

POLICIES & *PROCEDURES*

2018-2019



Urbana University is a branch campus of Franklin University. Franklin University is accredited by the Higher Learning Commission (www.hlcommission.org/800.621.7440).

Franklin University is accredited by the Higher Learning Commission (www.hlcommission.org/800.621.7440).

Franklin University is authorized by the Ohio Department of Higher Education.

Franklin University does not discriminate on the basis of age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status. For inquiries about the University's non-discrimination policies, please contact the Dean of Students, Student Services Center, 201 S. Grant Ave., Columbus, OH 43215, 614.947.6758, conduct@franklin.edu.

Franklin University and Urbana Branch Campus

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UNDERGRADUATE DEGREES & MAJORS

Undergraduate Degrees & Majors
Accounting Major[^]
Adolescence to Young Adult Education (7-12)*
 Integrated Language Arts*
 Integrated Mathematics*
 Integrated Social Studies*
Allied Healthcare Management Major
American Education Studies*
Applied Management Major
Applied Psychology Major
Business Administration Major[^]
Business Forensics Major
Communications Major
Computer Science Major
Criminal Justice Administration Major[^]
Cyber Security Major[^]
Early Childhood Education (PK-3)*
Emergency Management & Homeland Security Major
Energy Management Major
Entrepreneurship Major
Environmental Science Major*
Exercise Science Major[^]
Financial Management Major
Financial Planning Major
Forensic Accounting Major
Health Information Management Major
Health Sciences Major[^]
Healthcare Management Major
Human Resources Management Major
Information Systems Major[^]
Information Technology Major
Interactive Media Design Major
Intervention Specialist (K-12)*
Liberal Studies Major*
Logistics Management Major
Management & Leadership Major
Marketing Major
Mathematics Major*
Middle Childhood Education (4-9)*
Nursing Major
Operations & Supply Chain Management Major
Psychology Major*
Public Administration Major
Public Relations Major
Public Safety Management & Leadership Major

Risk Management & Insurance Major
Social Sciences Major
Social Services Major*
Sport Management Major[^]
Strategic Management Major*
Web Development Major

UNDERGRADUATE ACADEMIC CERTIFICATES

Business Analysis
Project Management
POST BACCALAUREATE EDUCATION PROGRAM*
Post Baccalaureate Education Program
Endorsements

ACADEMIC MINORS

GRADUATE PROGRAMS

Graduate Degrees & Majors
Master of Arts in Criminal Justice Administration
Master of Business Administration
Master of Healthcare Administration
Master of Public Administration
Master of Science in Accounting
Master of Science in Business Psychology
Master of Science - Computer Science
Master of Science in Human Resource Management
Master of Science - Instructional Design & Learning
Technology
Master of Science - Marketing & Communication
Master of Science in Nursing

GRADUATE ACADEMIC CERTIFICATES

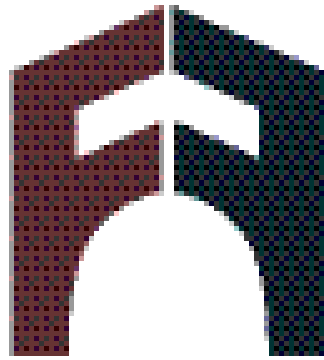
Criminal Justice Administration
Instructional Design
Sustainability Management

DOCTORAL PROGRAMS

Doctor of Business Administration - Management
Doctor of Healthcare Administration
Doctor of Professional Studies - Instructional Design
Leadership

*Available at Urbana University, Branch Campus only

[^]Available online through Franklin University or onsite at the Urbana Branch Campus



FRANKLIN
UNIVERSITY



URBANA
UNIVERSITY

GENERAL INFORMATION

Franklin Main Campus Offices: (Area code is 614)

1.877.341-6300	www.franklin.edu
info@franklin.edu	
Admissions.....	797.4700
Bookstore.....	947.6828
Business Office.....	947.6355
Center for Career Development.....	947.6799
Community College/Education Alliances	947.6079
Corporate & Community Relations.....	947.6075
Department of Safety & Security Services.....	947.6902
Development & Alumni Relations.....	947.6062
Disability Services.....	797.4700
Financial Aid.....	797.4700
International Students & Programs.....	797.4700
Library/Learning Commons.....	947.6550
Student Learning Center.....	947.6800
Student Affairs.....	797.4700
Human Resources.....	947.6540
University Marketing/Media Relations.....	947.6588
Office of Military & Veteran Affairs.....	797.4700

Regional Locations/Community College Co-Locations:

Beavercreek Location.....	937.705.6914
Community College of Beaver County..	614.947.6060
Cuyahoga Community College.....	216.987.3565
Delaware Location.....	740.203.8016
Dublin Campus.....	614.947.6700
Eastern Gateway Community College..	614.947.6060
Hocking College.....	614.947.6061
Ivy Tech (Indianapolis Campus).....	317.429.3100
Lakeland Community College.....	216.987.3565
Lakeshore Technical College.....	920.693.1638
Owens Community College.....	567.661.2172
Marion Technical College.....	614.947.6076
North Central State Community College....	614.947.6717
Rhodes State College.....	614.947.6717
Sinclair Community College.....	614.357.7635
Southern State Community College.....	614.947.6076
Southwest Wisconsin Technical College..	608.822.2951

The Academic Catalog is published annually.

Locations cont.

Stark State College.....	614.947.6717
Zane State College.....	614.947.6061

Urbana Branch Campus Offices: (Area code is 937)

1.800.7.URBANA	www.urbana.edu
admissions@urbana.edu	
Campus Information.....	772-9200
Academic Advising/Student Success Ctr....	772-9368
Admissions.....	772-9239
Alumni & Advancement.....	772-9246
Athletics.....	772-9212
Bookstore.....	772-9283
Campus Life & Engagement.....	772-9281
Campus Safety & Security.....	484-1111
Campus Services/Maintenance.....	772-9289
Career Services.....	772-9284
Communication and Public Relations.....	772-9222
Dining Services.....	772-9348
Disability Services.....	772-9317
Financial Aid.....	772-9251
Health Services.....	772-9214
Human Resources.....	772-6265
Information Technology Help Desk.....	772-9229
Johnny Appleseed Society & Museum.....	772-9297
Miller Center for the Arts.....	772-9246
Registrar's Office.....	772-9335
Student Accounts/Business Office.....	772-9274
White Family Grill.....	772-9388
Work Study & Student Employment.....	772-9243

Franklin University Global Contact:

001.614.797.4700
oisp@franklin.edu
www.franklin.edu/franklin-global

The Academic Catalog is intended for use from August 2018 through August 2019. The University may modify curriculum during the year.

The provisions of this Academic Catalog are not to be regarded as an irrevocable contract between the student and the University. Failure to read this Academic Catalog does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the University reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered to be desirable or necessary.

The Course Schedule for Franklin students is available online at <http://www.franklin.edu/degree-programs/course-schedule/>.

The University does not discriminate on the basis of age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status or any other legally protected class in admission of students, educational programs and policies, employment or other activities.

Franklin University is accredited by The Higher Learning Commission, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, 312.263.0456.

Urbana University is a Branch Campus of Franklin University, which is accredited by the Higher Learning Commission. Urbana University is authorized as a Branch Campus of Franklin University by the Ohio Department of Higher Education.

Notice of Privacy Rights (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- the right to inspect and review educational records maintained by the institution that pertain to the student;
- the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- the right to control disclosures from the educational records with certain exceptions.

The University, in accordance with FERPA, has designated the following categories of information about students as public, or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld

from the public by indicating so on the admission application or by notifying the Registrar's Office in writing.

A written policy detailing how the University will comply with the provisions of the Act is on file in the Registrar's Office. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605, regarding alleged violations of the Act.

Partner Country Privacy Policy

FERPA serves as the prevailing guideline for the applicable privacy policy. Compliance shall be maintained with Partner Country Laws and FERPA. In cases where FERPA and Partner Country Laws conflict with each other, the Privacy Guidelines will be established by the Partnership Board.

Anti-Discrimination Policy

Franklin University and Urbana University, a branch campus of Franklin University, mission is to provide a high quality, relevant education enabling the broadest possible community of learners to achieve their goals and enrich the world. The University is committed to its educational mission and to ensure the rights of its community members. Each community participant has a right to be free from discrimination, harassment, and sexual misconduct in the learning environment and work setting.

The University does not discriminate on the basis of age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status.

The University is committed to being an inclusive community, free from all forms of discrimination and harassment in all university dealings as required by Local, State, and Federal laws and regulations. Conduct by students, student organizations, staff, faculty, administrators, trustees, volunteers, visitors, contractors, and vendors that violates these policies are disruptive to the educational environment and work setting. Therefore, conduct that diminishes the dignity and worth of the community members is prohibited.

Any by a member or guest of the University community will be investigated and addressed. The following person has been designated to handle civil rights inquiries regarding harassment, discrimination, and sexual misconduct policies and procedures:

Blake J. Renner, Ed.D.
Title IX Coordinator
614-947-6236
TitleIX@franklin.edu

The University's complete policies and procedures to address Discrimination, Harassment, and Sexual Misconduct can be found at www.franklin.edu/antidiscrimination or www.urbana.edu/title-ix.

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ACCREDITATION & INSTITUTIONAL MEMBERSHIPS

Accreditation

REGIONAL:

Franklin University is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. Franklin University's accreditation includes courses and programs at its Urbana University Branch Campus and other additional locations (see page XXX for information on other campuses and locations).

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
Phone: 800.621.7440
(www.hlcommission.org)

SPECIALIZED:

The Bachelor of Science in Nursing (RN-BSN) and the Master of Science in Nursing (MSN) programs at Franklin University are accredited by the Commission on Collegiate Nursing Education (www.ccnaccreditation.org).

Franklin University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE), located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

Master of Business Administration
Master of Science, Accounting
Master of Science in Human Resource Management
Master of Science, Marketing & Communication
Bachelor of Science, Accounting
Bachelor of Science, Applied Management
Bachelor of Science, Business Administration
Bachelor of Science, Business Economics
Bachelor of Science, Business Forensics
Bachelor of Science, Entrepreneurship
Bachelor of Science, Financial Management
Bachelor of Science, Financial Planning
Bachelor of Science, Forensic Accounting
Bachelor of Science, Human Resource Management

Bachelor of Science, Management and Leadership
Bachelor of Science, Marketing
Bachelor of Science, Operations & Supply Chain Management
Bachelor of Science, Risk Management and Insurance

The accounting programs in the following degrees have been granted special accounting accreditation by the IACBE:

Master of Science, Accounting
Bachelor of Science, Accounting
Bachelor of Science, Forensic Accounting

Franklin University's IACBE Public Disclosure of Student Achievement and a list of Franklin's IACBE accredited programs and approved locations can be found in the section on Specialized Accreditation on the Franklin University website here: <https://www.franklin.edu/about-us/university-details/accreditation>

STATE AUTHORIZATION

Federal and state regulations require that all institutions of higher education obtain authorization to offer their programs from each state where authorization is required or through participation in a reciprocity agreement, regardless of the mode of delivery. Academic programs may not be approved in every state. As these regulations are continuously evolving, Franklin University makes every effort to maintain compliance. For more information, please see the University's Accreditation and Authorization webpage (<https://www.franklin.edu/about-us/university-details/accreditation>).

Franklin University holds a Certificate of Authorization from the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215; phone: 614.466.6000; www.ohiohighered.org.

Franklin University's Certificate of Authorization includes programs offered at its Urbana University Branch Campus and other off-site locations (see page XXX for information on other campuses and locations).

Franklin University's educator preparation programs hold approval from the Ohio Department of Higher Education to recommend candidates for teacher licenses in the state of Ohio.

INTERNATIONAL COOPERATION AGREEMENTS

Franklin University holds operating authority and authorization to grant the Bachelor of Science in Business Administration in the Southwestern Region from the Illinois Board of Higher Education, 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377; phone: 217.782.2551.

Franklin University has a physical presence in the State of Indiana. This institution is authorized by:

Board for Proprietary Education, Indiana Commission for Higher Education 101 West Ohio Street, Suite 670, Indianapolis, IN 46204; phone: 317.464.4400 ext 138.

Franklin University holds a Certificate of Authority to operate an education enterprise on the campuses of Butler County Community College and the Community College of Beaver County from the Commonwealth of Pennsylvania Department of Education, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126; phone: 717.783.6788.

Franklin University is approved to provide instruction in Cleveland and Fennimore, Wisconsin by the Wisconsin Educational Approval Program - Department of Safety and Professional Services, Educational Approval Program, 1400 East Washington Avenue, PO Box 8935, Madison, WI 53703; phone: 608.266.1996.

Franklin University is approved by the Ohio Department of Higher Education to participate in the State Authorization Reciprocity Agreement (SARA), a state-level reciprocity process. States and institutions that choose to participate in SARA operate under a set of policies and standards that are overseen by the National Council for State Authorization Reciprocity Agreements and administered by four regional higher education compacts. For more information about SARA and the progress of state and institutional membership, please visit <http://nc-sara.org/sara-states-institutions>.

- ESI School of Management- San Salvador, El Salvador
- ESI School of Management- Guatemala City, Guatemala
- Al Baha University- Al Baha, KSA
- Saudi Electronic University- Riyadh, KSA
- Modern College of Business & Science- Muscat, Oman
- The Wroclaw School of Banking - Wroclaw, Poland
- Tomas & Amkor, Seoul, South Korea
- UWI-ROYTEC- Port-of-Spain, Trinidad and Tobago
- Topica Ed Tech Group- Hanoi, Vietnam
- TEB Akademia
- Western Institute of Technology, Mangalore, India
- The University of Economics, Bratislava, Slovakia
- Chicago Training & Consultancy, Abu Dhabi, UAE
- Institute Tecnologica Superior De Misnatla, Veracruz, Mexico
- The American Business School - Paris, France
- American University of Antigua – Osbourn, Antigua and Barbuda
- Avalon University School of Medicine – Willemstad, Curacao
- Caribbean Medical University School of Medicine – Willemstad, Curacao
- Hohai University Wentian College – Ma'anshan, China
- University of Science, Arts, & Technology Faculty of Medicine – Olveston, Montserrat
- Windsor University School of Medicine – Cayon, St. Kitts and Nevis
- Xavier University School of Medicine – Oranjestad, Aruba

INSTITUTIONAL MEMBERSHIPS

Franklin University affiliations include:

- American Association of Collegiate Registrars and Admissions Officers
- American Council on Education
- Association of College & University Printers
- Association of Governing Boards
- Association of Independent Colleges and Universities of Ohio
- Association of Veterans Education Certifying Officials
- Association on Higher Education & Disability
- Commission on Collegiate Nursing Education
- Council for Higher Education Accreditation
- Council for Independent Colleges
- Educause
- The Higher Learning Commission
- Institute of International Education
- International Association of Campus Law Enforcement Administrators
- International Assembly for Collegiate Business Education
- Middle Atlantic Region of College and University Mail Services
- National Association of College & University Business Officers
- National Association of College & University Mail Services
- National Association of Educational Procurement
- National Association of Independent Colleges and Universities
- National Association of Student Financial Aid Administrators
- Ohio Campus Law Enforcement Association
- Ohio Association of Collegiate Registrars & Admissions Officers
- Ohio Association of Student Financial Aid Administrators
- Ohio Foundation of Independent Colleges
- University Mail Manager's Association
- WICHE Cooperative for Educational Technologies
- WICHE Cooperative for Educational Technologies State Authorization Network

Urbana Branch Campus specific affiliations include:

- American Association for Higher Education
- American Association of Colleges for Teacher Education
- American Association of Colleges of Nursing

- American Council on Education
- Association of American Colleges
- Association for Institutional Research
- Council for the Advancement and Support of Education
- Council of Independent Colleges
- National Association of College Admission Counselors
- National Association of Independent Colleges
- Ohio Association of Colleges for Teacher Education
- Ohio Association of Private Colleges for Teacher Education
- Ohio College Association
- Ohio Penal Education Consortium

The Urbana branch campus of Franklin University also maintains membership in the Southwestern Ohio Council for Higher Education (SOCHE), which includes 20 member institutions of higher learning and corporate members. Regularly enrolled full-time students of the Urbana branch campus may register for credit courses at any other member institution on a space -available basis at no extra charge. All SOCHE institutions are within easy driving distance.

The University academic calendar is divided into three trimesters: Fall, Spring, and Summer. Important dates are noted below (dates are subject to change):

For the complete Franklin University Academic Calendar, please visit the [website](#).

For the complete Urbana Branch Campus Academic Calendar, please visit the [website](#).

<u>Fall Trimester</u>	<u>2018</u>	<u>2019</u>
Fall Trimester begins	Monday, Aug. 13	Monday, Aug. 19
Labor Day Holiday	Monday, Sept. 3	Monday, Sept. 2
Graduation Application deadline	Monday, Sept. 17	Monday, Sept. 16
Thanksgiving Holiday	Thurs.-Friday, Nov. 22-23	Thurs.-Friday, Nov. 28-29
Fall Trimester ends	Saturday, Dec. 15	Saturday, Dec. 21
Franklin Commencement	January 6, 2019	To Be Determined

<u>Spring Trimester</u>	<u>2019</u>	<u>2020</u>
Spring Trimester begins	Monday, Jan. 7	Monday, Jan. 6
Martin Luther King Jr. Holiday	Monday, Jan. 21	Monday, Jan. 20
Franklin Graduation Application deadline	Monday, Jan. 28	Monday, Jan. 27
Urbana Graduation Application deadline (Spring & Summer Graduates)	Monday, Jan. 28	Monday, Jan. 27
Spring Trimester ends	Saturday, May 11	Saturday, May 9
Urbana Commencement	Saturday, May 11, 2019	Saturday, May 2
Franklin Commencement	May 17, 2019	To Be Determined

<u>Summer Trimester</u>	<u>2019</u>	<u>2020</u>
Summer Trimester begins	Monday, May 20	Monday, May 18
Franklin Graduation Application deadline	Monday, May 20	Monday, May 18
Memorial Day Holiday	Monday, May 27	Monday, May 25
Independence Day Holiday	Thursday, July 4	Saturday, July 4
Summer Trimester ends	Saturday, Aug. 10	Saturday, Aug. 8
Franklin Commencement	To Be Determined	To Be Determined

Educational Philosophy

For more than 110 years, Franklin University has been committed to providing high-quality, flexible, innovative, responsive, and affordable education. Founded in 1902 as the Y.M.C.A. School of Commerce, Franklin University has since become central Ohio's foremost educator of working adults. As a learner-centered institution, Franklin's four cornerstones of educational philosophy are:

- Ensuring academic quality
- Providing access to educational opportunities
- Adapting to the needs of students
- Responding to changes in society, professions, and the business community

Combining theory with practice, Franklin's focus on applied learning gives working professionals knowledge that they can immediately apply in the workplace. We provide working adults with the convenience of evening classes, a choice of class schedules, and a variety of learning formats to accommodate students' busy schedules and their individual learning styles. In addition, with a generous transfer policy and accelerated degree programs, Franklin helps students invest in their future by keeping education affordable.

Franklin's Students

Since 1902, Franklin University has been a pioneer in meeting the needs of students who have the ambition to continue their education in combination with other responsibilities. The student body is diverse in both background and experience. Most of the students who attend the University work full-time, raise families, and remain active in their communities while pursuing their education. While Franklin attracts students of varying ages, the average age of the institution's students is in the mid-30s. Among the student population are those who transfer from other institutions, students who seek to start a career, change careers, advance in their careers and those who simply want to stay ahead in a changing world. A testament to Franklin's adoptive culture and generous transfer policies is that 90% of the University's students transfer credits from other institutions toward a Franklin bachelor's degree.

As career-focused professionals, most Franklin University students desire to gain high-quality, relevant knowledge that will enhance their immediate value on the job. They also seek an education that provides a foundation of broad-based knowledge that will help them move into higher-level positions and experience continual progress throughout their careers. Franklin University strives to be adaptive to the needs of adult learners, the business world in which they work and societal shifts as a whole.

Student-Centered Education

As a student-centered institution of higher learning, Franklin University has long been committed to providing personalized services that cater to busy adults.

One of the key features of Franklin's outstanding customer service is the University's staff of academic advisors. Every Franklin student is assigned an academic advisor who assists them with establishing educational goals, charting a course toward graduation, and finding answers to any questions that arise during their entire time at Franklin.

In addition to our robust staff of full-time faculty members, our courses are enhanced by the experiences shared by more than 500 part-time faculty members who are successful professionals currently working in their fields of exper-

tise. Tapping into the knowledge of proven professionals lets Franklin augment curriculum with current business practices and market trends, and affords students the opportunity to build professional networks in their fields of interest.

History of the University

Throughout Franklin University's history, the institution has been dedicated to removing the barriers to higher education for working adults, while recognizing and responding to their needs for high-quality, professional-based instruction. Early on, business and professional leaders recognized the need for a low-cost, practical, yet effective way of obtaining higher education. Founded in Columbus in 1902, the Y.M.C.A. School of Commerce started with just a few students studying bookkeeping. In 1913, a two-year college course in accounting was added, and by 1917, more than 40 students were studying accounting. As the need arose, other professional-based courses such as exporting, advertising, and insurance were offered.

In 1917, offering programs that led to degrees became a goal of the Y.M.C.A. school. In 1921, the institution received degree-granting authority from the State of Ohio.

By 1920, attending classes was not only affordable but also convenient. Classes were scheduled primarily in the evening, so they would not interfere with students' full-time jobs. Production engineering, accounting, banking and finance, marketing, and business administration were offered in four-year evening programs leading to a Bachelor of Commercial Science degree. Law courses were organized into a Bachelor of Laws degree, and this evolved into a fully accredited law school in 1954.

Faculty members were professionals who held jobs in Columbus area businesses during the day and taught at night. Curricula were developed with the goal of helping students advance in their professions.

The school's first formal commencement was held in 1923 with a total of 24 students in the graduating class. In 1933, the name Franklin University was adopted, chosen to honor the innovative spirit of Benjamin Franklin. At this time, the University was organized as a separate branch of the Columbus Y.M.C.A.

As Franklin University worked toward full regional accreditation, the University made the strategic decision to focus resources on undergraduate programs rather than continue to maintain the law school. In 1965, an affiliation with Capital University was announced, and the law school was moved to Capital's grounds. Franklin University eventually ended its association with the law school altogether.

A Separate Entity

Franklin University amicably separated from its Y.M.C.A. sponsorship in 1964 and became incorporated under Ohio law as a nonprofit, independent educational institution governed by its own Board of Trustees. In 1974, Franklin University was accepted as a candidate by the North Central Association (NCA) and, after two years, full accreditation was granted.

In 1977, the Main Campus expanded significantly to a total area of more than 11 acres in downtown Columbus and launched its first capital campaign, which provided funding for University buildings and properties.

In 1993, after several years of research and planning, the University expanded its academic offerings to include graduate programs. The Master of Business Administration (MBA) degree was introduced; the first MBA class graduated in 1995. In 1997, two additional master's degree programs were added: the Master of Science- Marketing & Communication, which continues today, and the Master of Science in Human Services, which was offered until 2003.

