor, History and Political Science.

**Ghods, Abe** (1983). B.S. 1976, M.B.A. 1978, Youngstown State University. Associate Professor, Business & Economics.

**Greer, Douglas** (2005), A.A., Harrisburg Area Community College, 1987, A.A.S., Mansfield University, 1994, Clinical Instructor, Respiratory Therapy.

**Guenther, Karen** (1998). B.A., Stephen F. Austin State University, 1980; M.A., Pennsylvania State University, 1983; Ph.D., University of Houston, 1994. Professor, History and Political Science.

**Guignard, James** (2005). B.S., Appalachian State University, 1989; B.A., Coastal Carolina University, 1997; M.A., Western Carolina University, 1999; Ph.D., University of Nevada, Reno, 2005; Professor, English and Modern Languages.

**Haner, Matthew** (2002). S.B., Elmira College, 1995; M.A. 1999, Ph.D. 2002, Binghamton University. Associate Professor, Mathematics and Computer Information Science.

**Harris, Andrea** (1995). B.A., University of Vermont, 1984; M.A. 1987, Ph.D. 1992, SUNY-Buffalo. Professor, English and Modern Languages.

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**Holtman, Bradley A.** (1992). B.S. 1976, M.A. 1986, Ph.D. 1997, University of Wisconsin-Madison. Associate Professor, English and Modern Languages.

**Hoy, Charles T.** (2004). B.S., Southern Illinois University, 1981; M.A., Southern Illinois University, 1985; Ph.D., University of Tennessee, 1997. Communication.

**Iseri, Howard** (1991). B.A. 1984, M.A. 1986, California State University, Sacramento; Ph.D., University of California, Davis, 1992. Professor, Mathematics and Computer Information Science.

**Jackson, Danielle (2014)** B.A., University of Nevada-Las Vegas, 2003; M.A., University of Nevada-Las Vegas, 2005; Ph.D., Arizona State University, 2010, Assistant Professor, Communications.

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**Kagle, Jeanne** (2004). B.A., Swarthmore College, 1999; Ph.D., Cornell University, 2004; Assistant Professor, Biology.

**Kasperrek, Sheila** (2001). B.S., Appalachian State University, 1993; M.L.I.S., University of North Carolina, 2000; M.S., Capella University, 2004; Associate Professor, Library-Information Services.

**Keeth, William** (2001). B.A., Whittier College, 1988; M.A., Arizona State University, 1993; Ph.D., Arizona State University, 1999; Associate Professor, English and Modern Languages.

**Kennedy, Linda** (2013). B.S., The University of Leeds, 1985; M.S., The University of Sheffield, 1988; Ph.D., The University of North Carolina Greensboro, 2012. Assistant Professor, Geosciences.

**Kiessling, Anthony** (2003). B.S., Rowan University, 1989; Ph.D., University of Delaware, 1995. Associate Professor, Chemistry and Physics.

**Kim, Earl Youngsuck** (1988). B.M., Seoul National University, Seoul, Korea, 1978; M.M., New England Conservatory of Music, 1983; D.M.A., University of Miami, 1987. Professor, Music.

**King, Joseph T.** (1989). B.S. 1969, M.D. 1973, University of Buffalo; Cleveland Clinic, Pathology Residency, 1977. Medical Advisor, Medical Technology Program.

**Klesh, Jamie** (2005). B.S., Mansfield University, 1993; M.S., Binghamton University 1998; Ph.D., Binghamton University, 2007; Assistant Professor, Health Sciences.



**Kopf, Christopher** (2008) B.A., Colgate University, 1990; Ph.D., University of Massachusetts, 1999. Assistant Professor, Geosciences.

**Korgeski, Michele** (2015). B.S., Bloomsburg University, 2012; M.S., Bloomsburg University, 2013. Instructor, Health Sciences.

**Kotchka, Vicki** (2012) A.N.D., Mesa Community College, 1983; B.S.N., Mansfield University, 1998; M.S.N., Mansfield University, 2011. Instructor, Health Sciences.

**Kutbay, Bonnie G.** (1990). B.A. 1972, M.A. 1976, University of Colorado; M.A., Arizona State University, 1980; Ph.D., University of Toronto, 1991. Professor, Art.