In 2000, the Master of Science -Computer Science was introduced. In 2010 and 2011, respectively, the Master of Science in Accounting and the Master of Science -Instructional Design & Performance Technology enrolled their first students.

Four additional master's degree programs were launched in 2012- Master of Public Administration, Master of Healthcare Administration, Master of Science in Human Resource Management, and Master of Science in Business Psychology -bringing Franklin University's total graduate program offerings to nine.

In 2017, Franklin University successfully launched its first doctorate programs: The Doctorate of Business Administration (DBA), the Doctorate of Healthcare Administration (DHA), and the Doctorate of Professional Studies in Instructional Design Leadership (DPS IDL).

Franklin Today

Under the leadership of University President, Dr. David R. Decker, Franklin University remains firmly grounded in the central Ohio community, where it has been anchored for more than 115 years, providing higher education to working professionals who often balance multiple responsibilities. Additionally, the University serves students around the world through the GoArmyEd program, as well as its Community College Alliance program, and online degree offerings.

Expanding Educational Opportunity

The Franklin University Community College Alliance (CCA) was established in 1998, and today expands educational opportunities for students from more than 230 community colleges in more than 33 states. CA students take preparatory courses onsite at their community college, and completion courses via Franklin's online option to earn a Bachelor of Science degree from Franklin University. In addition, many of these students have gone on to pursue a graduate degree through one of Franklin's online graduate programs.

In response to students seeking high-quality, affordable education close to home and work, Franklin University offers classes and student services not only at the Main Campus in downtown Columbus, but also at its Delaware, Dublin, and Beavercreek, Ohio locations. Classes are also offered onsite at other co-locations in Ohio, as well as Indiana, Pennsylvania, and Wisconsin. In 2017, Franklin University launched its first branch campus- the Urbana University branch campus in Urbana, Ohio.

Franklin University's online degree programs give students the ultimate flexibility and convenience of online learning, removing educational barriers for students whose schedules or locations would otherwise prevent them from pursuing a degree. With more than 60 undergraduate majors and 16 graduate programs from which to choose, Franklin's online delivery options bring the University's quality programs to students in central Ohio and around the world.

Franklin University's distance learning also reaches soldiers around the world through the GoArmyEd program. In 2001, Franklin was selected as one of the 29 initial institutions to partner with the U.S. Army in providing eligible enlisted soldiers the opportunity to earn a bachelor's degree while serving our country. To date, over 3,000 soldiers have attended Franklin University via GoArmyEd.

Innovation in Education

Franklin University takes an innovative approach to higher education, always seeking new ways to extend educational opportunities to those wishing to pursue a college degree. With award-winning student services, vast online offerings, innovative delivery formats, and dedication to quality, Franklin continues to fulfill its mission to provide flexible, affordable, high-quality education for today's working adults, both in central Ohio and around the world.

Our Mission Statement

Franklin University
The University of Opportunity

Franklin University is a student-centered, nonprofit, independent institution.

Franklin University provides high quality, relevant education enabling the broadest possible community of learners to achieve their goals and enrich the world.



A Profile of Urbana University

Urbana University, A Branch Campus of Franklin University

Urbana University was founded in 1850 by followers of the eighteenth century Swedish philosopher and scientist, Emanuel Swedenborg (1688-1772) and, to this day, maintains an informal relationship with the Swedenborgian General Convention of the Church of the New Jerusalem in the United States of America. From the founders, Urbana University inherited its mission, philosophy of learning, and liberal arts traditions.

In 2017, Urbana University became a branch campus of Franklin University, a private, nonprofit institution based in Columbus, Ohio. Franklin University has been regionally accredited by the Higher Learning Commission since 1976. Through this new organizational structure, the Urbana campus is able to benefit from the resources of Franklin University, such as improvements to campus facilities, technology, and internal operations.

The Urbana Branch Campus offers small, personalized classes. Our classes are taught by highly qualified, professional faculty members, not graduate students or teaching assistants. The faculty and student support staff are available for one-on-one academic and personal counseling. The programs of study offer a variety of career choices. Students who excel in academics, leadership, service and other areas may be recognized by invitation to membership in appropriate honor societies.

The majority of the full-time faculty members at the Urbana branch campus of Franklin University hold a Ph.D. or terminal degree in their field of expertise. Small class sizes enable you to interact with the instructor, creating a close relationship that often is not found at larger institutions. Faculty members also believe in an open door policy and post ample office hours. A personal academic advisor will work with each student throughout the college career to make sure the experience at Urbana is a fulfilling one.

The campus offers a blend of modern and traditional architecture, creating a peaceful and safe environment for learning and interacting with faculty and other students. The campus includes academic and administrative buildings, athletic facilities, a newly renovated dining hall, and the White Family Grill snack bar. Residence halls offer both traditional rooms and suite-style accommodations.

The Urbana branch campus of Franklin University recognizes the needs of students with disabilities and is committed to providing accessible services, programs, and educational opportunities to the maximum extent possible. Buildings on campus vary in degrees of accessibility to people with physical disabilities. In compliance with the Americans with Disabilities Act, new buildings and major renovations are designed as accessible facilities. Plentiful accessible parking spaces are available across campus. Residential facilities include barrier-free accommodations in a variety of housing options.

Extracurricular activities also play an integral part of the growth of students. The Campus Activities Board and Student Government Association work closely with Student Affairs staff to schedule a full slate of activities throughout the year, such as film screenings, comedians, and professional speakers on important current issues.

Urbana students also take pride in their involvement in the Urbana community, participating in field experience opportunities and volunteering for a number of projects. Students tutor at area schools, serve in nursing homes, and the local Caring Kitchen, a United Way agency of Champaign County. Students who participate in the performing arts find enjoyment as members of the theatre group or as performers in the University choir and band.

The Urbana University Blue Knight athletic teams are currently associated with the NCAA Division II as a full member. Men's teams include baseball, basketball, cross-country, football, golf, soccer, swimming, volleyball, and wrestling. Women's teams compete in acro & tumbling, basketball, cross-country, golf, soccer, softball, swimming, and volleyball.

Students may also participate in bowling or shooting sports as a club sport. A variety of intramural sports also provide an opportunity to participate in friendly competition in basketball, racquetball, table tennis, or other individual/team sports.

Campus Facilities & Resources

The Urbana campus includes 24 buildings on 128 acres. All buildings are within a short walking distance from one another. While the Swedenborg Memorial Library, built in 1968 and renovated in 2016, houses print books and periodicals, provides desktop computers and wireless Internet access, and offers seating and small group study areas, the majority of our library resources are available online. Students and faculty have access to more than 150,000 electronic journals and books through the library website. The Urbana branch campus is a member of the OhioLINK statewide academic library network, which allows students to borrow materials from other Ohio colleges and universities. Library staff members provide instruction and assistance in the use of electronic, print, and other resources.

The Warren G. Grimes Center is a multipurpose facility that serves as a center of activity on campus. The Grimes Center features a 1,500-seat gymnasium, indoor swimming pool, handball and racquetball courts, weight room, athletics offices, and classrooms. The stage in the gymnasium has been the site of commencement programs, convocations, and cultural events. In addition to University events and activities, a number of community-sponsored events are held throughout the year in the Grimes Center.

The Lewis and Jean Moore Center for Mathematics and Science is an 18,000-square-foot building that houses biology, chemistry, and physics laboratories; two computer laboratories; classrooms; and faculty offices. The Honda Lecture Hall, which seats 88, serves as a classroom and a location for community events.

Barclay and Bailey Halls are two buildings of historic significance for the Urbana branch campus. Bailey was the first building built on campus, and Barclay the third. Today, the two buildings are included in the National Historic Registry and provide modern classroom facilities. Bailey Hall also is the home of the Johnny Appleseed Educational Center & Museum. Barclay and Bailey are connected by an atrium and a second-story walkway.

The Urbana University Student Center opened in August of 2006. Open extended hours during each semester, the Student Center features the Bundy Wellness Center, White Family Grill, student mailboxes, campus bookstore, and lounge areas. Offices for student organizations, as well as conference rooms, are available for meetings and special events. The Sara Landess Room is a large multi-purpose room that accommodates special events for the campus community and the public.

The Urbana University Stadium opened in August of 2006, and was recently renovated in 2017 with stadium lighting for evening games. It is the third outdoor facility on campus, joining Urbana's varsity baseball and softball fields. The Blue Knights football team and men's and women's soccer teams compete on the artificial surface turf in the Urbana University Stadium.

Mission, Vision, And Values

University Vision:

Urbana University exists to educate and develop individuals as whole persons preparing them for fulfilling careers, leadership, and service to humanity.

University Mission:

Urbana University provides a student-centered, quality education supported by a foundation in liberal arts, delivered by a committed faculty and staff emphasizing: a comprehensive educational experience, tailored academic programs, critical reflection skills, mutual respect, that prepares a diverse student population for fulfilling careers and responsible citizenship in a global society.

Institutional Core Values:

Excellence: We are committed to pursuing the highest standards intellectually, physically, socially, and spiritually.

Lifelong Learning: We recognize that vitality results from continuous self-development. We seek to produce optimistic graduates who possess creative and reflective thinking, strong analytical skills, and a passion for learning.

Service: We view service, the use of our time, energy and talents to help others as the duty and privilege of all, recognizing its positive impact on the one serving, those served and society as a whole.

Integrity: We promote honesty and transparency in all aspects of our lives. We assume responsibility for our academic and social actions, upholding the highest ethical and moral standards.

Respect for Others: We pledge to challenge each individual through education, while recognizing the uniqueness of everyone through attention, empathy, and encouragement. We value the dignity and worth of the communities that make up Urbana University and appreciate the different people, cultures and ideas they bring.

Institutional Learning Outcomes

Diversity: To accept and respect individual differences, and to treat others with integrity, dignity, and an appreciation for the unique qualities, belief systems, and fundamental worth of every human being.

Lifelong Learning: Continually acquire and integrate new information, and develop an expanded body of knowledge to meaningfully contribute to improving circumstances and the environment for society as a whole.

Critical Thinking: Think using specialized intellectual qualities, acquired knowledge relevant to circumstances, and specialized skills and abilities to apply well-informed solutions that lead to desired outcomes demonstrating discipline, accountability, and thoughtful initiative.

Adaptability: Demonstrate flexibility and the ability to adapt to evolving conditions and life circumstances producing outcomes that contribute to both ongoing self-development as well as meaningful improvements to a wide range of societal conditions and environmental needs.

Service: Serve society as a unique individual, with established moral standards and principles, driving intended actions and productive outcomes focused on a chosen field of individual practice.

COMMUNITY COLLEGE ALLIANCE PROGRAM

Franklin University offers degree completion programs through articulation agreements with community colleges* in the United States.

The Community College Alliance Program provides opportunities for students at two-year colleges to complete their bachelor's degree without leaving their local community. Students complete their associate's degree with an option to complete additional semester credit hours of preparation ("bridge") coursework from their local community college. An official transcript evaluation will determine which community college courses will fulfill the "bridge" component of a student's degree plan. Students complete a minimum of 30 semester credits of bachelor's degree completion courses from Franklin University. These degree completion programs are designed to prepare students for career opportunities and advancement in business and industry.

*Throughout the publication, "community college" refers to community, technical and other two-year institutions.

DEGREE COMPLETION PROGRAM OBJECTIVES

Franklin University's curriculum leading to the Bachelor of Science degree is intended to help the student achieve the following general objectives:

- An understanding of the activities that constitute their chosen profession and the principles underlying the administration of those activities;
- The ability to think logically and analytically about the kind of complex problems encountered in their profession and how to deal with them appropriately;
- Facility in the arts and skills of leadership, teamwork and communication;
- A comprehension of human interrelationships involved in an organization;
- Awareness of the social and ethical responsibilities inherent in modern society;
- Skills in the art of lifelong learning that will help the student continue learning.

Philosophy

Franklin University's curriculum and overall design for its Community College Alliance Program is based on the latest research, pedagogical techniques and andragogical principles for designing online, interactive, responsive, collaborative, and expanded learning opportunities to be delivered to learners at a time, place, and in appropriate formats convenient to the learners.

This philosophy assumes a mix of technologies based on an analysis of student needs, content requirements and costs. It assumes a design based on a range of interactions between faculty and students, among students, and between the student and a broad array of media and other learning resources, including current content experts, real world problem solving, and collaborative work groups. Designing with these types of dialogues in mind ensures that the teaching and learning experience is an active and collaborative one.

Good teachers stimulate, encourage, guide and challenge students. Good students are mentally active, involved, and experiment in the real world. Franklin University's curriculum is designed to create the experiences needed to build knowledge, perspective and compassion, and allows students to do it when and where they choose.

NEW TRANSFER STUDENTS

Students who have earned or will earn an associate's degree from an institution that is regionally accredited and has an articulation agreement with Franklin University are eligible for the student transfer benefits outlined in the Community College Alliance articulation agreements.

All new transfer students at Franklin University must complete Learning Strategies (PF 321), a two-credit-hour course. This course is the first Franklin requirement and prepares students to be successful lifelong learners both academically and in their chosen careers. Franklin courses require a high level of self-directed learning and focus on skills required in the workplace and the classroom that are easily transferable between the two environments. The course includes strategies for advancing communication skills, including the use of electronic tools to participate in virtual environments. The assignments and activities in the course are created to closely simulate teamwork found in the workplace.

MILITARY & VETERAN AFFAIRS

The Franklin University Office of Military & Veteran Affairs (OMVA) facilitates academic advising and military benefits certification services, as well as provides other information regarding military and veteran processes and procedures, for current military servicemembers (Active, National Guard, and Reserve), veterans, and spouses and dependents of current servicemembers of all branches of the United States Armed Forces. Please contact OMVA via the University Call Center (1.877.341.6300), or by email at omva@franklin.edu.

GOARMYED Soldiers in the U.S. Army also have the opportunity to earn a Franklin education through the GoArmyEd Program. Franklin University was one of the original education partners when the Army introduced the Program in 2001. The University requires the soldier to have a high school diploma or GED. Contact your ACES Counselor, the Franklin Admissions Office toll free at 1.877.341.6300 or visit <http://www.GoArmyEd.com> for more information.

Urbana Branch Campus students interested in using military benefits should contact their Academic Advisor.

GLOBAL PROGRAMS

Since 2008, Franklin University has offered its MBA and other academic programs in partnership with highly reputable universities in selected emerging markets overseas. Franklin currently has agreements in place to offer its MBA program in the following global locations:

- Wroclaw School of Banking, Poland
- Modern College of Business and Science, Oman

Since receiving its certification from the US Departments of State and Justice to enroll students from abroad in 1982, the University has admitted a growing number of international students. In 2008 Franklin University established the Office of International Students and Programs (OISP) to centralize services and programs for all international students.

MAIN CAMPUS

Franklin University's Main Campus is located at 201 S. Grant Avenue, Columbus, OH 43215. The Main Campus is situated on 14 acres in downtown Columbus, Ohio, near the heart of the city and the state capital complex. Commuting students can easily reach the University by car via I-70, I-71 or I-670, or by using public transportation. Disability-accessible buildings house classrooms, faculty and administrative offices, and the Learning Commons, in addition to the Paul J. Otte Center for Student Services. The attractions of Columbus -libraries, museums, community and professional theaters, amateur and professional sports, churches, shopping and fine restaurants -are located conveniently nearby the Main Campus.

BRANCH CAMPUS

Urbana University was founded in 1850 as a seminary by the Rev. James Parke Stuart, Col. John E. James, Milo Williams, and other members of the Swedenborgian Church. In 1949, the University launched the first adult degree-completion program in Ohio; and in 1975, was granted full membership in the North Central Association of Colleges and Schools and launched graduate programs. Urbana was granted Division II membership in the National Collegiate Athletic Association in 2010, reinforcing its commitment to student-athletes. In 2014, Urbana University's assets were acquired by Franklin University in alignment with its mission to be a student-centered, nonprofit institution, enabling the broadest possible community of learners the opportunity to reach their goals and enrich the world by expanding Franklin University's outreach to more traditional students. In 2017, through approval by the Higher Learning Commission, Franklin brought Urbana under its accreditation as a branch campus.

Located on 128 acres in western Ohio, Franklin University's Urbana Branch Campus is within an hour's drive of Columbus and Dayton. Academic offerings at the branch campus combine liberal arts courses and a career-focused education in the areas of education, sport management, exercise science, information systems, strategic management, and many others.

Urbana University Branch Campus Mission:

Urbana University, a Branch Campus of Franklin University, provides a student-centered, quality education supported by a foundation in liberal arts, delivered by a committed faculty and staff emphasizing a comprehensive educational experience, tailored academic programs, critical reflection skills and mutual respect that prepares a diverse student population for fulfilling careers and responsible citizenship in a global society.

URBANA. OHIO

Urbana Branch Campus
579 College Way
Urbana, OH 43078
937.772.9200
urbana.edu

Through the auspices of the Ohio Department of Rehabilitation and Corrections, the Urbana branch campus of Franklin University offers Business certificate programs at the London Correctional Institution:

London Correctional Institution
1580 State Route 56 SW
London, OH 43140

OTHER LOCATIONS

Franklin University also offers face-to-face courses and selected full degree programs at additional locations. All locations provide advising services, and some offer library materials pick-up and drop-off.

CENTRAL OHIO

Dublin Location
495 Metro Place South
Dublin, OH 43017
614.947.6700
dublin@franklin.edu

DAYTON, OHIO

Beavercreek Location
3800 Pentagon Park Blvd. Suite 130
Beavercreek, OH 45431
937.705.6914
beavercreek@franklin.edu

COMMUNITY COLLEGE CO-LOCATIONS

Franklin University has partnered with community colleges to offer opportunities for students to build on their associate's degree credits and take onsite classes toward completing a bachelor's degree at co-locations throughout Ohio, Illinois, Indiana, Pennsylvania, and Wisconsin. Co-locations include:

- Cuyahoga Community College's Brunswick University Center (Brunswick & Parma, OH)
- Eastern Gateway Community College (Steubenville, OH)
- Hocking College (Nelsonville, OH)
- Lakeland Community College's Holden University Center (Kirtland, OH)
- Marion Technical College (Marion, OH)
- North Central State College's Kehoe Center (Shelby, OH)
- Owens Community College (Perrysburg, OH)
- Rhodes State College (Lima, OH)
- Sinclair Community College (Huber Heights, Englewood, Preble & Mason, OH)
- Southern State Community College's Fayette Campus (Washington Court House, OH)
- Stark State College (Canton, OH)
- Zane State College's Zanesville and Cambridge Campuses (Zanesville & Cambridge, OH)
- Ivy Tech – Fairborn Campus (Lawrence, IN)
- Illinois Eastern Community College - Olney Central College (Olney, IL)
- Illinois Eastern Community College - Wabash Valley College (Carmel, IL)
- Community College of Beaver County (Monaca, PA)
- Butler County Community College (Butler, PA)
- Southwest Wisconsin Technical College (Fennimore, WI)
- Lakeshore Technical College (Wisconsin, WI)

INTERNATIONAL INSTITUTE FOR INNOVATIVE INSTRUCTION

The International Institute for Innovative Instruction was formed to physically and intellectually integrate all of Franklin University's design, assessment, and faculty development functions and design-related academic programs under one roof. The Institute will employ leading-edge practices to solidify the University's standing as an authority in the creation of innovative, interactive learning platforms and curricula and advanced faculty and teaching development for diverse learner populations around the world. Franklin University's highly-experienced, credentialed design faculty – with the Institute's resources and technology supporting them – will be uniquely positioned to create customized curriculum, develop teaching faculty, credential and staff instructors, further new and existing academic partnerships, and continue the advancement of research and scholarship in the instructional design field.

The Institute is led by Vice President, Patrick Bennett. Faculty include:

- Doctorally-qualified instructional designers;
- Content editors;
- Technical and resources experts;
- One academic program and its program chair
- The Director of Assessment; and,
- The Director of the Center for Teaching Excellence

PROFESSIONAL CERTIFICATES

FranklinWORKS at Franklin University offers seminars and workshops, certification programs, test preparation, and custom learning solutions on a variety of academic and professional development topics. Training includes subject areas as Fire Officer Training, SHRM test preparation, and Six Sigma certifications. Many programs are developed by Franklin University faculty and staff, based on years of experience and development of best practices in specific subject areas. Details on current offerings can be found on the FranklinWORKS website at [Http://www.franklin.edu/franklinworks/professional-certificates](http://www.franklin.edu/franklinworks/professional-certificates).

CENTER FOR CAREER DEVELOPMENT

The Center for Career Development supports the mission and goals of University by assisting students and alumni in exploring and pursuing meaningful careers over a lifetime. This is accomplished by fostering positive relationships with students, alumni, faculty, staff, administrators, employers, and the greater community.

Services may include career coaching, resume writing services, career development and job search workshops, networking opportunities, company information sessions, job fairs and job/internship boards, industry career forums, recruitment activities, and career services resources, including CareerBeam®, a virtual career success center. Franklin students can visit www.franklin.edu/careerdev or contact the Center for Career Development at careerdev@franklin.edu. Urbana students can visit <https://www.urbana.edu/student-life/student-services/career-services> or contact Career Services at careerservices@urbana.edu.

LEARNING COMMONS

The Learning Commons at Franklin University provides library services, academic resources, tutoring, testing and alternatives to classroom learning designed to guide students on their path to academic success. The Learning Commons is located at 303 S. Grant Avenue in Phillips Hall. <https://www.franklin.edu/current-students/learning-support>.

ACADEMIC SUPPORT

For Franklin students, online and face-to-face academic support focuses on the core introductory level courses taken by undergraduate students across disciplines. Writing support is provided at both the undergraduate and graduate

levels. Our emphasis on specific courses and concepts is designed to provide the educational foundation necessary to ensure student success at Franklin and beyond. All academic support is provided free of charge to currently enrolled students. For more information, visit the Learning Commons in Phillips Hall, Main Campus or www.franklin.edu/current-students/learning-support.

The Student Success Center at the Urbana Branch Campus provides services and resources that enhance classroom instruction. Peer tutors teach students the skills and strategies to help them to become independent and active learners in order to achieve academic success. For more information, visit the Student Success Center on the lower level of the Student Center or www.urbana.edu/student-life/student-services/student-success-center

LIBRARY

The Franklin University Library provides both online and print resources to support its community of face-to-face and online learners. On Franklin's Main Campus, the Library is located in Phillips Hall, at the southwest corner of Main Street and Grant Avenue. Online, the Library is located at <http://library.franklin.edu/>. Extensive online resources, including eBooks and databases are accessible to students, faculty and staff via their myFranklin username and password. The library provides a variety of services and welcomes suggestions from patrons. Librarians and library staff are available to provide assistance with library resources and services via instant message chat, telephone (614.947.6550 or toll free at 1.866.341.6252), email (library@franklin.edu), or in person during library hours.

Library Fine(s)

The Franklin University Library assesses and collects overdue fines and replacement fees for items owned by Franklin University. The Library also assesses and collects overdue fines and replacement fees for items checked out from other OhioLINK libraries or Interlibrary Loan (ILL). By assessing and collecting fines for these items, it is hoped that customers using Franklin Library and OhioLINK resources will return them in a timely manner, making the items available for use by other Franklin University and OhioLINK customers. Students who fail to pay their financial obligation to the University when due are considered delinquent and may be dropped from classes. Delinquent students may also receive account restrictions and will not be permitted to make enrollment changes in the current trimester via myFranklin or enroll in future trimesters, and graduation will be delayed until the delinquency is resolved. For more information about this policy, please visit the Borrow, Request, Renew section of the library's website.

The Urbana Branch Campus Swedenborg Memorial Library, built in 1968 and recently renovated, houses print materials, provides desktop computers, wireless Internet access, free printing, quiet study, and group study areas. Students and faculty have access to more than 150,000 databases, journal articles, and eBooks through the library website. The Urbana branch campus is a member of the OhioLINK, a statewide academic library network which allows students to borrow materials from over 90 other Ohio colleges and universities. Students may also request materials from all over the world. through interlibrary loan. Library staff members provide instruction and assistance in the use of electronic, print, and other resources. The library also hosts a variety of academic and cultural events including poetry readings, pet therapy during finals, and special exhibits and speakers. Librarians and library staff are available to provide assistance with library resources and services via instant message chat, telephone (937.772.9313), email (library@urbana.edu), or in person during library hours. Visit the library's website at <https://www.urbana.edu/student-life/student-services/library> for more information.

TESTING CENTER

For those students just beginning at Franklin, the Learning Commons Testing Center offers a variety of placement testing options. Franklin also recognizes that many entering students already have significant professional or educational experience for which they may deserve college credit. For those students, the Testing Center administers proficiency testing through CLEP (College Level Examination Program) and DSST, as well as offering FUPE (Franklin University Proficiency Exams) and the Portfolio Credit Program. See "College Credit Alternatives" for more information. Proficiency tests, placement tests and course exams can be administered through the Testing Center.

The Testing Center is located on the first floor of Phillips Hall in the Learning Commons or online at <https://www.franklin.edu/current-students/learning-support/testing> and can be reached at 614.947.6807, or testing@franklin.edu. Some testing Services are offered at our Dublin and Beavercreek locations for students in those areas, please call our downtown location for more details.

PROCTORED TESTING

Several courses at Franklin University require students to take their examinations outside of the classroom with an approved proctor. Students near a Franklin University location should arrange to take their examinations at one of our University testing sites. Testing sites include: the Learning Commons in Columbus, Ohio, and our locations in Dublin and Beavercreek, Ohio. Community College Alliance (CCA) students should use any proctoring services available through their community college. All other students are required to locate an appropriate proctor and are responsible for any/all associated fees. For additional guidance, please view the [Proctor Guidelines](#).

TECHNOLOGY ASSISTANCE

While pursuing an education at the University, students will be using some of the latest technology available. To help students maximize the benefits of this technology, we offer the support of the Technology Help Desk. Available by telephone, email, and live chat, the Help Desk is able to assist with the following:

- Retrieving usernames and resetting passwords (identity verification required)
- Accessing and utilizing email
- Accessing online resources
- Navigating the University Learning Management System
- The Help Desk also offers remote desktop connection sessions for additional assistance if necessary

The Help Desk requires a few identifying pieces of information when a student calls, sends an email, requests a chat session, or submits an incident request through the self-support portal. The student's first and last names are required. The student will also need to be as specific as possible when describing problems. For example:

- If experiencing problems accessing a course, the student must provide the course name as well as the section number
- If experiencing errors within an application, Web browser, or operating system, the student must provide the exact error message, the task being performed when the error occurred, the frequency the problem has occurred, and if any troubleshooting steps have been attempted

This information will provide the technician an effective starting point within the troubleshooting process. Tutorials, Frequently Asked Questions, System News and Alerts, and other resources can be found by visiting the Self Service Portal.

Please Note: The Help Desk will not be able to assist students whose devices do not meet the minimum technology requirements as listed in the "Technology" section of this bulletin. These requirements include operating systems, hardware specifications, installed web browsers, and available software. To receive technical assistance:

Franklin University Students

- Call - Local 614.947.6222, or Toll Free 1.866.435.7006
- Email - helpdesk@franklin.edu
- Other - Visit www.franklin.edu/helpdesk for access to the Self-Support Portal and Chat options

Urbana University Students

- Call - Local 937.772.9229, or Toll Free 1.866.435.7006
- Email - helpdesk@urbana.edu

- Other - Visit www.urbana.edu/student-life/student-services/technology-help-desk for access to the Self-Support Portal and Chat options

Hours of operation (EST):

Monday - Thursday: 8:00 a.m. - 8:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 1:00 p.m.

Sunday: 1:00 p.m. - 5:00 p.m.

BOOKSTORE

The Franklin University Bookstore, located on the Main Campus, is operated by Barnes & Noble, Inc. The Bookstore stocks course textbooks and supplies for University classes, and offers a diverse selection of general interest books, gift items and miscellaneous goods. Computerized book ordering facilitates special orders for books not currently in stock. Students have several options for ordering books to be delivered by mail:

- Internet: <http://franklin.bncollege.com/>
- telephone: 614-947-6828
- fax: 614.469.9039
- email: bookstr@franklin.edu

When placing an order by any method, students must include their name, Franklin University and complete course information (name and number).

To uphold the company's commitment to quality merchandise and customer service, Barnes & Noble, Inc. agrees to refund or exchange, without penalty, any textbook within one week from the start of classes, provided the book is still in original condition and accompanied by the original sales receipt. Instructions for the Barnes & Noble refund policy will accompany all orders shipped by mail.

The Urbana University Bookstore, located in the lower level of the Student Center, is operated by Barnes & Noble, Inc. The Bookstore stocks course textbooks and supplies for University classes, and offers a diverse selection of general interest books, gift items and miscellaneous goods. Computerized book ordering facilitates special orders for books not currently in stock. Students have several options for ordering books to be delivered by mail:

- Internet: <https://urbana.bncollege.com>
- telephone: (937) 772-9283

COURSE FORMATS

Face-to-Face Format: A course with regularly scheduled classroom meetings posted in the Course Schedule.

Online Format: A course offered entirely online with no on-campus requirements.

Web with Synchronous Format: An online course with a synchronous component required. These synchronous sessions are posted in the Course Schedule.

Hybrid Format: A course with some students registered online and others registered face-to-face.

Blended Format: A course with some sessions held online and some held face-to-face.

Telecommunicating Format: A face-to-face course with one instructor and held in two locations synchronously with the use of audio/video conferencing technology.

Special Format: A course that is an individualized course or internship. Meeting times and modality are determined by the instructor.

Attendance is required in all formats and all formats have assignment deadlines.

CREDIT HOUR DEFINITION

The University courses are designed and offered in a variety of course formats and course lengths in order to meet both the needs of its students and the requirements of the respective fields of study. All courses proceed through an extensive, systematic curriculum design and development process conducted by a curriculum development team. Instructional design practices employed by these teams include providing clear learning outcomes at an appropriate level of academic rigor; assuring that course content appropriately covers the domain of knowledge; identifying relevant student assignments including course learning activities; and identifying appropriate learner evaluation and learning outcomes assessment methods.

Many courses are designed and offered by faculty in an accelerated and balanced learning format, where the learning environment facilitates a faster learning rate through intensive and concentrated learning experiences facilitated by compatible teaching and learning methodologies. Correspondingly, the credit hour definition reflects the attention given to create effective accelerated and balanced learning experiences. Under these conditions, the curriculum design teams work to assure that students are afforded the time to review instructional materials, reflect on key ideas, and complete activities, assignments, and assessments presented throughout the course.

Time Estimates & Cred Hours: Each credit hour equates to 30 hours of student instructional activities (SIA). Student instructional activities are defined as classroom time, assigned readings, and assignment preparation for students. The length of course does not impact the number of hours of SIA. For example, the following table designates approximate hours of SIA per week, depending on course length and credit hour:

Credit Hour Definition cont.

Course Credit Hours	Course Length	Hours of SIA per week
One Credit Hour (30 hours of SIA total in course)	6 weeks	5
	8 weeks	3.75
	15 weeks	2
	16 weeks	1.875
Two Credit Hours (60 hours of SIA total in course)	3 weeks	20
	6 weeks	10
	7 weeks	8.5
	8 weeks	7.5
	12 weeks	5
	15 weeks	4
	16 weeks	3.75
Three Credit Hours (90 hours of SIA total in course)	6 weeks	15
	8 weeks	11.25
	12 weeks	4.5
	15 weeks	6
	16 weeks	5.625
Four Credit Hours (120 hours of SIA total in course)	6 weeks	20
	8 weeks	15
	12 weeks	10
	15 weeks	8
	16 weeks	7.5

CLASS POLICIES

University Attendance Policy

Only properly registered students are permitted to attend face-to-face classes or access online classes. Enrollment in course(s) indicates the student's intent to complete the course(s) in a manner prescribed in the course syllabus.

Students must register for class at least one week prior to the session start date. Registered students are enrolled until they submit an Add/Drop Form to withdraw or are withdrawn by the Registrar either at the request of an instructor who defines academic progress in the class syllabus or the Financial Aid office for nonattendance.

Students are responsible for logging into the course website before the start of the course in order to receive updated assignments and communication from the professor.

Since attendance and active participation are essential components of learning, attendance will be taken in all classes. The following guidelines for attendance during the entire class session have been set:

Face-to-Face Courses (Franklin)

- Course Session (for Face to Face Courses): The daily scheduled time for the course to meet at a physical location.
- In Attendance: A student is "in attendance" if he or she is physically present at least 85% of session time and there is evidence that the student is engaged in the planned learning activities and assignments of the course session.
- Not In Attendance: A student is "not in attendance" if he or she is physically present less than 85% of session time or there is evidence that the student is not engaged in the planned learning activities and assignments of the course session. (For example student was found to be sleeping in class would be considered "not in attendance.")
- Special: A distinction provided to indicate that conditions related to the attendance requirements are negotiated with the course instructor. Examples may include a student's use of the Flex-a-class option, an independent study schedule, or an alternative instructional modality approved by the course lead faculty member.

Online Courses (Franklin)

- Course Session (for Online Courses): The full week (Monday-Sunday) of planned and structured activities and assignments of the course.
- In Attendance: A student is "in attendance" if there is evidence that the student is engaged in the planned learning activities and assignments of the course session.
- Not In Attendance: A student is "not in attendance" if there is evidence that the student is not engaged in the planned learning activities and assignments of the course session. (For example, student not participating in online communication during the week would be considered "not in attendance.")
- Special: A distinction provided to indicate that conditions related to the attendance requirements are negotiated with the course instructor. Examples may include an alternative instructional modality approved by the course lead faculty member.

Class Attendance/Withdrawal for Urbana Students (in addition to above listed policies)

Faculty will contact any student not attending the first week of a course. If a student has three consecutive unexcused absences (two consecutive absences for those courses meeting once a week) or erratic attendance, the instructor must promptly notify in writing the Student Services office. Where necessary paperwork is required to complete a schedule change, the Associate Dean of Students, Counseling and Student Services will work with the Office of the Registrar to resolve all schedule changes and secure necessary approvals. The student may be removed from class(es)

by the administration for continued non-attendance. A registration/deregistration fee may be assessed for a late Drop/Add according to the current fee schedule. No withdrawal is permitted between the beginning of the twelfth week of the semester and the final day of classes.

Students may withdraw from a class with the official academic record showing as follows:

- Until the fifth day of the semester: no entry.
- From the sixth day through the end of the eleventh week of classes for the semester: "W" only as a result of a petition approved by both the appropriate faculty member and the Advisor, "F" if the above approval is not forthcoming or if the correct withdrawal procedure is not followed.
- No withdrawal is permitted between the beginning of the twelfth week of the semester and the final day of classes. Students will be awarded a grade based upon the work completed in the course.
- A student on financial aid should be aware that a withdrawal resulting in part time status may affect the amount of aid received. Any student receiving financial aid should withdraw only after conferring with the Financial Aid Office.
- A student on veterans' benefits should also be aware that part-time status will affect the amount of benefits received. These students must process withdrawal through the Office of the Registrar.

Notice: Ceasing to attend class or merely informing the instructor that the student will no longer be attending is not sufficient notice of withdrawal. The student is responsible for contacting the Registrar's Office and completing the necessary form.

Financial Aid Consequences: Students receiving any type of financial aid or veteran's benefits may lose part or all of such assistance if they stop attending, stop participating, or withdraw from one or more courses in any one semester. In considering whether or not to withdraw from, stop attending, or stop participating in a course, students receiving financial aid or veterans' benefits should first consult with the Financial Aid office.

University Withdrawal Policy (Franklin Students)

Official Withdraw

Students withdrawing from one or some of their active courses, but not from all courses, must either submit an Add/Drop Form or utilize their personalized Web page, my.franklin.edu, to withdraw from a course. After the first week of class, a withdrawal will result in a grade of "W" (Withdrawn) on the student's academic record but will not be calculated in the grade point average. [Tuition charges and/or refunds](#) are based on the date the student drops a course online or submits an Add/Drop Form to the University. The amount of federal financial aid the student is eligible to receive may be adjusted if the student does not begin or complete all registered courses in the trimester.

Students withdrawing from all of their active courses must initiate the official withdrawal process by completing the online [Withdrawal from All Active Courses](#) form. Withdrawal requests must be initiated by completing the online form; no paper withdrawal forms, voicemail messages or email requests will be accepted. Upon completion of this form, students will be contacted by a University representative to confirm their intention to withdraw and verify their understanding of any potential academic and/or financial consequences. The date the student requests the withdrawal will be considered the date of the determination of withdrawal and used to calculate [tuition charges and/or refunds](#). However, the student's last day of academically related activity or class attendance will be considered the withdrawal date used to determine the amount of federal financial aid the student has earned for the trimester.

Unofficial Withdraw

A student who stops attending or participating in a course and does not initiate the official withdrawal process will be considered an unofficial withdrawal from that course by the University unless the student confirms in writing his or her intent to attend in a subsequent module within the term. Based on evidence of excessive absences, non-participa-

tion, or missed exams as defined in the course syllabus, a faculty member may initiate a student's withdrawal through the Registrar's Office. The date of determination of unofficial withdrawal for all students will be effective no later than the 14th day after the last day of attendance even if the actual status change occurs on a subsequent date.

A Z-grade is assigned to a class where an administrative withdrawal (failure) grade has been given for non-attendance. Z-grades may have an impact on the awarding of a student's financial aid and the student may be withdrawn if the student has all Z-grades or all unearned grades for the trimester.

The University policy for the assignment of the Z-grade, based on the attendance terminology defined above, during variable course lengths is as follows:

- 3-week classes: A student considered "not in attendance" for one course session will receive a Z grade/failure for the course.
- 6- or 7-week classes: A student considered "not in attendance" for more than one course session will receive a Z-grade/failure for the course.
- 12-week classes: A student considered "not in attendance" for more than two course sessions will receive a Z-grade/failure for the course.
- 15-week classes: A student considered "not in attendance" for more than three course sessions will receive a Z-grade/failure for the course.

[Tuition charges and/or refunds](#) will be based on the date of the date of determination of withdrawal. However, the student's last day of attendance will be considered the withdrawal date used to determine the amount of federal financial aid the student has earned for the trimester.

Non-Start Withdrawals

A student who never begins attendance in a course and does not initiate a course drop or an Official Withdraw will be administratively dropped from the course by the University and considered a 'No Show' for the course and no grade will be assigned. Any federal student aid funds disbursed for a dropped class for which the student is a no-show may be returned or recalculated. When necessary, funds will be returned as soon as possible, but no later than 45 calendar days from the date of the determination of withdrawal. Title IV funds are not disbursed if the student does not start any course in the trimester.

Confirmation of Future Enrollment

If a student withdraws from a course, but intends to return to another course later in the trimester, a confirmation of intended future enrollment must be submitted through the student's myFranklin portal or by indication on the Add/Drop form provided by a member of the Student Services team at the time of official withdrawal. If confirmation is not submitted or the student does not return after submitting a confirmation, the student will be considered an unofficial withdrawal. If the student wishes to change a previously submitted confirmation, the student will have no more than five (5) business days from the date of the original confirmation to submit the notification to the University.

The deadline for a student to withdraw from a class is the Sunday prior to the last scheduled week of class.

These policies do not change the existing drop policy in regard to the student's responsibility to drop classes in a timely manner for a tuition refund, nor do they relieve the student of the responsibility to drop the course by the published withdrawal deadlines. If the student misses a class after the withdrawal deadline and the absence violates the attendance policy, the student will receive a failing grade for the class. Students missing a class should review the course website for additional information and discuss their absence with the instructor.

Financial Aid Consequences: Students receiving any type of financial aid may lose part or all of such assistance if they stop attending or stop participating, or withdraw from one or more courses in any one trimester. Any over-award that results from withdrawing, nonattendance, or non-participation must be repaid before further financial assistance may

be received. In considering whether or not to withdraw from, stop attending, or stop participating in a course, students receiving financial aid should first consult with the Financial Aid office.

ACADEMIC INTERRUPTION DUE TO MILITARY SERVICE

The University will provide students serving in the Uniformed Services or who are the spouse, domestic partner, or dependent child of a member of the Uniformed Services, who experience documented unexpected/unforeseen circumstances related to service in the military, case by case options for either continuing their course of study without negative consequences or withdrawal from courses with full refund of tuition and fees relative to that academic term.

WRITING GUIDELINES

At a minimum, all courses at the University will follow these writing guidelines. Program Chairs or Lead Faculty of General Education courses do have the option of creating specific guidelines for their program or course that strengthen these minimum guidelines.

- Adherence to APA Documentation Style (To include in-text citations and reference list)
- Adherence to APA Paper Format (To include double spacing, 1 inch margins, 12 point serif font [e.g., Times New Roman, Courier], and page numbers in top right corner)
- Adherence to APA Writing Skills (To include proper grammar and correct spelling and punctuation)

TURNITIN.COM

Turnitin.com is used by the University to assist students and faculty in detecting plagiarism. In many assignments, the student will be required to submit a paper to Turnitin.com. By submitting the paper ahead of the assignment deadline, the student will have time to take corrective action if feedback from Turnitin indicates a similarity match. A similarity match occurs when Turnitin sees an exact or very close word-for-word match between the work submitted and a part of another paper, website, or article in its database. Faculty are encouraged to use Turnitin.com as a learning tool for students. All material submitted to the website is encrypted. The student's paper is seen only by the student and the instructor. Any copyrights or intellectual capital that is associated with the paper remains with the student.

ACADEMIC INTEGRITY

The University's Academic Dishonesty Process is designed to preserve academic integrity by providing its students due process and the opportunity to have claim(s) of academic dishonesty reviewed by the Primary Judicial Officer and, if necessary, by the Academic College Dean.

The purpose of education is to advance one's own intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes a violation of academic integrity and is liable to result in a charge(s) of academic dishonesty. Forms of academic dishonesty include, but are not limited to:

- Plagiarism — submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer program, or written assignment. Some examples of plagiarism:
 - o Failure to use APA standards to properly cite the work of others.
 - o Cutting and pasting from other sources without citation.
 - o Submitting a purchased term paper, in whole or in part.
- Recycling assignments — submitting one's own work, which was submitted and graded for an earlier course or section, unless submission of that work has been pre-approved by the current instructor.
- Cheating — using or attempting to use unauthorized materials (e.g., books, notes, wireless devices) on an examina-

tion or assignment, improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination, or using a false name or email address on a test or assignment.

- Facilitating Academic Dishonesty — helping another commit an act of academic dishonesty, such as substituting for an examination, completing an assignment for someone else, or making assignments available for another student to copy.
- Fabrication — the unauthorized falsification or invention of information, citations or scientific data in any academic research, assignment or examination.

Reporting an Incident of Academic Dishonesty

Faculty Responsibility

If a faculty member suspects that a student has violated the Academic Integrity Policy, the faculty member will notify the Office of Community Standards of the claim of academic dishonesty. The faculty member will notify the office through University email within seven (7) calendar days after discovery of the incident occurs. The written report will include the specific allegation - names of other participants or witnesses where appropriate, and the date, time, location and other relevant circumstances of the incident.

Student Responsibility

If a student observes others violating this policy, they are strongly encouraged to report the misconduct to the instructor or report the incident directly to the Office of Community Standards.

Test Proctor Responsibility

Exam proctors are required to report incidents of suspected student misconduct to the course instructor and/or the Office of Community Standards.

Academic Dishonesty Process

Step 1: Office of Community Standards Notifies Student

When the Office of Community Standards receives a written report from a faculty member, student, or test proctor, it will review the submitted material and determine the validity of the report. If the Office of Community Standards has further questions or is concerned that the incident may not meet the criteria for a possible charge of academic dishonesty, the Office will contact the faculty member, student, or test proctor to request additional evidence, engage in further discussion or clarification, or dismiss the claim.

If it is determined that the report has validity, the Office of Community Standards will issue a written notice to the student involved. The notification will be sent to the student's Franklin University email address. This notification will direct the student to have a Good Faith Discussion with either the faculty member, if reported by the faculty member, or the Primary Judicial Officer, if reported by a student or test proctor, to potentially resolve this matter informally. Once written notice is issued to the student, they are not eligible to withdraw from the course for the duration of the investigation into the claim of Academic Dishonesty.

Step 2: Student Good Faith Discussion with Faculty Member or Primary Judicial Officer

The Good Faith Discussion process was created to offer the student an opportunity to present their side of the story regarding the claim of academic dishonesty and will function similarly to a student hearing. During the mandatory Good Faith Discussion, it is imperative that both the student and the faculty member (or Primary Judicial Officer) conduct themselves in an honest, fair, and respectful manner in order to allow an open discussion about the academic dishonesty claim.

Following the Good Faith Discussion, the faculty member (or Primary Judicial Officer) may determine that academic dishonesty did not occur and resolve the matter. The faculty member will notify the Office of Community Standards of this determination and no further action will be taken with this claim. The Office will notify the student of this determination and no further action will be taken with this claim.

If the faculty member (or Primary Judicial Officer) and student are not able to resolve this matter as a result of the Good Faith Discussion, the faculty member will notify the Office of Community Standards as such and the claim of academic dishonesty will proceed to Step 3.

The student will be instructed to initiate the Good Faith Discussion within five (5) calendar days of notification of the claim. If this does not occur, the Office of Community Standards will initiate a second attempt to contact with the student. If the student does not initiate the Good Faith Discussion within five (5) calendar days of the second notification, the claim will proceed automatically to Step 3.

Step 3: Office of Community Standards Issues Decision

If the Upon communication from the faculty member that the claim of academic misconduct is dishonesty could not be resolved through the Good Faith Discussion, the faculty member Primary Judicial Officer will discuss the existing findings with the Primary Judicial Officer faculty member, review evidence that was presented during the course in the Good Faith Discussion and render a judgement. If the Primary Judicial Officer and student were not able to resolve this matter as a result of the Good Faith Discussion, and the Primary Judicial Officer will render a judgement.