**Kutty, Gopalan** (1984). Bachelor of Commerce 1971, Masters of Commerce 1974, University of Calicut; M.B.A., Katholieke Universiteit Leuven, 1981; Ph.D., Northeastern University, 1985. Professor, Business Administration.

**Kwak, Eun-Joo** (2015). B.M., Seoul National University 1988; M.M., Roosevelt University 1990; D.M., Northwestern University, 1996. Assistant Professor, Music.

**Laib, Susan G.** (1989). B.M., Eastman School of Music, 1980; M.M., University of Colorado, 1982, D.M.A., Florida State University, 1997. P.T. Instructor, Music.

**Lanzara, Susan** (2008) B.S., Graceland University, 2002; M.S., Mansfield University, 2006. Instructor, Health Sciences

**Lienhard, Clarence W.** (1987). B.S., Lafayette College, 1982; M.S. 1984, Ph.D. 1988, Lehigh University. Professor, Mathematics and Computer Information Science.

**Lint, Bradley** (2013). B.A., University of Pittsburgh, 1989; M.A., Indiana University of Pennsylvania, 2002; Ph.D., Indiana University of Pennsylvania, 2008; Assistant Professor, English and Modern Languages.

**Loher, Brian T.** (1990). B.A., Indiana University, 1980; M.A. 1984, Ph.D. 1987, Michigan State University. Professor, Psychology.

**Long, Kristen B.** (2016), B.S., Millersville University, 2007; Ph.D., Drexel University College of Medicine, 2012. Assistant Professor, Biology.

**Madigan, Timothy** (2000). B.A., Bloomsburg University, 1985; M.A. 1988, Ph.D. 1992, Pennsylvania State University. Associate Professor, Social Work and Sociology.

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**Mansfield, John** (2001). B.S.W., Florida Atlantic University; M.S.W., Barry University, Ph.D., Barry University; Associate Professor, Social Work and Sociology.

**Maris, Robert C.** (1988). B.S., Texas A&M University, 1975; M.S., University of Southern Mississippi, 1980; Ph.D., Old Dominion University, 1986. Professor, Biology.

**Mason, Daniel C.** (2002). B.A., English, Shippensburg University, 1978; B.S., Education, University of Wyoming, 1987; M.S., Communication/Journalism, Utah State University, 1994. Assistant Professor, English and Modern Languages.

**Mayo, Nicole** (2013). B.A., Western Oregon University, 2008; M.A., University of San Diego, 2010; Ph.D., Texas Tech University, 2013. Assistant Professor Psychology.

**McEvoy, Adrienne** (2003). B.A. 1993, M.A. 1999, Ph.D. 2002, State University of New York at Buffalo. Associate Professor, History, Philosophy and Political Science.

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**Monkelien, Sheryl** (2001). B.M., Iowa State University, 1980; M.M., University of Nebraska-Lincoln, 1995; Ph.D., University of Nebraska, 2001; Associate Professor, Music.

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**Moulton, Christine** (2004). B.M., Boston Conservatory of Music, 1984; M.M., Manhattan School of Music, 1998; Assistant Professor, Music.

**Moyer, Gregory** (2015). B.S., Mansfield University, 1995; M.S., Mansfield University, 1998; Ph.D., Southern Illinois University, 2002. Assistant Professor, Biology.

**Murphy, Joseph M.** (1987). B.M.E., Bowling Green State University, 1982; M.M. 1983, D.M.A. 1994, Northwestern University. Professor, Music.

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**Purk, Janice** (2005). B.S. 1972, M.A. 1990, Ph.D. 2000, Kent State University. Associate Professor, Social Work and Sociology.

**Ranney, Todd** (F2009) B.M., Drake University, 1982; M.M. The Cleveland Institute of Music & Case Western Reserve University, 1988; Assistant Professor, Music.

**Reynolds, Ellen** (2015). B.S.N., St. Louis University, 1978; M.S.N., Mansfield University, 2014; Ph.D., Drexel University, 2012. Assistant Professor, Health Sciences.

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**Runyan, Nancy** (2013). B.A., Indiana University of Pennsylvania, 1991; M.S.N., University of Phoenix, 2008. Instructor, Health Sciences.