The Primary Judicial Officer will issue a written decision to the student through University email and via U.S. Mail within ten (10) calendar days from the date of the Good Faith Discussion. The Primary Judicial Officer may prescribe alternate penalties, such as suspension, to those listed under "Penalties for Charges of Academic Dishonesty" as deemed appropriate.

If a formal charge of academic misconduct is rendered, a disciplinary notation for academic misconduct will be entered on the student's academic record by the University Registrar.

If the student or the faculty member believes the Primary Judicial Officer's decision has not adequately resolved the matter, either the student or the faculty member may move forward to the Academic Dishonesty Appeal process.

Penalties for Academic Dishonesty

First Incident

The Lead Faculty member and the course faculty member will recommend the penalty for the first incident of Academic Dishonesty to the Primary Judicial Officer. The sanction for the first charge of Academic Dishonesty will range from a score of zero on the particular item being submitted to a failing grade in the class, depending on the severity of the incident and intent of the student. The student may also be required to complete a workshop on appropriate citation and referencing conducted by the Student Learning Center.

A subsequent incident of academic dishonesty in the same class will result in a failing grade in the class and, in combination with the first charge, will be recorded as a single incident on the student's academic record.

A violation of the Academic Integrity Policy will result in the removal of the student's option to withdraw from the class to avoid a failing grade. Franklin University administration may also place a hold on a student account during the investigation of a violation of academic integrity and/or retroactively change a grade due to the severity of the incident. If a student has withdrawn from the course prior to the official charge of academic dishonesty and are found in violation of the policy they are still subject to a sanction under this policy.

For undergraduate students, a violation of the Academic Integrity Policy may eliminate them from consideration for academic honors; specifically, Summa Cum Laude, Magna Cum Laude, or Cum Laude. A panel of University faculty will evaluate the incident of academic dishonesty and will make the final determination on the student's eligibility for academic honors.

Second and Final Incident

Any subsequent violation of the Academic Integrity Policy in any other class will result in a failing grade in the class as well as disciplinary dismissal from the University. The Primary Judicial Officer will notify the University Registrar to enter the notation "Dismissed for Academic Dishonesty" on the student's academic record.

Academic Integrity Appeal Process

This process affords all students the right to an appeal. This appeal is not intended to re-hear the same case and is limited to the specific grounds outlined below. Any sanction will remain in force while an appeal is considered and a final decision is determined. Appeals must be based on the one or more of the following reasons:

- The established academic dishonesty review procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
- The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
- There is new information that would have been material to the outcome, had the information been presented at the administrative review. The new information must be included with the student's request for appeal.

Dissatisfaction with a decision is not grounds for an appeal. Non-attendance or non-participation in the outcome decision is not considered new evidence and grounds for an appeal.

Submission of any appeal must be submitted in writing within 15 calendar days after the decision letter is issued from the Office of Community Standards. The student must submit their appeal, including all relevant documentation, to advocate@franklin.edu (Franklin) or to studentservices@urbana.edu (Urbana).

The appeal must include:

- Date of the appeal
- Student's name and identification number
- Summary of all facts pertaining to the appeal to date (facts and/or documents not included will not be considered)
- A letter explaining why the Academic Appeal Officer's decision is being appealed
- Desired outcome of the appeal

The Academic College Dean (or Provost's designee) will issue a written decision letter to the student through University email and via mail delivery within 15 calendar days of the date of the receipt of the appeal, either upholding or reversing the judgment of the original decision letter. The final result of the appeal will be updated to the student's record accordingly, and any necessary changes will be documented at that time by the University Registrar. This decision is final and is not subject to further appeal.

All appeals, including questions regarding the process or any matters relating to an appeal, must be sent to advocate@franklin.edu (Franklin) or to studentservices@urbana.edu (Urbana).. The subject line of the message must include the student's full name and course number.

The Academic College Dean (or Provost's designee) may request or approve a request for a hearing with relevant individuals, either individually or together, as deemed appropriate by the administrator.

The University's complete policies and procedures can be found at www.franklin.edu/community-standards or www.urbana.edu/student-handbook.

Academic Grade Appeal

An academic grade appeal may be invoked for a final course grade.

Step One - The Faculty Member: A good faith appeal discussion with the faculty member must be initiated by the stu-

dent in writing within 15 calendar days of the last day of the class. If the student believes the good faith appeal discussion has not adequately resolved the matter, the student may move forward to Step Two, submission of the appeal to the Provost, or designee.

Step Two - The Provost: The student must submit a formal written appeal to the Provost, or designee, (via email to caoappeal@franklin.edu or caoappeal@urbana.edu, whichever applies) within 15 calendar days from the date of the good faith discussion, including:

1. Background information
 - a. Date;
 - b. Student's name and identification number;
 - c. Course name, number, and section;
 - d. Course term (Fall, Spring, Summer) and year;
 - e. Faculty member's name;
 - f. Reason for the academic grade appeal;
 - g. Date of good faith appeal discussion; and,
 - h. Outcome of the good faith appeal discussion.
2. Facts – state all relevant facts in dispute with supporting documentation (including all assignments in question). For all persons/witnesses, list full name(s), contact information, and facts specific to each individual. Facts and/or documents not included will not be considered.
3. Desired outcome of the appeal (be specific).
4. Rationale in support of the desired outcome.

The Provost, or designee, will appoint an independent Academic Appeal Officer to review, investigate and make a decision in the case. The Academic Appeal Officer will issue a written notice of the decision to the student through University email within 15 calendar days of the date the appeal is received. If the student or the faculty member believes the Academic Appeal Officer's decision has not adequately resolved the matter, either the student or the faculty member may move forward to the Final Step of the appeal process, submission of the second appeal to the Provost.

Final Step - The Second Appeal to the Provost: The student or faculty member must submit a written appeal (via email to caoappeal@franklin.edu or caoappeal@urbana.edu, whichever applies) of the Academic Appeal Officer's decision within 15 calendar days from the date of the written decision, including:

1. Date
2. Student's name and identification number
3. Summary of all facts pertaining to the appeal to date (facts and/or documents not included will not be considered)
4. A letter explaining why the Academic Appeal Officer's decision is being appealed
5. Desired outcome of the appeal
6. Rationale in support of the desired outcome
7. Attached copies of the:

- a. Appeal submitted to the Provost in Step Two
- b. Academic Appeal Officer's written decision

The Provost, or designee, will issue a written decision to the student through University email within 15 calendar days of the date of the receipt of the appeal.

Definitions

Faculty member: The faculty member with first-hand knowledge of the violation. If the faculty member is the Provost, the President will appoint an Academic Appeal Officer to process the appeal.

Good faith appeal discussion: Communication between the student and the specific faculty member that takes place after the formal charge of academic dishonesty. Communications that take place before the formal charge of academic dishonesty do not constitute a good faith appeal discussion required in Step One.

The time of the discovery of the incident: The time at which a potential violation of academic dishonesty is discovered and communicated to the Lead Faculty member.

Written appeal: The document submitted under the respective step of the appeal process which includes all information required for the appeal. If required information is missing or incomplete the appeal will not be considered to be invoked; all original time lines will constitute the actual time lines for purposes of the appeal until the requirements of the written appeal are met.

APPLICATION FOR DEGREE

Every student must submit a graduation application for the trimester they expect to complete their degree requirements in order to receive a diploma. Franklin University students can find the graduation application through myTools in students' my.franklin.edu account. Urbana Branch Campus students should contact the Registrar's Office for an application.

See the Tuition & Fees section of the Academic Catalog for the cost. An additional late fee is charged for applications received after the published deadline. No applications will be accepted more than two weeks after the final published deadline. Graduation application fees are non-refundable, and non-transferable. If graduation requirements are not met in the term for which a student has applied, a new application must be completed. For more information, please visit <https://www.franklin.edu/current-students/academic-resources/graduation-information> or <https://www.urbana.edu/student-life/student-services/registrar/graduation>

TRANSCRIPTS

Official transcripts from Franklin University can be requested online for a fee of \$9. Online transcript requests will be processed and mailed within two business days. Unofficial transcripts are not available. There will be a \$15 rush fee for official transcripts requested on demand, and the student's signature is required. Official transcripts from the Urbana Branch Campus can be requested for a fee of \$8. The University does note on transcripts when students are suspended or dismissed for disciplinary reasons. Additionally, the University does note on transcripts if a student attempts to withdraw from the institution with a pending conduct case involving acts of violence toward others. No transcript of any record will be issued for a student whose financial obligation to the University has not been satisfied and/or for a student in default of a student loan or who has an overpayment of Title IV funds. The student should be aware that courses/degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Franklin University and Urbana University utilize computer technology and electronic communication for the purpose of instruction, administration, advancement, research, and study. The campus network and technology resources were designed and implemented to support and enhance the education of students. Students are provided with technology resources in classrooms, kiosks, laboratories, and via the internet. Please note that students whose devices do not meet the minimum hardware, operating system, or software specifications other than listed below, may not have access to all University systems and will have limited support options available from the Help Desk. The following hardware and software requirements are applicable for all registered students:

General Technology Requirements

Minimum Hardware and Internet Access Requirements:

- Desktop or laptop PC with dual core processor at 1 GHz or faster
- 2 GB RAM (4 GB or higher strongly recommended)
- 40 GB or higher of available hard drive space at the beginning of each term
- 1024 x 768 minimum resolution display
- Integrated PC microphone and speakers or a headset with microphone
- A high speed internet connection with a download speed of 4 Mbps or faster (Use of satellite, cellular, or public access internet may result in poor performance)

Operating System and Software Requirements:

- Windows 7 or later
- Microsoft Office 2013 or newer (Word, Excel, PowerPoint, & Access)
- Up to date versions of Internet browsers required:
- Google Chrome – required for BlueQuill
- Mozilla Firefox/Internet Explorer/Edge – may be needed for other applications
- Virus protection – updated and scanned regularly

In order to use all of the University-supplied technology resources, students must be able to load software on the computers they will be using. Some courses may require additional software. Technology changes rapidly – as a result, these requirements are subject to change.

Technology Resources

Students have access to extensive technology resources including:

- Student course portal
- Computer laboratories
- On-campus printing capabilities
- Quick-use student kiosks
- Computerized library access
- Computerized classrooms
- On-campus wireless connectivity

The student course portal, BlueQuill, provides University announcements, access to courses, course history, email, financial aid information, and the ability to manage personal student account information. Additionally, courses include specialized technology resources to enhance the learning experience, such as online meeting rooms, document submission tools, chat rooms, and discussion boards.

Computer laboratories are located at the Franklin Main Campus and Beaver Creek locations as well as at the Urbana Branch Campus. The computers in these kiosks provide access to the Internet and Microsoft Office applications. The library provides technology resources for individual student use or for collaborative use in Student Meeting Rooms (SMRs), which may be reserved.

GRADE POINT AVERAGE (GPA)

The GPA identifies a student's academic progress. It is determined by dividing the total number of grade points earned by the total number of trimester hours attempted (not actual hours earned). The following example shows how GPA is computed for a student who completed three 4-credit-hour courses. The GPA for the term is found by dividing the total points earned (24) by the total number of credit hours attempted (12); thus, this student's GPA is 2.00.

Course	Grade	Point Equiv.		Credit		Total Points Attempted
First	A	4	X	4	=	16
Second	C	2	X	4	=	8
Third	F	0	X	4	=	0
Total				12		24

COLLEGE CREDIT ALTERNATIVES

The University recognizes that significant college-level learning can take place outside the classroom. Independent studies and internships are learning experiences structured under supervision of the faculty. Students are made aware of these opportunities by faculty in their academic major. However, interested students also may consult with their Academic Advisor.

Proficiency exams and portfolios are ways to demonstrate college level learning gained from experiences such as on-the-job training, reading or other activities. Proficiency examinations cover a greater breadth of topics in an area than portfolios, whereas portfolios cover topics in greater depth.

Preparation of a portfolio requires writing skills equivalent to ENG 120 (College Writing). Neither proficiency examination credit nor portfolio credit can be used to fulfill the residency requirement for graduation. The University offers multiple types of proficiency examinations including: The College Level Examination Program (CLEP), DSST, and Franklin University Proficiency Examination (FUPE).

Excelsior College also offers exams approved for credit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP examinations measure achievement in one course at a time; therefore, students can study for them while taking other courses or between academic trimesters. Each exam is a computerized, 90-minute, multiple-choice exam (with the exception of College Composition which is 50 multiple-choice items answered in 50 minutes and two mandatory, centrally scored essays to be written in 70 minutes, for a total of 120 minutes). Study guides for each exam are available at the local or Main Campus library, most major bookstores, and the CLEP website at www.collegeboard.com.

DSST

DSST examinations measure achievement in one course at a time; therefore, students can study for them while taking other courses or between academic trimesters. They are computerized, two hour, multiple-choice exams (with the exception of Public Speaking, which is a two hour multiple choice section as well as a 20 minute speech prep and presentation section). Please note that the Learning Commons Testing Center does not administer the Public Speaking exam. Study guides for each exam are available via the DSST website at www.getcollegetcredit.com.

FRANKLIN UNIVERSITY PROFICIENCY EXAMINATION (FUPE)

Franklin University continually develops proficiency examinations. FUPE examinations are available to students whose learning from experience, training or independent reading is equivalent to that gained in the classroom. Students should consult the Learning Commons website <https://www.franklin.edu/current-students/learning-support/testing/proficiency-testing> for current information on available examinations. Generally, if a CLEP or DSST examination is available for a subject, there will be no FUPE for the subject. A study guide for each FUPE is available via the [Learning Commons Testing Center website](#).

PRIOR LEARNING PORTFOLIO

Students who feel they have already gained learning equivalent to one or more courses in their degree program may request credit by composing prior learning portfolios. Because the portfolio must be prepared under specific format requirements, interested students must develop it with the guidance of an Academic Advisor and appropriate faculty. A portfolio can be submitted for a course for which a proficiency exam is available. A portfolio cannot be submitted for Capstone courses or other courses identified by Academic Leadership. The portfolio should be completed well in advance of the trimester of graduation. In portfolios, students explain what they know relative to course outcomes and how they gained the knowledge. In addition, they include proof of their learning such as work samples, certificates and other items of documentation. Once the portfolio is completed, the material is submitted to a faculty evaluator. If the knowledge explained and documented is judged to be equivalent to that of students achieving a "C" or better in the course for which credit is requested, credit is awarded. If the student does not demonstrate equivalent knowledge, credit may be denied or delayed pending satisfactory completion of specific learning objectives.

PROFICIENCY EXAMINATION AND/OR PORTFOLIO CREDIT

Arrangements for proficiency examinations or portfolio credit should be planned early in a student's career with the student's Academic Advisor. Proficiency examinations (CLEP, DSST or FUPE) should be completed at least one trimester prior to the term in which the student expects to receive a degree. Portfolio credit submissions will not normally be arranged during the trimester in which the student intends to graduate. A student must take proficiency examinations (CLEP, DSST or FUPE) a minimum of three weeks prior to graduation but there is no guarantee that scores will be available in time.

College credit alternatives including CLEP, DSST, FUPE, Excelsior College, and/or Portfolio Credit may be used in any combination to accumulate a maximum of 32 credit hours toward the associate's degree or 84 credit hours toward the bachelor's degree. Credit awarded through proficiency examination or portfolio evaluation does not reduce the hours required toward residence.

The Learning Commons staff and the Academic Advising staff serve as the main source of information to students. Current information and registration forms must be obtained from these sources prior to scheduling any examinations. All proficiency examinations may be scheduled through <https://www.franklin.edu/current-students/learning-support/testing/proficiency-testing>.

Students are not eligible to take a proficiency examination or to submit for portfolio credit in a course in which they have received a failing grade or a "W," or if it is during or after the second week of a course in which they are currently enrolled. Proficiency examinations and portfolio credit are graded on a Pass/No Credit basis. Students will receive credit only once for an equivalent course, proficiency examination and/or portfolio credit.

A non-refundable fee is charged for any proficiency test or portfolio assessment and must be paid prior to the examination or submission. However, students may cancel prior to the test date. CLEP, DSST and FUPE credit applied to University programs may not transfer to another institution.

EXPERIENTIAL LEARNING

Experiential Learning is a unique learning experience that integrates academic studies with practical work experience (e.g., Internships, Practicum, Field Experiences, Student Teaching, Service Learning, etc.). To qualify, students must have the minimum GPA required of their major area of study. Grading will be on a letter grade or Pass/No Credit basis.

Practicum: A partnership between students, institutions of higher education, and employers that allow a student to observe and document how working professionals perform their job responsibilities. Students will participate to a limited extent in performing tasks under supervision by professors and on-site staff.

Field Experiences: A partnership between students, institutions of higher education, and employers that formally integrate students' academic study with work or community service, specifically in license preparation programs such as education and social work. Students are usually given specific assignments or tasks to complete under supervision. Time in the field is tracked closely and will be audited through evidence submitted by the field partner.

Internships: A partnership between students, institutions of higher education, and employers that formally integrate students' academic study with work or community service. Students are given significant projects or responsibilities to complete independently but with supervision. Performance in the internship position is evaluated both from the perspective of student's institution of higher education and the student's internship employer. Internships are generally, though not always, noted on the student's transcript. Internships may provide students with compensation in the form of wages or salaries, stipends, or scholarships.

Student Teaching: A partnership between students, institutions of higher education, and PK-12 educational institutions that formally integrate students' academic study with work or community service. Students are given a classroom to lead independently but with supervision. Performance in the student teaching position is evaluated both from the perspective of the student's institution of higher education and the student's educational institution. Student teaching is noted on the student's transcript.

Service Learning: A partnership between institutions of higher education and community organizations designed to integrate the student's academic study with meaningful community service and reflection to enrich the learning experience, teach civic responsibility, foster the development of a sense of caring for others, and strengthen communities. Service learning experiences are typically embedded within specific courses to allow the subject matter to be integrated on a practical level.

Individualized Courses

During your time at Franklin University/Urbana Branch Campus, students may find that they want to explore an academic opportunity that is not available in the predefined courses.

An Individualized Course (e.g., Independent Study, Directed Study, on-site work experiences, etc.) is individual study involving informal and/or formal (online and/or face-to-face) conferences between an instructor and a student. This might be an interdisciplinary investigation, an arts practice or performance study, or a field research project (not intended to provide credit for paid work).

An Individualized Course allows students in good academic standing to

1. Pursue a more in-depth and comprehensive study of a specific not available in the major, not a part of the general curriculum or specific program, or not covered in a regular course,
2. Extend study in areas previously taught,
3. Take a version of a course that will not be offered again before a student graduates, or
4. Satisfy the requirements for a degree, program, or major (e.g., meet a pressing graduation requirement, meet a core requirement in a teaching major or professional program, etc.).

To qualify for an Individualized Course, you must establish the project, contact your academic advisor and/or faculty sponsor, and submit an initial petition to your advisor and/or sponsor for review. Review the complete guidelines for Individualized Courses, and speak with your advisor and/or sponsor to find out if this project is a good fit for you.

To register for an Individualized Course, students must have the minimum GPA required of their major area of study, and must complete an Individualized Course Proposal with the assistance and approval of an academic advisor and/or faculty sponsor. Normally, only full-time faculty will conduct Individualized Courses. Grading will be on a letter grade or Pass/No Credit basis; changes are not permitted once approval has been given by the supervising faculty member. The complete and final proposal must be submitted for approval to the supervising advisor and/or faculty (or designee) no later than the end of the week before the class session begins. It is expected that the student taking an Individualized Course will commence and complete that course within the time frame for the academic term in which the course is being taken or time frame set by the advisor and/or faculty sponsor.

EVALUATION OF INSTRUCTION AND SERVICES

To assure the University's commitment to providing students with a quality education, the University assesses student learning on an ongoing basis and uses the results to make changes as part of the University's goal of continuous quality improvement. The University measures outcomes specified within each program, as well as University-wide general education outcomes. (See the individual degree program and Major pages for Outcome Maps.) Assessment methods may include assessment of student assignments and projects by internal and external evaluators, examinations, as well as surveys of students, alumni, and employers. Each academic program files an annual assessment report, which is available for review upon request.

ASSESSMENT

Students are given an opportunity to anonymously evaluate their courses, instructors, and services for students near the end of each course. Completed student evaluation forms are forwarded to faculty only after final grades have been submitted to the Registrar's Office. Evaluation results are shared through newsletters and other communication channels.

IN-CLASS COMMUNICATION

Communication Policy

It is recommended that students should plan to communicate with the professor and with other classmates regularly throughout their courses at Franklin University. This can be done with a variety of engagement tools in the course (e.g., Meet, Discuss, etc.). For individual issues, students should contact the professor directly by email or telephone. Email and telephone messages will normally be answered within 48 hours. Students should use their Franklin University email accounts when sending email messages or assignments to the professor.

Virus Policy

All email sent to University faculty is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted with notification sent to the sender only. The professor is not notified that a message was sent and subsequently deleted. It is the student's responsibility to ensure that a virus-free assignment is delivered on time to the professor. An email assignment is considered late if the professor does not receive it by the assigned time and date, even if the University's email servers automatically block that assignment.

All assignments submitted using the class Submit tool are automatically scanned for viruses. Assignments that are

found to be carrying viruses will not be accepted. A message will notify the student that a virus was found in the uploaded file and to check the file and try again. It is the student's responsibility to ensure that a virus-free assignment is delivered on time to the class Submit tool. An assignment is considered late if not received by the assigned time and date, even if Franklin's server automatically blocks that assignment.

Submission and Return Policy

Assignments must be submitted to the professor by 11:59 pm EST on the due date indicated. Assignments may be accepted late but will receive a grade penalty based on the following chart:

The professor, at his/her sole discretion, may choose to amend this policy in certain cases to accommodate extenuating circumstances. Professors will return assignments submitted for grading within 5 days of the due date.

Assignment Due Date	Maximum Grade (% of total possible points)
1 day late	90%
2 days late	80%
3 days late	70%
Greater than 3 days	No Credit

Students taking classes at Urbana should consult the course syllabi for submission due dates.

ATHLETIC ELIGIBILITY

Students who participate in intercollegiate athletics will be expected to maintain reasonable academic progress as well as to conform to Urbana University and NCAA standards of participation. Specific rules of eligibility may be found in the NCAA handbook in the Athletic Director's Office.

TUITION & FEES

Franklin University recognizes that educational expenses can be a significant factor in the decision to attend college. Franklin strives to maintain affordable tuition. In addition, Franklin provides many support services to students at no additional cost, and offers structured payment options within a trimester to help students manage their financial obligations.

The University accepts all tuition and fees with the understanding that the student, in becoming obligated for such tuition and fees, agrees to abide by all University policies and regulations, whether or not printed in this Academic Bulletin, and by any decisions of the administration and faculty regarding the student's status at the University. Although every effort is made to provide accurate and up-to-date information on educational costs and fees, the University reserves the right to change its tuition, fees and charges as economic conditions warrant. Students who fail to pay their financial obligation to the University when due are considered delinquent and may be dropped from classes. Delinquent students may also receive account restrictions and will not be permitted to make enrollment changes in the current trimester via myFranklin or enroll in future trimesters until the delinquency is resolved.