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**Schlegel, Michelle** (2008) B.F.A., School of Art & Design, NYSCC at Alfred University, 1989; M.F.A., Goddard College, 2005. Associate Professor, Art.

**Schrist, Gretchen** (F2009) B.A., Bucknell University, 1994; M.A., University of Maryland, 1996; Ph.D., University of Maryland 2000; Associate Professor, Psychology.

**Sidell, Nancy** (1998). B.A., Kent State University, 1979; M.R.C., Bowling State University, 1984; M.S.W., Case Western Reserve University, 1990; Ph.D., Ohio State University, 1998. Professor, Social Work and Sociology.

**Sim, Jaesung** (2006). B.P.A. 1988, M.P.A. 1991 Wonkwang University; M.S. Texas Tech University, 1995; Ph.D., University of North Texas, 2003; Assistant Professor, Mathematics & Computer Information Science.

**Slusser, Kimberly** (2012) B.S., Mansfield University, 2000; M.S., University at Albany. Assistant Professor, Academic and Human Development.

**Solan, David S.** (1986). B.S., West Virginia University, 1973; M.S., Pennsylvania State University, 1976; Ph.D., Texas A&M University, 1981. Professor, Business Administration.

**Stein, Steven J.** (2003). B.S., Trinity College, 1979; M.S., University of Colorado, 1983; Ph.D., Northern Arizona University, 1990. Associate Professor, Biology.

**Spezialetti, Brian D.** (1989). B.S., Mansfield University, 1978; M.S. Ed., Elmira College, 1989. Director, Medical Technology Program.

**Stocks, Lee** (2012). B.A., Concord University, 1998; M.A., West Virginia University, 2001; Ph.D., Kent State, 2010. Associate Professor, Geosciences.

**Ulrich, John** (1991). B.A., University of Maryland, 1985; M.A. 1988, Ph.D. 1994, SUNYBuffalo. Professor, English and Modern Languages.

**Varner, Christine** (2015). B.S.N., Mansfield University, 1997; M.S.N., University of Pheonix, 2003. Instructor, Health Sciences.

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**Walters, Andrew** (2008). B.M., Millikin University, 1989; M.M., Northern Illinois University, 1991; D.M.A., University of Illinois, 2002. Associate Professor, Music.

**Welch, Tiffany** (2014). B.S.W., Mansfield University, 2005; M.S.W., Marywood University, 2008; D.S.W, Capella University, 2015. Assistant Professor, Social Work.

**Werner-Burke, Nanci** (Spg. 2001). B.S.Ed. 1990, M.Ed. 1991, Clarion University of Pennsylvania; Ph.D., Indiana University of Pennsylvania, 2000. Associate Professor, Education and Special Education.

**Whitecraft, Michele** (2013). B.S., Lock Haven University, 1986; M.Ed., Bloomsburg University, 1998; Ph.D., Cornell University, 2013. Assistant Professor, Education and Special Education.

**Whitehouse, Martha M.** (2000). B.F.A., Mundelein College, 1980; M.S.Ed., Alfred University, 1988. Assistant Professor, Art.

**Wright, Kathy J.** (1992). B.S., Mansfield State College, 1982; M.S., Murray State University, 1985; Ph.D., Pennsylvania State University, 1998. Professor, Health Sciences.

**Young, Kathryn "Sue"** (1999). B.A., Mansfield University, 1986; M.A., 1989, Ph.D. 1992, Pennsylvania State University. Professor, Communication.

**Zaparynski, Laurie** (2005). B.S., Lock Haven University, 1987; M.Ed., Bloomsburg University, 1988; M.S., California University of PA, 2007; Assistant Professor, Health Sciences.

## Emeriti<sup>^</sup> TOP

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Marjorie Brooks	Janice M. Kennedy	William F. Schmid*
Stephen D. Brown	Alfred E. Kjelgaard	Charles Seidel
Nancy C. Brubaker	Francis J. Kollar	Enrico A. Serine*
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William Chabala	Bonelyn L. Kyofski	Jack D. Sidler, Jr.
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Michael Crum	Christine S. Lewis*	Judith Sornberger
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Martha Donahue	Helen D. Lutes*	Richard N. Talbot
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John C. Heaps*	William C. Pfaadt*	Joyce C. Wunderlich*
	Luther W. Pfluger	William A. Yacovissi
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