Past-due balances for the current trimester must be paid by cashier's check, eCheck (ACH), money order, MasterCard®, VISA®, American Express® or Discover®. Personal checks will not be accepted for past-due balances. It may take 24-48 hours for account restrictions to be lifted, after the delinquency has been resolved.

FRANKLIN UNDERGRADUATE EDUCATIONAL COSTS

Initial processing fee (non-refundable)	\$25
Standard tuition per credit hour	\$526
Tuition per credit hour for current service members	\$250
Health Information Management Internship and Screening fee (required for Professional Practice Experience)	\$150
Book Charges	Cost per Course
Placement Retake	\$15
College Level Examination Program (CLEP) (examination fee: \$87; administration fee: \$20 - \$50)*	\$107 - \$137
DSST (examination fee: \$85; administration fee: \$20 - \$50)*	\$105 - \$135
Franklin University Proficiency Examination (FUPE) per credit hour attempted	\$40 - \$160
Prior Learning Portfolio evaluation per credit hour requested	\$50
Late payment fee for deferred tuition reimbursement plan	\$100

Graduation application fee (non-refundable)	\$65
Graduation application late fee (non-refundable)	\$100
Returned check processing fee	\$25
Cost of collection of past due balances	Actual costs incurred

FRANKLIN GRADUATE EDUCATIONAL COSTS

Application fee (non-refundable)	\$30
Tuition per credit hour	\$670
Book Charges	<u>Cost per Course</u>
Course Instrument Fee (See Psychology course descriptions for fee per course)	\$10 - \$55
MSN Background Check and Clinical/Practicum Screening Fee	\$150
Clinical Course Fee (NURS 700, NURS 701, NURS 702, NURS 703, NURS 790)	\$250 per course
Late payment fee for deferred tuition reimbursement plan	\$100
Graduation application fee (non-refundable)	\$85
Graduation application late fee (non-refundable)	\$100
Returned check processing fee	\$25
Cost of collection of past due balances	Actual costs incurred

FRANKLIN DOCTORATE EDUCATIONAL COSTS

Application fee (non-refundable)	\$50
Tuition per credit hour	\$748
Book Charges	<u>Cost per Course</u>
Late payment fee for deferred tuition reimbursement plan	\$100
Graduation application fee (non-refundable)	\$150
Graduation application late fee (non-refundable)	\$100
Returned check processing fee	\$25
Cost of collection of past due balances	Actual costs incurred

FRANKLIN INTERNATIONAL STUDENT EDUCATIONAL COSTS (in addition to standard academic level charges)

Initial processing fee (non-refundable)	\$50
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*More information is available on the Learning Commons [website](#).

URBANA UNDERGRADUATE TUITION COSTS

Admission application fee	\$25
Full-time (12-18 hours) per semester	\$11,850
Overload (over 18 credit hours) per semester hour	\$479
Part-time (less than 12 hours) per semester hour	\$479
Re-admission fee	\$15
Credit by examination/life experience (per credit hour)	\$150
Evaluation of CLEP, AP, NTL Credit (per credit hour)	\$50
Field experience fee	\$65
Graduation application fee (non-refundable)	\$40
Graduation application late fee (non-refundable)	\$50

URBANA GRADUATE TUITION COSTS

Tuition per credit hour	\$670
Graduation application fee (non-refundable)	\$145
Graduation application late fee (non-refundable)	\$50

URBANA ROOM & BOARD COSTS

Residence Halls & Suites (per semester)	
Housing deposit	\$250
Residence Halls: Hazard, Sycamore, & McConnell Halls	\$1,872
Single rooms, if available	\$2,444
Super single rooms (a double room occupied by 1 student), if available	\$2,902
Board Plans (per semester)	
19 meal plan (includes \$125 Blue Knight Bucks)	\$3,127
15 meal plan (includes \$125 Blue Knight Bucks)	\$2,950
Commuter Meal Plan (55 meals and \$100 Blue Knight Bucks)	\$479
Commuter Lite Plan (1st time Freshman - 25 meals and \$20 Blue Knight Bucks)	\$201

URBANA GENERAL FEES

Advance tuition deposit (new students only)	\$125
Room reservation deposit for first year residence hall	\$125
Health Insurance	
Fall semester	\$753
Spring semester	\$961
Returned check processing fee	\$50
Special examination fee	\$50
Student Athlete Accident & Injury Insurance, per semester	\$250
Transcript charge	\$8

*Proof of insurance must be provided annually to the nurse by the first day of classes. If not provided by the first day of classes, all residential students and commuter students will be charged for Urbana University's health insurance. International students are required to purchase Urbana University's health insurance.

TUITION REFUNDS

TUITION REFUNDS ON COURSE WITHDRAWALS (Franklin)

All students who wish to withdraw from a course for which they have registered must submit an Add/Drop Form to the University, complete the drop online via myFranklin, or contact their Academic Advisor. When current students withdraw from one or more courses, tuition is refunded in compliance with state and federal regulations based on a graduating scale relative to the time of the drop/withdrawal and the length of the course. The Standard Refund Schedule applies to all students unless the student resides in a state whose laws mandate a refund schedule that differs from the University's.

Refund Policy

In compliance with Section 668.22 of the Code of Federal Regulation, current students who prepay all tuition and fees and subsequently withdraw will receive a refund percentage of their tuition based on the date that the Add/Drop Form is submitted.

Students who receive Federal Title IV funds are subject to the refund and repayment policies as outlined on www.franklin.edu/finaid.

Official refund schedules are published on the Franklin University website: <http://www.franklin.edu/financial-aid/tuition-fees/tuition-refunds>. Schedules are updated annually or as mandated by law. Refund schedules may vary by state of residence; those specific states whose laws mandate a refund schedule that differs from the University's standard schedule are published in separate schedules.

The University recognizes that students can sometimes only make the decision about the suitability of a given course by participating in that course. The refund schedule is designed to provide a full refund to the student provided the student drops the course immediately after attending a face to face class meeting or after participating in the first week of an online class offering. For all courses, the "immediate" requirement is met provided the course is dropped prior to midnight EST the Sunday before the second week of class.

Time Period for Refund to be Processed

Students who submit an Add/Drop Form will receive a refund no later than 30 calendar days after submission of the written withdrawal notice.

REFUND POLICY (Urbana)

Refunds from Financial Aid Accounts

Refunds will be issued from Urbana University only if your account is paid in full and has a credit balance due to funds that may be refunded. A credit balance will show on your student account online, available through Self Service via www.urbana.edu. Any existing credit balance that you are eligible to receive will be refunded within 10-14 days of the refund entry posting to your student account.

Some credit balances are due to funding sources that do not allow refunds. In these cases, the credit balance will be sent back to the original funding source.

Urbana uses ESCI/Heartland as a third-party refund processor. Students will be emailed a unique link to the ESCI website where they choose between direct deposit, manual check or a pre-paid debit card. Students who do not choose will be defaulted to manual checks, which will be mailed from ESCI via US Mail.

Prent Plus Loan refunds will be mailed to the parent's address of record, unless an email or letter authorizing the

refund to be issued to the student is received in the Business Office two weeks prior to the issuance of the refund. This authorization must be renewed each semester.

If your file is under review for Return to Title IV Funds, all refunds will be held pending completion of the review. For more information about this process, please contact the Financial Aid office.

Refunds Due to Withdrawal

Students who officially withdraw from the University or withdraw from class(es) may be eligible for a refund based on a graduating scale relative to the timing of the withdrawal and in compliance with state and federal regulations. In compliance with Section 668.22 of the Code of Federal Regulations, current students who prepay all tuition and fees and subsequently withdraw will receive a refund percentage of their tuition based on the date that the official withdrawal form is submitted. Any refund will be issued no later than 30 calendar days after submission and receipt of the official withdrawal notice. Students should check their account online using Self Service via www.urbana.edu to check the status of their account and refund.

All students who received financial aid may contact the Financial Aid office regarding aid adjustments. State, Federal and Institutional aid may be reduced or removed from a student's account if the student withdraws partially or completely from the University. In addition, students who received Title IV Federal aid and completely or partially withdraw during the semester before completing at least 60% of the payment period may be subject to a Federal Return to Title IV Calculation. This calculation determines the student's earned and unearned Title IV Federal aid. This process may take up to 30 days to complete, from the date the University was notified of the withdrawal. Unearned aid will be returned to the appropriate programs. Any credit balance of earned aid will be refunded to the student within 14 days from the date the calculation is complete. Please contact the Financial Aid office for more information.

Refunds will be mailed to the official address of record. It is therefore in the student's best interest to ensure that their current address is on file with the Office of the Registrar.

- Board – prorated for period attended plus two weeks
- Room – the room deposit is refundable minus any damage assessments. Room is prorated for period attended plus two weeks and the room deposit.
- Other Fees – all other fees are not refundable.
- Tuition – the following schedule is applicable to fall and spring semesters:
 - Before the 1st day of class, 100% less advance tuition deposit
 - 1st – 7th calendar day of class, 90% less advance tuition deposit
 - 8th – 21st calendar day of class, 40% less advance tuition deposit
 - After 21st calendar day of classes, 0%
- Tuition – the following schedule is applicable to summer semesters:
 - Before the 1st day of class, 100% less advance tuition deposit
 - 1st – 4th calendar day of class, 90% less advance tuition deposit
 - 5th – 11th calendar day of class, 40% less advance tuition deposit
 - After 11th calendar day of classes, 0%

In extraordinary circumstances, such as a serious illness or injury, when a student is forced to withdraw from classes after the refund period has ended, a written appeal may be submitted to the Registrar's office requesting special consideration. Appropriate documentation is required with such an appeal.

FINANCIAL CLEARANCE

Financial Clearance is when a student has completed, submitted, and received approval of all financial aid documents so that state, federal and institutional aid can be disbursed to their student account, and has paid any remaining gap in direct cost or has an active payment plan to cover the gap.

First time Urbana students are required to obtain Financial Clearance before they register for classes. Returning Urbana students are required to obtain Financial Clearance by July 15th prior to the beginning of Fall classes or December 1st prior to the beginning of Spring classes. Students who do not obtain Financial Clearance timely are subject to cancellation of their registration; re-registration is possible after Financial Clearance has been obtained.

All Urbana students must complete Financial Clearance by the published deadlines to maintain their registration. Financial Clearance must be obtained prior to registration for any new semester or session. Pre-registration may be allowed but, if payment or other arrangements are not made by the announced deadline, the Student Accounts Office has the option of canceling a student's registration.

Paying for Your Education

FRANKLIN STUDENTS

When students register for classes, they receive a statement of tuition and fees. Tuition and fees for all students are due by the first day of class unless the student has enrolled in an installment payment plan or deferred tuition reimbursement plan. Students may enroll in an installment payment plan and/or make payments via myFranklin. The University accepts eChecks (ACH), MasterCard®, VISA®, American Express® and Discover® credit card payments. A non-refundable convenience fee equal to either 2.75% (domestic cards) or 4.25% (international cards) of the payment amount will be charged for payments made via credit card. Students whose tuition and fees are not paid in full, and who are not enrolled as a Pending Financial Aid recipient, or in an Installment Payment Plan, Deferred Tuition Reimbursement Plan, or as beneficiary of a Direct Company Billing arrangement, may be assessed a 1.5% interest charge on account balances older than 7 days. Interest charges will continue to accrue monthly until all balances are paid in full. Students receiving interest charges will be sent a monthly statement showing items posted to their account.

NOTICE OF INTEREST DISCLOSURE: Upon enrollment, the student agrees to all terms and conditions of Franklin University's policies of tuition and fees payment. Tuition and fees for all students are due by the first day of class unless enrolled into the deferred tuition reimbursement plan or a payment plan. Students whose tuition and fees are not paid in full within 7 days following the first day of class, and who are not enrolled as a Pending Financial Aid recipient, or in an Installment Payment Plan, Deferred Tuition Reimbursement Plan or as beneficiary of a Direct Company Billing arrangement, may begin to receive finance charges at a rate of 1.5% per month, or 18% per annum.

URBANA STUDENTS

Urbana accept payments in cash, check, money order, traveler's check, Visa, MasterCard, Discover Card, or American Express. There are several ways we can receive payments:

- Mail to Urbana University, Attn: Student Accounts, 579 College Way, Urbana, OH 43078
- Pay online through Self-Service with a debit/credit card (ACH check online payment is coming soon)
- Pay in person at the Student Accounts Office in the Welcome Center, Barclay & Bailey Hall
- Pay over the phone at Student Accounts Office at 937-772-9274

All tuition and fees are payable in full before the first day of classes each semester unless the student is on an active payment plan. Student balances are available real-time via the Self-Service website. Statements are updated monthly on the Self-Service website.

INSTALLMENT PAYMENT PLANS

Students who will personally pay for any portion of their tuition and fees, and are unable to pay their entire balance prior to the first day of class, are encouraged to enroll in an installment payment plan to avoid delinquency. The installment payment plan allows students to make scheduled payments throughout the trimester.

Franklin Students: Enrollment to an installment payment plan must be completed through the students myFranklin account along with a \$35 administration fee each trimester via myFranklin. Enrollment is available throughout the trimester, however, interest charges (18% APR) may be posted on outstanding tuition balances if enrollment is more than 7 days following the first day of class. These interest charges are the responsibility of the student.

Urbana Students: Contact the Student Accounts Office to discuss Installment Plan requirements. The Fall term payment plan runs August through November, Spring term runs January through April and Summer term, May through July.

DEFERRED TUITION REIMBURSEMENT PLAN

Franklin students receiving employer tuition reimbursement are encouraged to participate in Franklin University's deferred tuition reimbursement plan to avoid delinquency. The employer tuition reimbursement plan defers tuition payment until after the current trimester final grades are processed. To take advantage of this plan, students should obtain the application from the Business Office website and obtain the proper authorization from their employer. The application and employer authorization, along with a \$50 deferment fee, must be submitted each trimester. Applications are accepted throughout the trimester, however, interest charges (18% APR) may be posted on outstanding tuition balances if the application is submitted more than 7 days following the first day of class. These interest charges are the responsibility of the student.

For Urbana students, if payment is to be made directly by a student's employer, the student must complete the Employer Reimbursement Deferred Payment Agreement by the Financial Clearance deadline and submit it to the Student Accounts Office. The form is located online at <http://www.urbana.edu/documents-forms> or can be requested from the Student Accounts office at 937-772-9274.

DIRECT COMPANY BILLING

Many students attending Franklin University participate in tuition reimbursement plans sponsored by their employers. Some students are reimbursed by their employers upon receipt of each trimester's grades (see "Deferred Tuition Reimbursement Plan"), while other employers pay the University directly for the student's tuition. Employers interested in participating in direct payment plans should contact the University Business Office for further information.

PENDING FINANCIAL AID

Students may be able to receive financial aid to help finance their education. Financial aid for which a student is eligible, but has not yet posted to their account, is considered to be "pending financial aid".

The University disburses financial aid at scheduled intervals during the current term. It is important that financial aid recipients understand the scheduled disbursement dates, and fulfill the requirements necessary to ensure that financial aid will be posted to their account on the scheduled disbursement date. Enrolled students are personally obligated to the University for their tuition and fees. Therefore, it is also important that financial aid recipients understand how changes in their enrollment will affect, including the possible reduction of, their financial aid eligibility.

Because pending aid is not a method of payment, it is possible that the University may consider a student's account status to be delinquent if sufficient financial aid is not available to be posted to their account on the scheduled disbursement dates.

Students with a delinquent account status will be dropped from future term classes and receive account restrictions that prohibit them from adding or dropping classes until the delinquency is resolved. To avoid account delinquency, it is important that students take action to ensure the receipt of sufficient financial aid when it is scheduled to post to their account. If a student's financial aid will be insufficient to fully cover their financial obligation to the University, they are encouraged to enroll in an installment payment plan.

NON-PAYMENT OUTCOMES

The University offers the payment options referenced above for the convenience of students – yet it remains the responsibility of every student to ensure payment of all tuition and fees within the trimester the charges were incurred. Students who fail to pay their financial obligation to the University when due are considered delinquent and may be dropped from classes. Delinquent students may also receive account restrictions and will not be permitted to make enrollment changes in the current trimester online or enroll in future trimesters until the delinquency is resolved. The University partners with third-party collection agencies to secure delinquent payments and/or secure payment arrangements. When such measures are necessary for student account balance resolution, the student will be responsible for paying the collection firm's fees which may be up to 33.3% of any delinquent balance.

TUITION APPEAL PROCESS

The university understands unexpected events may occur that prevent a student from completing academic course work. In recognition of this, the University may consider appeals for reductions of tuition charges.

Appeals are only considered for situations in which events affecting enrollment are non-recurring, catastrophic or life-threatening in nature, and beyond the student's control. Students should contact their Academic Advisor to discuss their particular circumstances.

Appeals will be considered up to 30 days following the first day of the next trimester. Appeals received after this will not be given consideration. An approved appeal serves as a one-time exception. Appropriate documentation will be required for committee review. Examples of appropriate documentation may include insurance claims, medical records, military orders, or obituaries. The University reserves the right to deny an appeal. Students may be required to meet with their Academic Advisor prior to re-enrolling following an approved appeal.

DEPOSITS - URBANA

Advanced Tuition Deposit

Advanced tuition deposit of \$125 is due within 30 days of notification of admission or at the time of registration, whichever occurs first. The deposit will be credited to the student's account and will be deducted from the total bill at registration. This deposit is refundable through April 30, prior to the fall term. The deposit must be paid online using a credit card at the Accepted Student Menu option at Urbana.edu.

Room Security Deposit

Rooms are contracted for the University's academic year. A onetime \$250 damage deposit is applied to the students' account when they initially move into University housing. This deposit is refundable up-on request by the student when moving out of University housing permanently. If the deposit refund is not requested within 90 days of vacating University housing, it will be forfeited to Urbana University.

Room Reservation Fee

The room reservation fee of \$125 is to secure a room in the residence halls. This fee is separate from the Room Security Deposit. The Room Reservation Fee may be refunded upon approval from the Campus Life office if the student has decided not to attend Urbana University. The deposit must be paid online using a credit card at the Accepted Student Menu option at Urbana.edu.

FINANCIAL AID

The purpose of financial aid and scholarships is to supplement you and your family's contributions toward the cost of education. Franklin University and the Urbana Branch Campus Financial Aid office administers a variety of grants, loans, scholarships and part-time employment to assist you in financing your education.

All information is subject to change because of congressional action, changes in federal regulations and/or Department of Education guidance or changes to institutional policies and procedures.

Franklin University

www.franklin.edu/finaid

201 S. Grant Ave.

Columbus, OH 43215-5399

Telephone: 614.797.4700, Toll-free: 877.341.6300

Fax: 614.255.9478

email: finaid@franklin.edu

Hours: Mon. - Thurs.: 8 a.m. - 6 p.m.,

Fri.: 8 a.m. - 5 p.m.

Urbana Branch Campus

<https://www.urbana.edu/tuition-financial-aid>

579 College Way

Urbana, OH 43078

Telephone: 937.772.9251 Toll-free: 800.7URBANA

Fax: 937.772.9390

email: financialaid@urbana.edu

Hours: Mon. - Fri.: 8 a.m. - 4:30 p.m.

The Department of Student Affairs is dedicated to student persistence and success. Upon registration, each student is assigned to an Academic Advisor who serves as a resource and primary point of contact. Utilizing a student-centered approach, Academic Advisors serve as academic coaches and focus on identifying barriers and addressing these through proactive engagement while celebrating milestones throughout a student's educational journey.

Some of the services provided by an Academic Advisor are:

- helping students set educational and career goals
- reviewing students' academic progress
- creating a personal education plan
- connecting students with other University departments and resources

FIAT/TABIT

As an institution of higher learning, the University maintains high standards and expectations for behavior, respect and civility of each member of our academic community. The mission of the Franklin Intervention and Awareness Team (FIAT) and Urbana's Threat Assessment and Behavioral Intervention Team (TABIT) is to serve as the centralized resource and advisory body to address problem behaviors of members within the university community.

This team facilitates the sharing of information and provides oversight of prevention and intervention programs, policies and services by creating a shared understanding and language of patterns and trends of behavioral problems that occur across the university.

Primary objectives of the teams include, but are not limited to:

- promoting the health and safety of all members of the University community;
- creating an environment where development, education, prevention and intervention are fostered and encouraged;
- proactively identifying and responding to patterns or trends of inappropriate behavior; and
- promoting and facilitating a culture of reporting.

Reporting incidents or concerns can be completed by emailing advocate@franklin.edu. Anonymous reporting of an incident or concern can also be completed at www.lighthouse-services.com or to (937) 772-9338, tips@urbana.edu, or www.urbana.edu/notify at Urbana University.

COMMUNITY STANDARDS

Franklin University and Urbana University, a branch campus of Franklin University, mission is to provide high quality, relevant education enabling the broadest possible community of learners to achieve their goals and enrich the world. To achieve this Franklin University provides educational experiences that enhance intellectual abilities and career development. Franklin University's Community Standards are designed to promote the educational mission of the University and to encourage respect for the rights of others. All students have responsibilities as a member of the Franklin University community and are expected to uphold and abide by certain standards of conduct embodied within a set of core values that include honesty and integrity, respect for others, and respect for campus community. The general principles stated below identify University expectations regarding personal conduct and are the principles that shape the regulations and practices outlined in these Community Standards.

- **Honesty and Integrity:** Personal integrity is expected of all community members in all aspects of community life, both in and outside of the classroom. Franklin University students are expected to exemplify honesty, integrity and a respect for truth in all of their interactions.

- Respect for Others: Community members are encouraged to treat all people with respect without regard to age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status. Such respect for one another promotes free and open inquiry, independent thought and mutual understanding.
- Respect for Campus Community: It is in the common interest to protect both University property and the private property of all members of the community.

The Community Standards process at Franklin University is not intended to be a punitive process for students. The focus of the Community Standards is to protect students and the campus community. By a student's voluntary attendance at Franklin University, they agree to comply with University regulations. As responsible adults and representatives of the University, students are accountable for their actions both on and off campus. Membership in the Franklin University community does not provide immunity from the laws and standards of local, state or national jurisdictions. The University may advise appropriate officials of violations of civil or criminal law committed on campus.

Reporting incidents and concerns to The Office of Community Standards can be completed by emailing advocate@franklin.edu (Franklin) or studentservices@urbana.edu (Urbana).. The complete Community Standards/Student Code of Conduct, Reporting Forms, and Student Appeal Form can be found at: www.franklin.edu/community-standards or www.urbana.edu/student-handbook.

OFFICE OF INTERNATIONAL STUDENTS & PROGRAMS (OISP)

The Office of International Students and Programs (OISP) supports international students in the USA and abroad in their educational journey by facilitating a learning environment that empowers international students to make the most of the American educational experience.

U.S. Citizenship and Immigration Services (USCIS) defines an alien as "any personal not a citizen or national of the United States" (2015) and a nonimmigrant as "an alien who is admitted to the United States for a specific temporary period of time" (2015), including students, visitors, and temporary workers. Nonimmigrants within the United States and foreign nationals outside the United States at Franklin University are considered international students and are served in numerous capacities through the Office of International Students and Programs.

The office strives to enhance the experiences of international students at Franklin University by providing advocacy, immigration, cultural, and programmatic support from application through graduation. This includes:

- Assisting international students pursuing admission to University programs
- Guiding international students in the pursuit of their personal, academic, and professional goals
- Advising F-1 students on current immigration issues within SEVP guidelines to include work authorization
- Facilitating personal and intercultural development and transitions that occur while studying in an American program
- Supporting Global Programs implementation, admissions, registration, account management, and logistics
- Supporting the university's goals and vision surrounding comprehensive internationalization domestically and abroad.

HEALTH INSURANCE

Franklin University does not provide health insurance to domestic students. Health insurance coverage is required for all international students in F-1 status. Insurance premiums are billed automatically to the student's tuition account upon registration for courses. A waiver of this health insurance coverage may be granted to students who meet the waiver requirements and submit the waiver petition and documentation to the insurance broker by the beginning of

each term. Students taking a vacation trimester are strongly encouraged to continue insurance coverage by completing a bridge application. Spouse and dependent coverage is also available for purchase from the insurance broker. Forms and additional information regarding this insurance requirement may be obtained from the Office of International Students and Programs.

Urbana Branch Campus students must provide proof of insurance annually to the nurse by the first day of classes. If not provided by the first day of classes, all residential students and commuter students will be charged for Urbana's health insurance. International students are required to purchase Urbana's health insurance.

DISABILITY SERVICES

The University recognizes the needs of students with disabilities and is committed to the provision of services that ensure equal educational opportunities and access. All University buildings are handicap accessible. Handicap parking is available throughout the campus and provides access to all University facilities.

The Office of Disability Services offers services to meet the needs of students with physical, mental and/or learning disabilities. The Disability Services Coordinator provides guidance, coordinates support services, serves as a resource to faculty and makes individual referrals when appropriate. Some of the support services available include special test arrangements, note taking assistance, readers for exams, and interpreting services.

Medical, psychological and/or educational documentation is required for review prior to the use of these services. All records on file are strictly confidential. It is the responsibility of the students to contact the Office of Disability Services to discuss the types of assistance that will best meet their individual needs. Specific programs or courses may have particular policies that may be obtained from your Academic Advisor.

Please visit <https://www.franklin.edu/about-us/policy-information/disability-services> or <https://www.urbana.edu/student-life/student-services/disability-services>.

Any questions can be emailed to accommodate@franklin.edu or DisabilityServices@urbana.edu for more information.

MATH POLICY FOR STUDENT WITH PHYSICAL OR LEARNING DISABILITIES

Students with properly documented disabilities will be identified through the Office of Disability Services. The Disability Services Coordinator will meet with the student and provide an overview of the available services. The student will take the University's mathematics placement test with accommodations to fit the student's disability, as determined by the Office of Disability Services in cooperation with the Mathematics Department. The student will then be placed into a class and will receive appropriate accommodations for the disability. Accommodation may include one or more of the following: Testing in the Student Learning Center, extended time for testing, a test reader, or modification of the requirements of the course by the instructor with the approval of the Mathematics Lead Faculty.

If the student fails the math course one time, he or she will meet with the Mathematics Lead Faculty to discuss alternatives such as repeating the course or taking an alternative Math course. Substitutions for course requirements in the major will have to be approved by the appropriate Program Chair.

PROCESS FOR STUDENT CONCERNS

The University expects the highest standards of behavior and conduct of each member of the campus community. In some instances, missteps occur that are detrimental to maintaining honesty and integrity, respect of others, and the respect of the campus community. The University Student Grievance Process is an administrative process designed to provide a way for a member of our campus community to identify instances that disrupt the academic community and request a formal review.

A grievance is a complaint, accusation, or concern a member of the campus community has about their experiences with one or more individuals in the campus community, or by the University as a whole. It may involve a one-time occurrence, a pattern of experiences that has had a negative impact on a community member's experience with Franklin, or a basic decision made in the normal course of operations that the student believes was made capriciously or has a disparate impact on the student relative to others.

The formal Grievance Process is facilitated by the Department of Student Affairs and should be initiated only after efforts to resolve issues directly are exhausted. The Office of Community Standards takes leadership of the Grievance Process and facilitates the initial review and determines the outcome of the investigation. Any member of the campus community may initiate the Grievance Process by submitting a completed Grievance Form with appropriate documentation.

The complete overview of the Student Grievance Processes and Grievance Form can be found at: www.franklin.edu/community-standards. Anonymous reporting of an incident or concern may be completed through Lighthouse at www.lighthouse-services.com or to (937) 772-9338, tips@urbana.edu, or www.urbana.edu/notify at Urbana University.

STUDENT INFORMATION

Information for Franklin current and prospective students is available in the lobby of the Paul J. Otte Center for Student Services, 331 East Rich Street, Columbus, Ohio. Information is also available on our website at www.franklin.edu.

Information for Urbana Branch Campus current and prospective students is available in the Barclay & Bailey Halls, 579 College Way, Urbana, Ohio. Information is also available on our website at www.urbana.edu.

STUDENT ORGANIZATIONS

Student organizations are an excellent way to extend learning beyond the classroom, meet fellow students, and make valuable professional connections. Leadership, planning and team building are just some of the essential skills sets that students can learn and execute through organization involvement. For a list of current student organizations at Franklin, visit www.franklin.edu/student-services/student-organizations/ and at Urbana, visit www.urbana.edu/student-life/activities-recreation.

SAFETY & SECURITY SERVICES

The Department of Safety & Security Services is committed to creating a safe and secure campus for all students, faculty, staff, and visitors. The Department collaborates with various stakeholders to provide professional and effective programs, services, and education designed to positively contribute to the University's overall mission, while promoting safety and security. For information relating to the safety and security services, and to view Franklin's most recent Annual Security Report, please visit <http://www.franklin.edu/student-services/safety-and-security-services/>. For information about the Urbana Branch Campus, visit <https://www.urbana.edu/student-life/campus-safety>.

COUNSELING RESOURCES

The University is committed to the holistic success of our students. To this end, the following resources are recommended to students who need assistance with life issues beyond the scope of the services provided by the University.

Alcohol, Drug, and Mental Health Board of Franklin County (<http://adamhfranklin.org/>) Substance Abuse & Mental Health Services Administration

U.S. Department of Health and Human Services (SAMHSA) (<http://findtreatment.samhsa.gov/>) Screening for Mental Health (<http://mentalhealthscreening.org/>)

Franklin University Resource Guide: (<https://www.franklin.edu/sites/default/files/Franklin%20University%20Resource%20Guide.pdf>)

Urbana University Campus Resource: WellSpring—937-325-5564

NEW STUDENT ORIENTATION

New Student Orientation is highly recommended for all students prior to starting their first course. NSO prepares students for their first term by providing an overview of policies, resources, and information necessary to be successful in higher education and at Franklin University or the Urbana Branch Campus. Upon registration, Franklin students will be provided with instructions on how to access and complete the orientation. After acceptance, Urbana students will receive information about on campus New Student Orientation events.

LEAVE OF ABSENCE

Students in good academic standing who intend to complete a degree with Urbana, but who find they need to take a break from their educational pursuits may request an authorized Leave of Absence (LOA). This leave may be requested for personal, financial or medical reasons subject to approval by the academic advisor, Director of Academic Operations, and University Registrar. This allows the student to leave school for a term while still maintaining an official connection with the University. While on authorized LOA, the student remains on the University mailing list and receives official announcements and notices of the next term's registration. A student on LOA does not receive academic advising and no student work may be processed during the absence. A Leave of Absence may not exceed 180 days in any 12-month period. A new leave must be requested if the student elects not to return to Urbana at the conclusion of the initial leave period.

Students desiring a LOA must complete an official Leave of Absence Form and obtain the appropriate signatures. Additionally, signatures are required from the Financial Aid Office and the Business Office. Taking a Leave of Absence from classes may negatively impact a student's ability to meet Satisfactory Academic Progress. A student who does not meet these standards may jeopardize eligibility to receive financial aid in future terms. Students are advised to consult with the Students Accounts Office and the Office of Financial Aid regarding a requested Leave of Absence. The final completed form with all approvals will be placed in the student's permanent academic record in the Registrar's Office.

Students who leave school for a period of 12 months without securing an approved Leave of Absence are considered withdrawn from Urbana University and must apply for readmission.

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The undergraduate, open admissions policy reflects the University's mission as a student-centered, nonprofit, independent institution providing high-quality, and relevant education enabling the broadest possible community of learners to achieve their goals and enrich the world. Prospective students are encouraged to visit the university's website, www.franklin.edu or www.urbana.edu to learn more and connect with a representative. Individuals interested in admission to the University should complete the free online application available at the website.

ADMISSION REQUIREMENTS

A student who meets at least one of the following criteria is eligible for admission as a degree-seeking student:

- Has provided official documentation of graduation from an accredited high school or its equivalent (see Documentation Required below), or
- Has an associate, bachelor or master's degree from a regionally accredited institution of higher education, an institution recognized as a candidate for accreditation, or an institution recognized by the Council of Higher Education Accreditation

DOCUMENTATION REQUIRED

1. Documentation of high school graduation or equivalence - required for applicants who are transferring fewer than 24 semester hours that apply towards a degree.

2. If the student has transferable hours of 24 credit hours or more from a regionally accredited institution of higher education, then they will not have to provide a high school diploma or equivalence. Acceptable forms of documentation of high school graduation or high school equivalence for undergraduate admission must include one of the following:

- Official high school transcript listing the date of graduation
- Official GED certificate
- Official documentation of having passed a State High School Equivalency examination
- Official documentation of a home school completion certificate/transcript
- Official transcripts from all educational institutions (college, universities, professional schools, etc.) attended

3. Any applicant seeking to be a first-time freshman undergraduate degree-seeking students at Urbana University must supply standardized test scores (ACT SAT) to be used for placement in courses, to determine athletic eligibility, and/or determine institutional scholarship qualification.

A student classified as degree seeking will not be permitted to register for courses until all transcripts are received and placement tests, if needed, are completed (see specific requirements under "Placement Testing").

ADMISSION PROCESS

Admission procedures should be started early to maximize scheduling options and financial planning. (See the "Recommended Application Completion Dates" section). The following procedures apply to all undergraduate applicants seeking admission as degree seeking students:

1. Complete an application for admission and forward it along with an official high school transcript or an official test score report (such as GED score) (see "Admission Requirements"). Students who have already received an associate or a bachelor's degree do not need to have a high school transcript on file.

2. Forward all official transcripts directly from the attended institution(s) to Franklin University or Urbana, whichever is applicable (see “Transfer Student Guidelines” if necessary).

3. For Franklin applicants: After all required, official transcripts have been received by the University and any required placement tests completed, arrange an appointment with an Undergraduate Admissions Advisor by calling toll free 1.877.341.6300, or by visiting the Paul J. Otte Center for Student Services (located on the Main Campus in downtown Columbus), or by contacting a University representative at any of Franklin’s other locations.

4. For Urbana applicants: After all required, official transcripts have been received by the University and any required placement tests completed, applicants can pay a tuition deposit and housing deposit (for those seeking housing) and sign up to attend one of the Summer Orientation events in order to register for classes. Call 800.7.URBANA or email admissions@urbana.edu for more information.

Applications will not be considered complete for any student who is officially classified as degree seeking until all required, official transcripts are received and placement tests completed (see specific requirements in the “Placement Testing” section), and will therefore be unable to register for courses. Students who have applied but not enrolled within one calendar year must complete a new application for admission and may need to request transcripts to update their records.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Prospective students must demonstrate English Language Proficiency. The requirement is met through any of the following:

- The applicant is a citizen of one of a country where English is the official language.*
- The applicant has received a bachelor’s degree (or higher) from an institution located in an [English-speaking country](#) in which the courses were taught in English.*
- The applicant has earned appropriate scores on language proficiency exams taken within the last two years, as listed below.

TOEFL	IELTS	ACCUPLACER ESL	Cambridge English Scale
Reading 15/30	Reading 5.5	Reading 85	Reading 160
Writing 15/30	Writing 5.5	Writing 4	Writing 160
Listening 15/30	Listening 5.5	Listening 85	Listening 160
Speaking 15/30	Speaking 5.5	Sentence Meaning 85	Speaking 160
Overall: 60 (iBT)	Overall: 5.5	Overall: 259	Overall: 160

Students applying for admission to undergraduate programs to be attended from outside the U.S. or offered through Global Partnerships must submit official English proficiency scores from one of the approved exams: TOEFL, IELTS, Cambridge English, or Accuplacer ESL. Minimum overall and subsections, listed in the table below, must be met.

TOEFL	IELTS	ACCUPLACER ESL	Cambridge English Scale
Reading 20/30	Reading 6.5	Reading 100	Reading 180
Writing 20/30	Writing 6.5	Writing 5	Writing 180
Overall: 79 (iBT)	Overall: 6.5	Overall: 105	Overall: 180

*Students admitted conditionally will be required to successfully complete ESL 092 (Intensive American English for Business) before beginning their program. Students in Global programs with scores below the level required for conditional admission may be placed into a developmental series of ESL courses available through their home university and then retested.

ACCUPLACER Assessments for Admission:

- Prospective students may demonstrate English language proficiency through the ACCUPLACER ESL® examinations administered by Franklin University. The ACCUPLACER ESL® suite of examinations are internet-based, computer-adaptive assessments designed to properly assess students' English language competencies.
- Testing fees and any related administrative or proctor fee will be assessed for the administration of the ACCUPLACER examinations. Students are also responsible for all fees incurred for retake examinations.
- Students who do not meet the minimum score requirements may retake the examination(s) once within a two-week period. Subsequent examination retakes will be considered after a three month waiting period. Passing scores will remain valid with Franklin University for a period of two years.
- All ACCUPLACER examinations must be administered by an approved proctor that meets specific criteria, as defined by our proctor expectations. An alternative to finding a proctor in your area is BVirtual, an online proctoring service, approved by ACCUPLACER. For additional information, contact the Office of International Students and Programs.

RECOMMENDED APPLICATION COMPLETION DATES

Franklin University: Franklin University accepts applications for admission on a rolling basis throughout the calendar year, and students may select from several dates each semester to begin coursework.

To ensure a strong, successful start at Franklin, there are several steps to complete, including submission of an application online, the submission of official transcripts from previously attended institutions, the identification of financing options, completion of placement testing (for students not transferring in any college-level credits), a registration appointment to select courses and completion of our online orientation program.

To be certain that students have enough time to complete all steps necessary to begin classes when desired, application to Franklin University should be completed several weeks in advance of the intended course start date. Meeting these recommended dates helps students to maximize their scheduling options based on their preferences and personal schedules and to have adequate time for appropriate financial planning.

Franklin recommends that the admission application process be completed at least 4-6 weeks in advance of the student's intended course start date. Applications are not considered complete until all required transcripts have been received. Once the application is complete, a first-term registration appointment will be scheduled with an Undergraduate Admissions Advisor. Meeting with an Admissions Advisor provides the student with the opportunity to select first trimester courses, get final questions answered, and start the Franklin Experience in the best way possible. This is a required meeting for new students. Additionally, each new student must complete an online, one-hour New Student Orientation soon after they register for classes, and at least three days prior to the start of the first course.

While meeting the recommended completion dates is not required, it is important to allow enough time to complete all required activities to begin courses on the date that best meets the student's individual needs. Franklin University's accelerated curriculum may require additional preparation in advance of the first class meeting. Please review the recommendations below. To explore all options for registration and course start dates based on individual needs, contact admissions@franklin.edu.

FOR STUDENTS WHO WISH TO ENROLL:

Part Time (6 - 11+ semester hours)	Complete the application process	Register for classes	Classes begin
Fall 2018	August 13	September 3	September 24
Spring 2019	January 7	January 21	February 11
Summer 2019	April 1	April 22	May 13

Full Time (12+ semester hours)	Complete the application process	Register for classes	Classes begin
Fall 2018	July 9	July 30	August 13
Spring 2019	December 3	December 17	January 7
Summer 2019	April 1	April 22	May 13

These start dates are preferred for new students because they provide the opportunity to maximize course selections, financial aid, and credits for the term.

Urbana Branch Campus: The application deadline is one week prior to the start of classes.

INTERNATIONAL STUDENT ADMISSION

U.S. Citizenship and Immigration Services (USCIS) defines an alien as “any personal not a citizen or national of the United States” (2015) and a nonimmigrant as “an alien who is admitted to the United States for a specific temporary period of time” (2015), including students, visitors, and temporary workers. Aliens within the United States and foreign nationals outside the United States who wish to apply for admission to Franklin University or the Urbana Branch Campus are considered international students and pursue admission through the Office of International Students and Programs. For Franklin University, please call toll-free 1.877.341.6300 or email ois@franklin.edu. For Urbana, please call toll-free 800.7.URBANA or email international@urbana.edu.

International students must submit the following to be considered for admission to undergraduate programs:

- a completed application for admission, available at <https://apply.franklin.edu> or <https://www.urbana.edu/apply>
- proof of completion of secondary education and/or official transcripts from each post-secondary institution attended. Please note: Transcripts from institutions outside the U.S. must be submitted to an approved transcript evaluation agency, a list of which is available at <http://www.naces.org/members.html>. Please request a course-by-course evaluation and request that the evaluation be submitted directly to the University. Transcripts from institutions within the U.S. must arrive at the University in an official, sealed envelope from the institution;
- official proof of English proficiency (see “English Language Proficiency Requirements; and
- an international student application fee.

In addition, international students intending to enter the U.S. on an F-1 visa and/or attend the University in F-1 immi-

gration status must submit the following in addition to all other required admissions materials:

- a financial sponsorship form signed by the student and sponsor;
- financial statements from the sponsor that demonstrate sufficient funding for the student's intended program; and
- a copy of the biographical information page of the international student's passport.

Additional funding and information will be required if the international student intends to include dependents in F-2 immigration status.

Note: Health insurance coverage is required for all international students with an F-1 visa. Insurance premiums are billed automatically to the student's tuition account. A waiver of this health insurance coverage may be granted to students who meet the waiver requirements and submit the waiver petition and documentation by the beginning of each term. Students taking a vacation trimester may elect to continue insurance coverage by completing a bridge application. Spouse and dependent coverage is also available. Forms and additional information regarding this insurance requirement may be obtained from the Office of International Students and Programs.

Individuals who are immigrants (e.g. Lawful Permanent Residents, Political Asylees, and Refugees) and wish to apply to one of the undergraduate programs at Franklin University need to contact Undergraduate Admissions for assistance at 614.797.4700, toll-free 1.877.341.6300, or via email at admissions@franklin.edu. If interested in undergraduate programs at the Urbana Branch Campus, call 800.7.URBANA or email admissions@urbana.edu. Immigrant applicants may be required to submit documentation of legal status in the U.S.

ENGLISH AS A SECOND LANGUAGE (ESL)

TRADITIONAL PROGRAM

Franklin University offers three levels of English as a Second Language (ESL) instruction: intermediate, high-intermediate, and advanced. Students must present a Test of English as a Foreign Language (TOEFL) on-campus score of 450 (paper-based), 133 (computer-based), 45 (internet-based) or higher for entrance. Placement in the ESL program is based on a written essay, a reading and note-taking test, and an oral test.

Intermediate level students enroll in an eight credit hour reading and writing course and a four credit hour listening and speaking course.

High-intermediate level students take an eight credit hour reading and writing course and a four credit hour listening and speaking course. Advanced level students take a six credit hour reading and writing course and a six credit hour listening and speaking course. They may also take one other course (for which they meet the prerequisites) for degree credit.

Credits earned in the advanced level meet the University's College Writing (ENG 120) and Speech Communication (SPCH 100) or Interpersonal Communication (COMM 150) requirements. Transfer students may apply college level ESL coursework from another institution toward free elective credit, depending on the specific major program.

INTENSIVE-IMMERSION PROGRAM

Franklin University also offers an intensive-immersion program held on the Urbana Branch Campus. Students will progress through up to four levels of ESL instruction and participate in the academic-community activities of this residential campus. There are no English proficiency requirements for admission, but students must be high-school graduates and will advance through the first three levels: high-beginning, intermediate, high-intermediate, as a cohort, and then have the option to complete an additional term.

During the first term, students will take a six-week high-beginning reading and writing course and a six-week listening and speaking course. They will also begin a sixteen-week university seminar course, which will orient them to the Urbana University campus experience.

During the second term, students will take a twelve-week intermediate reading and writing course and a twelve-week listening and speaking course, and they will complete the sixteen-week university seminar course.

During the third term, students will take a twelve-week high-intermediate reading and writing course and a twelve-week listening and speaking course.

In the fourth-term, students who have successfully completed the high-intermediate courses may enroll in a fifteen-week advanced reading and writing course and a fifteen-week listening and speaking course. Credits earned in these courses meet Franklin University's College Writing (ENG 120) and Speech Communication (SPCH 100) or Interpersonal Communication (COMM 150) requirements. Students will also have the option to take an approved general education course offered in an eight-week format during this final term of the program.

TRANSFER STUDENT GUIDELINES

To view the full Franklin University Transfer & Articulation Manual, please visit: www.franklin.edu/getting-started/transferring-credit/policy-and-procedures/. For information about transferring to Urbana, visit <https://www.urbana.edu/about-us/policies-accreditations/transfer-articulation>.

Applicants from institutions of higher education which are regionally accredited, accredited by organizations recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education, or institutions recognized as candidates for such accreditation may be granted transfer credit based on an evaluation by the University of official transcripts from all colleges previously attended. For coursework from non-accredited institutions, the University has established a formal review process to determine transferability of credit hours on a case-by-case basis. The details of this review process can be found in the Transfer & Articulation Manual referenced above. Credit will be accepted for any college course completed with a grade of "D" or higher, including grades of "Pass" and examination credit, subject to GPA and course requirements pertaining to one's major program. "D" grades are not permitted in major area courses regardless of where the course is taken. Some majors (i.e. Accounting, Computer Science, and Financial Management) may have rules regarding the transferability of credits 10 years or older. Credit will be awarded based on subject matter, prerequisites, level and laboratory requirements.

The student should be aware that Franklin's/Urbana's degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

PROFESSIONAL TRAINING

Transfer credit may be awarded for courses or professional training offered through business and industry. For example, the University awards transfer credit for courses taken through the American Institute of Banking (AIB) or the Life Office Management Association (LOMA). Such credit will be awarded based on the recommendations found in The National Guide to Educational Credit for Training Programs (published by the American Council on Education), or The Directory of the National Program on Noncollegiate Sponsored Instruction. Official transcripts or original certificates of completion must be submitted for evaluation. Nontraditional certificates may also be reviewed for consideration of credit. In addition to official transcripts or original certificates, the student must provide their Academic Advisor with a syllabus or workbook for the course, evidence of a test and the amount of time spent in class.

MILITARY TRAINING

Transfer credit also is awarded for courses taken in the armed services. Such credit will be awarded based on the

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recommendations found in the Guide to the Evaluation of Educational Experiences in the Armed Services. Original military certificates and appropriate military records must be submitted before military credit can be evaluated. Students who are, or have been, in the military will need to submit the following paperwork for possible transfer credit:

- The Joint Services Transcript (JST) is available for Army, Coast Guard, Navy, or Marines personnel with a Basic Active Service Date (BASD) on or after October 1, 1981. Any student meeting the above criteria must submit a JST for evaluation. The JST can be requested by visiting the Joint Services Transcript System website: <https://jst.doded.mil/smart/signIn.do>.
- Active personnel who do not meet criteria listed above for an AARTS must submit a DD295. Separated or retired personnel who also do not meet the requirements must submit a DD214.
- Air Force personnel must submit a transcript from the Community College of the Air Force (CCAF) for a complete military evaluation. Transcripts can be requested by visiting the CCAF website: <http://www.au.af.mil/au/barnes/ccaf/>.

TRANSFER DEFICIENCIES

All courses at the University are offered on a semester credit hour basis (1 quarter hour = .67 semester hour). Students may be deficient in credit hour requirements and degree components, and may fill deficiencies in the following ways (A transfer deficiency occurs when a student transfers less than the required number of credit hours for each course):

- General Education core deficiencies must be met with General Education electives.
- Business/Professional Core deficiencies may be met with Major Area electives or Business/ Professional Core equivalent credit.
- Major Area deficiencies must be met with Major Area electives.
- A student may be required to take additional University elective credits to complete the total credit hours required to earn a specific degree

APPEALS PROCESS

A student disagreeing with the application of transfer credit by the receiving institution has the right to appeal the decision. To submit an appeal, see an Academic Advisor for guidelines and procedures. A course syllabus from the date in which the course was taken will most likely be required for an appeal regarding specific course credit. All decisions for appeals are granted by the Program Chair or Lead Faculty member.

ADDITIONAL GUIDELINES

- Students should review the acceptance and application of transfer credit with their Academic Advisor who may apply appropriate substitutions to major requirements in consultation with the appropriate Program Chair.
- Transfer students must meet University residency requirements (see "General Degree and Residency Requirements").
- Students who wish to declare a major program other than that designated upon entry must confer with an Academic Advisor to determine how transfer credits will apply to the new major program. If they choose to declare a new major program based on the results of that consultation, they will be bound by the requirements in effect at the time they re-declare.
- If students repeat a course equivalent to one for which they have been granted transfer credit, the transfer credit will be removed.
- All submitted transcripts become the property of the University. Duplicates of the transcripts will not be released to a student or a third party.

PLACEMENT TESTING

New degree-seeking students may be required to take University placement tests in reading, writing, and math. Results of these tests determine the required preparatory or developmental education courses that are most appropriate for each individual's knowledge base. These are usually the first courses of enrollment because they are designed to help students succeed by strengthening academic skills and self-confidence.

Students are required to demonstrate reading and writing proficiency at a 9th grade level, as determined by placement tests. This must be demonstrated prior to enrolling for developmental-level courses at the University. Students placing below this 9th grade threshold will not be enrolled in University courses and will be provided resources and pathways to develop their skills. All students have the option for a placement test retake. See specific retake policies below. Students are required to pass all developmental education courses prior to enrolling in any course at the 200 level or above.

The reading and writing placement tests determine the first writing course. The reading placement test is used either to place students into, or exempt them from, the College Reading Skills (COMM 020) course. Students who do not score high enough on the reading test are required to enroll in the College Reading Skills (COMM 020) course within the first 30 hours of coursework at the University. Placement into COMM 020 automatically places a student into College Study Skills and Orientation (COMM 025).

The math placement test determines the initial math course required. New degree-seeking students may waive participating in math placement testing during the admission process. If a student chooses to waive testing during the admission process and has not yet enrolled in Math 040 the student must complete testing by the end of the second registered term. If the student does not test by the end of the second registered term, the student will be required to take Math 040 or transfer in the equivalent or higher mathematics course.

For Franklin based students, ACT or SAT scores may be submitted in lieu of taking placement tests. These exams must have been taken in the past two years. The following tables list ACT and SAT placement categories.

	ACT English	ACT Reading	SAT
Franklin Courses			
ENG 050 Basic Writing I OR ENG 080 College Preparatory Writing	14-15	14-16	330-360
ENG 060 Basic Writing II OR ENG 080 College Preparatory Writing	16-17	17-21	370-480
ENG 120 College Writing	≥18	≥22	≥490
Urbana Courses			
ENG 101 College Preparatory Writing AND ENG 100 Reading and Study Skills	14-17	14-16	330-360
ENG 101 College Preparatory Writing	14-17	17-21	370-480
ENG 120 College Writing	≥18	≥22	≥490

Course	ACT Math	SAT Math
MATH 040 Re-Entry Math	≤18	≤430
MATH 140 Introduction to Quantitative Reasoning or MATH 150 Fundamental Algebra	>18	>430
MATH 160 College Algebra OR MATH 240 PreCalculus	≥22	≥520
MATH 241 Applied Calculus	≥27	≥610
MATH 320 Discrete Mathematics	≥25	≥570
MAT 113 Math for Elementary Teachers (not MCE or ADOL Math)	≥18	≥430
MATH 115 Algebra for Business Applications	≥20	≥480
MAT 226 Elementary Mathematical Statistics or MATH 215 Statistical Concepts	≥22	≥520

If students are dissatisfied with their ACT or SAT score placement, they may take the placement test in an attempt to upgrade placement. Students for whom English is not their native language take the same math placement test, but separate placement tests for Reading & Writing and Listening & Speaking course placement.

Transfer students who have satisfied the University mathematics or English degree requirements at another institution are not required to take placement tests. An official transcript evaluation will determine if appropriate credit has been awarded. Note: transfer students whose cumulative grade point average is below 2.00 (out of a possible 4.00 based on prior college performance) are required to take College Study Skills and Orientation (COMM 025).

Placement tests are administered year round. Admissions and Academic Advisors will advise students on the placement tests required, ACT or SAT score placement, ways to prepare for tests, and retake and/or appeal procedures.

Students may appeal placement for any test if they have reason to believe that a placement test did not give an accurate assessment of their skills. To appeal the results of these tests, students will need to request permission to complete a “retake” assessment, which will cover the same material but will not be identical to the original placement assessment. If permission by the Admissions Advisor or Academic Advisor is granted, there is a one-week waiting period between the original and retake placement test to allow students time to review the placement study guides before re-testing. A \$15 fee is assessed per test for retakes. Subsequent test retakes will be considered after a three-month waiting period. Placement scores will be valid for two years. All placement tests are arranged through the Learning Commons Testing Center on the Main Campus in downtown Columbus, or the Beavercreek location.

Students are not eligible to take a placement test for a course in which they have received a “W” or failing grade, or if it is during or after the second week of a course in which they are currently enrolled.

NON-DEGREE SEEKING STUDENTS

The University encourages qualified individuals to further their education through academic experiences, and provides opportunity for students whose needs may not be best met by applying for admission to a degree-granting academic program. For students who have short-term, specific needs (such as focused skill or knowledge development or transfer credit), a Non-Degree Seeking status is available with approval of the Dean of Students or his/her designee for each term of enrollment. Non-Degree Seeking status is designed for short-term, goal-oriented academic engagement only. After receiving permission to enroll, non-degree seeking students may then register for specific courses of interest after 1) demonstrating that they are adequately prepared to take the desired course, or 2) signing a waiver of any prerequisite or preparation requirements. Adequate preparation for a course at Franklin may be demonstrated through the completion of prerequisite courses, verification for which is required through the Registrar or by transcript. Waivers for courses must be approved by the Lead Faculty for the course. Students who are

granted waivers of prerequisite requirements accept full responsibility for adequate preparation, and for their ability to perform the requirements of the course(s) in which they enroll. Additionally, non-degree seeking students are not eligible for financial aid.

Students interested in taking classes at the University while currently in high school are permitted to enroll as non-degree seeking students. A letter of recommendation is required from the student's guidance counselor or principal indicating that the student is academically capable of attending high school and college level courses concurrently. Applicants over 18 years of age who have not completed high school and who have not received their high school diploma can still be admitted to Franklin University on a provisional basis. Please refer to "Student Admission" for the requirements to be admitted as a degree-seeking student.

COLLEGE CREDIT PLUS (CCP)

The CCP program provides an opportunity for qualified students to take high school and college courses at the same time. This program allows students to earn college credits that can be applied directly toward a bachelor's or an associate degree, and to also become familiar with the rigors of college-level coursework.

Through CCP, students can choose to earn only college credit or both high school and college credit. Any hours approved by the state as part of the College Credit Plus program will be free to the student. Any hours not approved by the state will be billed at the tuition rate set by the state as part of the College Credit Plus program. A memorandum of understanding, signed by the district, will outline whether the district or student is responsible for any tuition cost not covered by the College Credit Plus program.

After completing the application process and meeting eligibility requirements, students can pursue CCP coursework in three ways:

1. Take university courses at their own high school
2. Attend classes on the university campus
3. Take university courses online

Regardless of how the courses are completed, when students finish the CCP program they will have earned college credits that apply towards a degree at the university. Students may also be able to transfer CCP credits to another college or university; however, the acceptance of transfer credit is at the discretion of the receiving institution. Students should verify the transferability of all Level I or II credits before enrolling in CCP courses.

Eligibility and admission requirements vary based on how a student wishes to take CCP courses. Interested students should contact their school guidance counselor, or the CCP office for detailed information about program requirements.

Students may apply for admission by using the university's online College Credit Plus fast application. There is no fee to apply for admission to the CCP Program. To be considered for admission, additional materials, including high school transcripts and standardized test results, must also be provided. Please see the College Credit Plus Admission Requirements for more detailed information about what is required.

APPLICANT QUALIFICATIONS

All CCP applicants must place into College Writing (ENG 120) prior to enrollment. If a CCP applicant wishes to take math or courses for which math is a prerequisite, he/she must achieve placement into Fundamental Algebra (MATH 150). Testing into a lower level of math will not hinder an applicant's enrollment, rather, he/she would not be eligible to enroll in courses for which math is a prerequisite.

PROGRAM REGULATIONS

- All CCP students taking courses online or on campus will be required to attend an orientation with their academic

UNDERGRADUATE

Policies

advisor. Students completing CCP courses in the high school will be provided orientation materials virtually.

- PF 121, Basic Learning Strategies (or UNI 199, University Seminar), must be completed by any CCP students taking courses on the university campus or online before any other college coursework can be attempted as required of all university students. Students who are exclusively taking CCP courses in their high school will not need to complete PF 121/UNI 199. This two-credit-hour course will count toward any total credit-hour allotment provided by the student's high school guidance counselor.

ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

Qualified Franklin students interested in obtaining an officer's commission in the United States Army, Ohio National Guard or Army Reserve may enroll in Army ROTC classes through a contracted agreement between Capital University/Franklin University and the United States Army. Training consists of a combination of classroom and outdoor instruction. Freshman and sophomore students may enroll in the four-year program consisting of the two-year general military course and the two-year professional officer course. There is no military obligation for students in the first two years of the program. Students with a minimum 2.50 cumulative grade point average may apply for Army ROTC scholarships. Applications for scholarships are made during the Fall Trimester and must be completed by March 1. Additional information can be obtained by contacting the Program Chairperson for Military Science at 614.236.7114. Army ROTC courses are taught at Capital University, but credit is awarded by Franklin University.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program is an opportunity for high school students to pursue and receive credit for college level work. A student who has taken an Advanced Placement test in high school and received a score of three, four or five may be awarded University credit. Students wishing to receive advanced placement through this program should arrange for test scores to be sent to the Office of Transfer and Articulation. More specific information about the Program also is available through the Office of Student Services.

ALGEBRA COMPETENCY REQUIREMENT

New students need to meet the Algebra Competency Requirement (except students in subsequent de-gree programs because they have met the overall general education requirements with the bachelor de-gree) in one of the following ways:

- Pass the algebra competency test;
- Transfer in Fundamental Algebra (MATH 150) or higher (College Algebra, Calculus, Finite Mathematics, Discrete Mathematics, etc).
- Transfer in Introduction to Quantitative Reasoning (MATH 115) AND Statistical Concepts (MATH215) (For Non-STEM majoring students only)
- Transfer in Introduction to Quantitative Reasoning (MATH 115) AND pass Statistical Concepts (MATH215) at Franklin University (For Non-STEM majoring students only)
- Pass Fundamental Algebra (MATH 150) at Franklin University
- Pass Introduction to Quantitative Reasoning (MATH 115) AND Statistical Concepts (MATH215) at Franklin University (For Non-STEM majoring students only)

PREREQUISITES

1. The prerequisites for Fundamental Algebra (MATH 150) are Re-Entry Mathematics (MATH 040) (or pass the Re-Entry Mathematics placement test) and Learning Strategies (PF 321).
2. The prerequisites for Statistical Concepts (MATH 215) are Introduction to Spreadsheets (COMP 106) AND Fundamental Algebra (MATH 150) or Introduction to Quantitative Reasoning (MATH 115) (For Non-STEM Majoring students only).

Student Registration

Franklin University

Students must register for class at least one week prior to the session start date. Currently enrolled students can add or drop courses by accessing their WebAdvisor link under the shortcuts tab at <https://my.franklin.edu>. Students utilizing this method of registration must still adhere to current University regulations regarding adding courses. Students can also register by completing a Course Add/Drop Form (available in the Office of Student Services or the Academic Advising Resource Center at <https://profiles.franklin.edu>) and submitting it in one of the following ways:

- email to advising@franklin.edu (from your email.franklin.edu account)
- mail to: Student Services, Franklin University, 201 S. Grant Ave., Columbus, Ohio 43215-5399
- drop-off at any Franklin University location
- schedule an appointment with an Academic Advisor

After a student has submitted a Course Add/Drop Form, the completion of required course prerequisites will be verified. Completed registration requests will appear in WebAdvisor on the student's my.Franklin account. Late registration or course additions after published registration deadlines are only accepted with Lead Faculty and Academic Advisor permission. Students with prior financial balances or financial aid "holds" must contact the Business Office prior to registering. All transcripts from all high schools and colleges attended are required. The omission of any transcript from a student's application will result in a hold placed on that student's account, prohibiting them from all future course registration until the missing documentation is provided.

Urbana University

Approximately two weeks before the scheduled registration, all enrolled students will begin consultation with their academic advisor. The academic advising period begins upon release of the course schedule for the following semester. During this period, students consult with academic advisors who assist in the planning of students' academic schedules for the following semester. Each student must have his/her advisor's approval in order to be registered and is expected to register within published dates. It is the student's responsibility for registering in appropriate classes, scheduling, and fulfilling all university and program requirements for graduation.

CROSS-REGISTRATION

Franklin University participates in a cross-registration system with the other colleges and universities in the Higher Education Council of Columbus (HECC). These institutions are Capital University, The Columbus College of Art and Design, Columbus State Community College, DeVry University (Columbus, Ohio location only), Ohio Dominican University, The Ohio State University, Otterbein College, and the Pontifical College Josephinum.

Cross-registration allows full-time students at Franklin University to register for enrichment classes at other HECC institutions. Students will register, pay tuition and receive grades at Franklin University. To participate, undergraduate students must have earned at least 24 credit hours at Franklin University and must have a minimum cumulative grade point average of 2.00. Course selection is limited to one per trimester and may not be more than a total of three per lifetime. Also, students may not cross-register for a course that is available at Franklin University. Cross-registration is not permitted during Summer Trimester.

Students must meet with the Registrar to make arrangements to cross-register.

Urbana Branch Campus membership in the Southwestern Ohio Consortium for Higher Education (SOCHE) offers additional opportunities for academic enrichment to students in member schools. Regularly enrolled full-time students of Consortium institutions may register for credit courses at other member institutions on a space available basis at no extra charge provided they meet the Consortium rules and regulations. To apply for cross registration, students should consult the Office of the Registrar at the host school for course offerings, class schedules, and cross registration dates. After selecting the desired course(s), the cross registration form must be completed and given to the Registrar at Urbana University for signature. The student may wish to check with the host school's Registrar by phone to determine whether the course is still open. The student should retain a copy to demonstrate proof of cross registration. The student should become familiar with the rules and procedures of the host school and be sure these are compatible with the rules and procedures of the home school. Problems should be discussed with the University Registrar.

AUDIT COURSES

No credit is given for audited courses. Each auditor must do all the work required of a student enrolled in the course for credit, except take examinations. Fees and tuition for auditing are the same as those charged when courses are taken for credit. Audit status must be indicated in writing to the Office of Student Affairs no later than the end of the first week of the session in which the class is to be audited. Once a course has been audited, the student may not complete the course for credit. Fees may apply.

HONORS PROGRAM (Urbana)

Students interested in participating in the William G. Edwards Honors Program at the Urbana Branch Campus must complete an Honors application. Admissions are comprehensive and based on a number of areas, including standardized test scores, GPA and curriculum strength, critical thinking skills, writing ability, intellectual curiosity, extracurricular and community engagement, and contributions to diversity in the program and on campus. We encourage any interested students to complete an Honors application. The application process is intended to help applicants display merit through a personal statement, writing sample, letter of recommendation, and interview. These, along with high school records and standardized test scores, give a broader, more complete picture of each student's potential for success in the Honors program.

The Honors committee reviews all completed applications and makes admission decisions after the interview portion is completed. Applicants are informed in writing of the committee's decision. More information on the Honors program can be found on the website.

Academic Policies

ACADEMIC CREDIT AND COURSELOAD

Students should plan academic loads in consultation with an Academic Advisor. For traditional courses, one hour of study should be allocated for each hour of classroom work. For accelerated courses, students should plan on 8-12 hours of work per week outside of class, depending upon the nature and length of the course. Academic load is designated as follows:

Full-time:	12 or more credit hours
Three-fourths time:	9-11 credit hours
Half-time:	6-8 credit hours
Less than half-time:	1-5 credit hours

Laboratory courses normally carry one credit hour for each two hours spent in the laboratory. All courses carrying the same title (regardless of delivery method) are identical in quality and include the same educational outcomes and course objectives.

Based on the Credit Hour/Load Hour chart below, a student will be required to gain approval for more than 18 credit hours in one trimester or 18 load hours in any portion of the trimester. Approval is through the Program Chair, with input from the Academic Advisor.

See your Academic Advisor for the Overload Request Form. Requests for course overloads will be evaluated based on outside workload, cumulative GPA (3.0 or higher is generally required), types of courses requested, academic strengths and weaknesses, and motivation. A written explanation of the reason for the overload must be submitted along with the Overload Request Form.

A credit hour and load hour are equal with one exception. Load hours for all accelerated courses are twice the credit hours. The chart below equates the credit and load hour for most of our courses.

The majority of Franklin University students are working full time with outside responsibilities and commitments. It is highly recommended that these students continue to register for classes averaging 8-12 credit hours each trimester or 12 load hours in any portion of a trimester. Only students working part time or with minimal outside commitments should consider registering for classes at the maximum credit hour/load hour. The workload of accelerated courses will be emphasized through the Learning Strategies (PF 121/321) course.

<u>Course Credit Hour and Load Hour Equivalency</u>		
Course	Credit Hours	Load Hours
12, 15, & 16-week	2	2
12, 15, & 16-week	3	3
12, 15, & 16-week	4	4
6, 7, & 8-week	2	4
6, 7, & 8-week	3	6
6-week	4	8
6-week	1	2
3-week	2	8
3-week	1	4

Class Level

The following chart defines student class levels:

Freshman:..... 0-29 credit hours

Sophomore:..... 30-59 credit hours

Junior:..... 60-89 credit hours

Senior:..... 90 or more credit hours

DEGREE AND MAJOR PROGRAM REQUIREMENTS

Declared Major

Students who are seeking a degree must meet all the requirements for the degree(s) and major program(s) in effect at the time they declare in writing a specific degree and major and earn credit toward the degree. However, students may elect to pursue updated degree and major program requirements specified in a subsequent Academic Catalog. Program Chairs have the authority to consider appropriate substitutions to major program requirements. Special regulations concerning transfer credit are explained under the section "Transfer Student Guidelines."

Undeclared Major

Students who are seeking a degree but have not selected a major program are classified as "undeclared," and will be expected to meet all course prerequisite requirements.

Re-Entering Students

Students must meet with an Academic Advisor prior to registering for classes if it has been one year or more since they completed a trimester at the University. Students must complete a Re-Entering Student Application to update their records. Students who do not complete any courses at the University for five years or more must complete the requirements in effect when they return.

Changing Majors

Students changing majors must complete the major area requirements and associated General Education and/or Business/Professional Core requirements in effect at the time the major declaration notice is filed with the Academic Advisor.

Rate of Progress

Students seeking a degree must attain the requirements for an associate's degree within four years or the requirements for a bachelor's degree within eight years of the first trimester completed under a declared major program. Thereafter, a student is bound by current Academic Catalog requirements.

Specific major programs may have more stringent requirements. Students should refer to the sections of the Academic Catalog that describe particular major programs.

Additional Major(s)

Students may elect to complete the requirements of more than one major program. Each major program successfully completed will be documented on the student's academic record, noting both the major programs and dates of completion. Students adding majors must complete the major area requirements and associated General Education and/or Business/Professional Core requirements in effect at the time the major declaration notice is filed with the Academic Advisor.

Minors

Minors provide the opportunity to use elective courses to gain knowledge or skills that complement a major program. Minors may be completed prior to, or subsequent to, the completion of the bachelor's degree. Once completed, a minor will be posted to the transcript of students who have earned their bachelor's degree at the University.

GENERAL DEGREE AND RESIDENCY REQUIREMENTS

Overall Residency Requirements

Students seeking a bachelor's degree must complete a minimum of 30 credit hours at the University to be eligible for a degree. Students seeking an associate's degree must earn 20 credit hours overall in residence at the University to be eligible for a degree.

Course Level Requirements

A student must have 40 credit hours overall that are equivalent to 300/400 level University courses for a bachelor's degree. A student must have a minimum of 12 credit hours of courses that are equivalent to 200 level or above for an associate's degree.

Business Core Requirements

Majors that have Business Core requirements are Accounting, Applied Management, Business Administration, Business Forensics, Energy Management, Entrepreneurship, Financial Management, Financial Planning, Forensic Accounting, Human Resources Management, Logistics Management, Management & Leadership, Marketing, Operations & Supply Chain Management, and Risk Management & Insurance. The Business Core is the foundation of the related academic disciplines appropriate for a baccalaureate degree in business. The purpose of the Business Core is to provide students with a conceptual understanding of organizations, how the functional areas interrelate to achieve organizational goals, and how to apply professional decision-making competencies and technical skills in today's environment. After completing the Business Core, graduates will be able to:

- analyze an organization's accounting information in order to develop sound business decisions
- identify and apply valuation models relevant to an organization's financial decisions
- identify the impact of forces influencing the major functional areas of business (e.g., ethical, legal, technological, economic, global and social)
- apply marketing activities to the delivery of goods and services in business-to-business and business-to-consumer markets
- apply interpersonal and resource management skills to enhance business success

Business Principles (BSAD 110) is a Business Core prerequisite. Transfer students with the equivalent of four business courses are not required to take Business Principles.

Major Area Requirements

A student must have 20 credit hours in the major area that are equivalent to 300/400 major level courses for a bachelor's degree. A student must have 12 hours of major area courses that are equivalent to 200 level or above for an associate's degree. A minimum 2.25 GPA is required in the major area for students enrolled in either the associate's or bachelor's degree programs, and each major course must be completed with a grade of "C" or better to count toward degree requirements.

Capstone Requirement

The capstone course cannot be transferred into the University. This is a course designed to integrate and assess the learning outcomes specific to each major as a whole. This course should be taken as the last major course. If, given the academic scheduling process and the student's projected graduation date, this is not possible, then the student should have Senior Standing (90 or more credit hours), plus the skill-based General Education courses (COMM, SPCH, ENG, MATH, COMP), all business or professional core courses, and the capstone prerequisite courses.

Subsequent Degree Requirements

Students pursuing subsequent bachelor's degrees must earn in residency a minimum of 30 credit hours at the 200 level or above, of which a minimum of 16 credit hours must be major area courses equivalent to 300/400 level courses.

Additional Degree Requirements

Students seeking an additional bachelor's (or associate's) degree must successfully complete a minimum of 30 credit hours (including the major requirements) after the first bachelor's (or associate's) degree was awarded (See also "Subsequent Degree").

Transfer Credit

Transfer credit and credit awarded on standardized exams, proficiency exams or portfolio credit awarded by another institution will not count toward the residency requirement the University. Credit awarded based on proficiency examination or portfolio evaluation conducted by Franklin University/Urbana Branch Campus may apply as appropriate major area credit, but will not reduce the hours required toward the residency requirement.

Degree Requirements

To be awarded a degree, students must:

1. Successfully complete all courses required in the degree program (including General Education),
2. meet these grade point average (GPA) requirements:
 - attain a minimum cumulative GPA of 2.00, and
 - attain a minimum GPA of 2.25 in the major area, and each major area course must be completed with a grade of "C" or better to count toward degree requirements,
3. complete the residency requirement,
4. complete the payment of all requisite tuition and fees, and
5. not be under disciplinary dismissal due to academic dishonesty or a violation of the Student Code of Conduct

GENERAL EDUCATION

Curriculum Development Team

Nimet Alpay, Ph.D., Lead Faculty (Statistics)
Katie Brown, M.A., Lead Faculty (History)
Tingting Cai, Ph.D., Assistant Professor (Science)
Brenda Jones, Ph.D., Lead Faculty (Speech, Communications)
JoJo Joseph, Ph.D., Lead Faculty (Chemistry)
Michael Klingler, M.A., Lead Faculty (Learning Strategies, Writing)
Kody Kuehnl, Ph.D., Lead Faculty (Science)
Ladorian Latin, Ph.D., Lead Faculty (Mathematics)
Jenine Larabee, M.A., Lead Faculty (ESL)
Robert Miller, Ph.D., Lead Faculty (Math)
Michael W. Posey, Ph.D., Lead Faculty (Communications, Humanities)
Meghan Raehll, M.A., Lead Faculty (World Religions)
Kelly Renner, Ph.D., Lead Faculty (Psychology)
Nicholas Smith, M.A., Lead Faculty (Communications)
Isidoro Talavera, Ph.D., Lead Faculty (Philosophy)
Aimee Wagner, M.S., Lead Faculty (Science)
Alison Witte, Ph.D., Lead Faculty (English)

General Education Mission Statement

General Education at Franklin University and the Urbana Branch Campus contributes to the development of foundational skills and the acquisition of general knowledge. This experience is fundamental to a career focused education and serves to promote lifelong learning.

Foundational skills are learned capacities that students can transfer from higher education contexts to work, home, and community. General knowledge is the intellectual basis of the academic disciplines appropriate for a baccalaureate degree.

General Education Outcomes

Graduates will be able to:

1. Communicate effectively
2. Apply logical thinking and critical analysis
3. Apply ethical analysis and reasoning
4. Demonstrate scientific literacy
5. Use mathematical information and processes
6. Reflect on global interdependence as it may relate to personal responsibility and societal obligations
7. Recognize, analyze, and evaluate humanities artifacts
8. Apply fundamental concepts, theories, and research methodologies of the social and behavioral sciences into personal, social, and professional contexts

These outcomes are emphasized in the General Education courses. Through the University course design model, these foundational outcomes are also integrated throughout the curriculum.

General Education Requirements

A minimum of thirty-six (36) hours of General Education coursework must be included in each baccalaureate program of study. Exceptions are granted only with the agreement of the Academic Advisor and Program Chair and based on demonstrated proficiency. General Education electives may be selected from the college level humanities, social sciences, economics, mathematics, science, communication, writing, and professional foundations offerings. The General Education curriculum supports the Transfer Module adopted by the Ohio Department of Higher Education (ODHE) for the state's public universities and community colleges and adheres to ODHE's minimum General Education requirements for Associate of Science, Associate of Arts and Baccalaureate degrees.

If needed, English, reading and mathematics placement tests determine which, if any, developmental education courses are required. Students placing into these courses must pass them prior to enrolling in any course at the 200 level or above. Developmental education courses carry institutional credit only and do not count toward degree requirements for graduation.

All students are required to pass College Writing (ENG120), either Basic Learning Strategies (PF 121), Learning Strategies (PF 321), or University Seminar (UNI 199) (whichever applies) and either Speech Communication (SPCH 100) or Interpersonal Communication (COMM 150) prior to enrolling in any other course at the 200 level or above. Either PF 121 or PF 321 must be taken prior to the first BLF course, or it may be taken concurrently with the first 15-week BLF course. Students who enroll at Franklin with 30 or fewer hours of transfer credit are required to pass Basic Learning Strategies (PF 121) in place of Learning Strategies (PF 321). Students must also meet the University algebra competency requirement.

General Education Requirements for Completion Programs

Franklin has designed several Bachelor of Science degree completion programs. These are designed for students who have completed an associate's degree in one of the related areas: various applied health associate's degrees for

Allied Healthcare Management; various technical associate's degrees for Applied Management, Energy Management, Entrepreneurship, and Logistics Management; various technology associate's degrees for Information Technology; various technical associate's degrees for Interactive Media Design; various technical associate's degrees for Logistics Management; an associate degree or diploma in Nursing; and various public safety associate's degrees (police science, corrections, EMS, fire safety) for Public Safety Management. Students entering these programs with an Associate of Applied Science (A.A.S.) or technical training and other college credit must satisfy General Education requirements for the program for a minimum of 36 hours of General Education.

TAKING GRADUATE COURSEWORK FOR ELECTIVE CREDIT

Students may select up to eight credit hours of select graduate coursework for elective credit or to meet Major Area requirements while enrolled in an undergraduate program. The specific credit hour maximum per graduate program (in order to adhere to the Higher Learning Commission requirement of 30 graduate credit hours above the baccalaureate degree) are:

Maximum UG Elective Credits	Graduate Program	Total Graduate Program Hours
4	Master of Business Administration, Master of Healthcare Administration, Master of Science in Business Psychology, Master of Science - Computer Science	36 credit hours
8	Master of Public Administration, Master of Science in Human Resource Management, Master of Science - Marketing & Communication, Master of Science in Nursing	40 credit hours
0	Master of Science in Accounting, Master of Arts in Criminal Justice Administration	30 credit hours
0	Master of Science - Instructional Design & Learning Technology	32 credit hours

To be eligible, students must:

- have achieved Senior standing (90 or more credit hours);
- have earned a cumulative GPA of 3.0 or higher in undergraduate coursework with no unresolved Incomplete grades (Students with a cumulative GPA between 2.75 and 2.99 may petition the graduate Program Chair for permission);
- and obtain approval from their Academic Advisor and the relevant graduate Program Chair.

Students may take no more than one graduate course in a session. All course prerequisite requirements must be met.

UNDERGRADUATE/GRADUATE JOINT PROGRAMS OF STUDY

The Joint Programs of Study option affords Franklin University undergraduate students, who are interested in pursuing a graduate degree at Franklin University, the opportunity to enroll in graduate coursework that may serve as university elective coursework in meeting the hour requirements for the Baccalaureate degree. Students pursuing this option generally complete both the Baccalaureate and Master's degrees in less time and fewer semester hours than pursuing the two degrees consecutively.

Acceptance into one of the undergraduate programs of study at Franklin University does not ensure or guarantee acceptance into a Franklin University graduate program. Students must meet the admission requirements of the graduate program and be admitted into a graduate program of study in order to pursue the Joint Programs of Study

option. Each program of study in the graduate program is governed by its respective program criteria and academic standards set forth in the Academic Bulletin. Application for enrollment into a graduate program must be submitted two terms prior to commencing graduate level coursework. Undergraduate students who are accepted into one of the graduate programs will be concurrently enrolled in both the undergraduate and graduate programs. Any graduate course used in the undergraduate area may not be counted if a grade of "C" or less is earned.

It is recommended that students planning to pursue joint programs of study discuss their plans with their Academic Advisor.

SUBSEQUENT DEGREE(S)

The subsequent bachelor's degree is open to learners who have completed a bachelor's degree or higher from a regionally accredited college or university. (For international students with a three year baccalaureate degree, the bachelor's degree needs to be accredited by the ministry of education or equivalent government ministry in the particular country.) Each candidate for a subsequent degree must earn in residence at Franklin University a minimum of 30 credit hours at the 200 level or above, of which a minimum of 16 credit hours must be in major area courses at the 300 or 400 level.

The grade point average (GPA) for the subsequent degree is based on courses taken for the subsequent degree. For students with a bachelor's degree from Franklin University, the number of credits required after the first bachelor's degree was awarded must be substantial (normally 30 credits); otherwise the GPA will be cumulative. For major program and degree requirements, refer to the Academic Bulletin subsequent degree listings for specific programs.

TRANSIENT STUDENTS

A degree-seeking student who wishes to complete coursework at another regionally accredited college or university and then apply it toward a Franklin University or Urbana Branch Campus degree may complete a Course Equivalency Form to find out in advance how the course(s) will transfer. The student also should attach a copy of the catalog description for the course in question. Students who follow this procedure will be notified concerning how the course(s) will transfer (equivalency and degree applicability). Students who do not obtain such assurance run the risk that the coursework may not apply toward the degree as intended. To be awarded transfer credit, a student must arrange for the institution at which the credit was earned to forward an official transcript to Franklin University or the Urbana Branch Campus.

As stated under "Academic Credit and Course load," a student is not permitted to carry more than 18 load hours per session at the University or in total at the University and concurrently at any other college or university without permission of the Academic Advisor and Program Chair. Unless permission is granted, credit in excess of the 18 load hour limit will not be transferred to the University.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Servicemembers Opportunity Colleges' (SOC) mission is to improve lifelong outcomes of Service Members by connecting them to quality credentials aligned with high growth career pathways.. SOC institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. Additional information can be found at www.gosoced.org.

Franklin University is also a GoArmyEd partner. GoArmyEd allows currently serving Army personnel who meet eligibility requirements to complete a two-year Associate of Science or a four-year Bachelor of Science, and/or a Graduate degree while they serve their country. Coursework taken per the Student Agreement will be transferred to Franklin University according to the SOC Transferability Tables. The Student Agreement allows the soldier to complete a degree even after separation from military service, with the assurance that coursework will transfer to Franklin University.

GRADE REPORTS

Students may view and print grades online. No grades will be released by telephone.

TYPES OF GRADES

The following grades are used to calculate a student's grade point average (GPA):

A • Superior.....	4 points
B • Good	3 points
C • Adequate.....	2 points
D • Marginal.....	1 point
F or IF • Unacceptable.....	0 points
Z • Administrative Withdrawal (Failure).....	0 points

The following grades and symbols also are used, but they do not affect the grade point average.

P	Pass — calculated only in hours earned
NC	No credit
NP	No credit
NZ.....	Administrative Withdrawal (for courses taken P/NC)
W	Withdrawn from a course
I	Incomplete — must be completed within 30 days after the beginning of the next trimester. In a Pass/No Credit course, an Incomplete converts to "NC" after the deadline. In a letter graded course, an Incomplete converts to "IE" (Incomplete/Failed) after the deadline. "IE" is calculated in the GPA.
DR.....	Grades of "D" are changed to "DR" and not calculated in the GPA if a student has retaken the identical course for credit.
FR	Grades of "F" are changed to "FR" and not calculated in the GPA if a student has retaken the identical course for credit.
EM	Credit by examination
K.....	Credit transferred from another institution
PC	Experiential Learning Credit
AK, BK, CK ..	Credit granted after the Forgiveness Policy
DK, FK	Credit not granted after the Forgiveness Policy
AU.....	Audit
AX, BX, CX ...	Repeat of a course previously passed. The grade is calculated in the GPA, but hours do not count toward cumulative hours earned.
PX	Repeat of a developmental education course previously passed. Hours do not count toward cumulative hours earned.

GRADES IN PREREQUISITE COURSES

Students must pass courses that are prerequisites to other courses. A grade of Incomplete (I) is not sufficient for continuation to the second course. This rule may be waived only by written permission of an Academic Advisor in consultation with the appropriate Program Chair.

GRADING GUIDELINES

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's

achievement in individual assessments (assignments and activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Students work is assessed according to the guidelines below.

Course-level Grading Guidelines:	
A	90—100% of the total possible points.
B	80—89% of the total possible points.
C	70—79% of the total possible points.
D	60—69% of the total possible points.
F	<60% of the total possible points.

ASSESSMENT (ASSIGNMENT & ACTIVITIES) GRADING GUIDELINES

Grade:	Guidelines (where applicable):
A Superior Academic Work	Assessment of the learning outcomes indicates superior evidence of: <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
B Good Academic Work	Assessment of the learning outcomes indicates solid evidence of: <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
C Adequate Academic Work	Assessment of the learning outcomes indicates sufficient evidence of: <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
D Marginal Academic Work	Assessment of the learning outcomes indicates minimal evidence of: <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
F Unacceptable Academic Work	Assessment indicates learning outcomes were not met.
I All course work has not been completed Incomplete	All course work has not been completed <ul style="list-style-type: none"> • One or more assignments have not been completed by the student • The student is currently passing the course • Typical factor for granting an Incomplete is a family emergency or some other unexpected occurrence that prevented submission of required assignment(s) • Awarding of an Incomplete grade is at the discretion of the professor

RETAKING A COURSE FOR CREDIT

Students who have previously earned grades of “D” or “F” in any course currently offered at the University and who wish to improve their GPA may retake the identical course. Students may register in the normal manner.

Upon completion of the repeated course, the previously earned grade will be converted to “DR” or “FR” and cumulative averages only will be recalculated. Neither “DR” nor “FR” grades will be counted in the GPA. The earned grade in the retaken course will be counted in the student’s GPA for the trimester it is retaken. Credit for the course will be given only once.

This policy does not, at any time, supersede the required minimum academic standards for continued enrollment as defined in the Academic Catalog. Students retaking courses should consult the Financial Aid office to determine the consequences of financial aid or veterans benefits in course retakes.

DEGREE AUDITS

Students who have earned 45 credit hours toward an associate’s degree or 90 credit hours toward a bachelor’s degree may review their degree audit. A degree audit is an official document indicating the number of credit hours and specific courses that are still needed to complete the requirements for the associate’s or bachelor’s degree.

MIDTERM GRADES

For all Urbana University students, midterm grades of “D” or “F” are reported by faculty and made available to the students, their academic advisors, and the Dean of Students.

HONORS

Trimester Honors

Students completing eight or more undergraduate hours of letter-graded courses during any trimester who achieve a GPA of 4.00 are placed on the President’s List for that trimester. Students completing eight or more undergraduate hours of letter-graded courses during a trimester who achieve a GPA of 3.50 - 3.99 are placed on the Dean’s List for that trimester.

Graduation Honors

Each trimester, certain graduating students are recognized for excellence in academic achievement. Such recognition is indicated on the student’s diploma, made a permanent part of their academic record, and announced at commencement.

Summa Cum Laude

Awarded to those who have achieved a minimum 3.90 cumulative GPA in undergraduate coursework.

Magna Cum Laude

Awarded to those who have achieved a 3.70 - 3.89 cumulative GPA in undergraduate coursework.

Cum Laude

Granted to those who have achieved a 3.50 - 3.69 cumulative GPA in undergraduate coursework.

ACADEMIC STANDARDS

PROBATION

An undergraduate student whose cumulative grade point average (GPA) is below 2.00 will be notified of academic probation as a warning that academic performance is below acceptable standards. Students using veteran's benefits will not be eligible for benefit certification while on academic probation for more than two consecutive academic terms.

SUSPENSION

Academic suspension is the cancellation of enrollment eligibility for one academic term. Students are placed on suspension when their cumulative GPA is below the minimum required for continued enrollment compared to credit hours attempted at Franklin University/Urbana Branch Campus, as indicated by the following:

20-29 Credit Hours Attempted with a Minimum GPA of 1.10

30-59 Credit Hours Attempted with a Minimum GPA of 1.50

60-89 Credit Hours Attempted a Minimum GPA of 1.70

90-99 Credit Hours Attempted with a Minimum GPA of 1.90

100 and above Credit Hours Attempted with a Minimum GPA of 2.00

Required Standards of Academic Progress (SAPs) for financial aid eligibility, athletic eligibility, and eligibility to participate in designated extracurricular activities may differ from the above scale. Students receiving financial aid should contact the Financial Aid office for clarification of these regulations.

DISMISSAL

Academic dismissal is cancellation of enrollment eligibility at Franklin University/Urbana Branch Campus. Usually, dismissal occurs only after students have been placed on academic suspension, been reinstated and failed to achieve acceptable academic progress within a specified time.

READMISSION PROCEDURES

Academically-suspended students seeking readmission to the University are required to meet with the Registrar and attain specific academic goals for continued enrollment.

Students may appeal actions based on the University's academic standards to the Academic Readmission Committee. Students must appeal in writing to the University Registrar and include permission to release their University records to the Committee. Appeals must be submitted at least two weeks prior to the start of a trimester. The Committee will require readmitted students to meet specific academic goals for continued enrollment.

FORGIVENESS POLICY

The Forgiveness Policy was designed to be used only by former students whose previous academic performance at the University was extremely poor (as determined by a cumulative GPA lower than 2.0), but who wish to return to the University. Usually, persons seeking permission to use the Forgiveness Policy have not been students at the University for several years. However, occasionally it is appropriate for permission to be granted to students who have no break in attendance.

This policy gives students a one-time opportunity to have their GPA recalculated. Credit is granted for courses with

a grade of "C" or better. The GPA is then based only on courses completed after implementation of the policy. To be eligible for any degree, students using the Forgiveness Policy must complete a minimum of 40 credit hours after implementation and are required to follow major program and degree requirements in effect when permission is granted. Questions regarding financial aid and veterans benefits should be directed to the Financial Aid office.

The Academic Readmission Committee has the authority to grant or deny permission to use the Forgiveness Policy. Students interested in further information should contact their Academic Advisor or the University Registrar no later than 30 days prior to the start of the trimester in which they request the policy to be implemented.



GRADUATE POLICIES

Franklin University's Graduate Education Vision & Values

Vision

To be a vibrant learning community where faculty, staff, and graduate students collaborate and engage in scholarly activities to improve professional practice, society, and the world.

Mission

Graduate Education at Franklin University provides a high quality, engaging, and applied learning experience preparing a diverse community of learners to achieve their goals, enrich their professions, and strengthen their communities.

Philosophy

Since 1993, Franklin University has been serving the needs of graduate students who are pursuing an advanced degree to grow as leaders in their organizations, professions, and communities.

The cornerstones of graduate education at Franklin University are:

- Ensuring a high quality, engaging, and practice oriented educational experience.
- Fostering a vibrant and collaborative learning community
- Providing co-curricular opportunities for academic and professional growth
- Responding to the need for leaders in the professions, community, and world.

STUDENT ADMISSION

The admission process reflects Franklin University's efforts at clearly identifying the performance standards that can help predict student success in graduate level study. The selection criterion for Franklin's graduate programs, as determined by faculty, emphasizes academic ability, contributory work experience, admission essay, and personal qualities and characteristics.

Requirements for admission to a masters degree include having earned a bachelor's degree from a regionally accredited institution with at least a 2.75 GPA on a 4.0 scale (No particular previous course of study is required to apply). The candidate's work history, and other personal qualities and characteristics will be considered as well. Submission of official transcript from the educational institution where the bachelor's degree was earned is required.

Domestic applicants seeking enrollment into a Franklin University Masters Program who do not meet the minimum entrance requirements may be considered for conditional admission into a program. An applicant must have a bachelor's degree from a regionally accredited institution to be eligible for conditional admission. The applicable graduate faculty may grant conditional admission, if the candidate shows evidence of graduate potential after a comprehensive review of the candidates's transcript(s), admission essay, resume/work experience, and references. Applicants who are conditionally admitted to a graduate program are required to achieve a final grade of B (3.0 GPA) or better in their first course at Franklin in order to remain in that program and as a University student.

If an applicant has earned a bachelor's degree from a regionally accredited institution, but the GPA is below 2.75 (on a 4.0 scale), then an evaluation of the GMAT or GRE scores (varies by program) may be required. The candidate's work history, references, and other personal qualities and characteristics will be considered as well.

Prospective doctorate students must meet the following requirements for acceptance into any doctorate program:

- A completed master's degree from a regionally accredited institution
- Master's degree cumulative GPA of 3.0 on a 4.0 scale
- If an applicant's GPA is below 3.0, then the Graduate Management Admittance Test (GMAT) will be required.

A combination of the GPA and GMAT score will be used to evaluate acceptance for admission. The GMAT must have been taken within the last five years

For applicants who are not U.S. citizens and for whom English is not their primary language, all graduate programs require a score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based) or higher on the Test of English as a Foreign Language (TOEFL), a score of 6.5 on the International English Language Testing System (IELTS), or ACCU-PLACER ESL scores of 101 (Reading Comprehension) and 5 (WritePlacer). There is a listing on the Franklin University website that exempts students from English-speaking countries outside the United States <http://www.franklin.edu/getting-started/international-students/international-requirements>.

PROGRAM SPECIFIC REQUIREMENTS

Prospective students for a masters degree must earn a grade of "C" or better in all undergraduate prerequisite courses before being admitted into a specific graduate program.

Master of Science in Accounting requires completion of Financial Accounting, Managerial Accounting, Intermediate Accounting I, Intermediate Accounting II, and Auditing courses.

Master of Science - Computer Science requires completion of Discrete Mathematics, Introduction to Computer Science, Object-Oriented Data Structures & Algorithms I, and Fundamentals of Operating Systems courses.

Doctor of Business Administration - Management requires a minimum of 30 hours of graduate coursework in a business-related field.

Doctor of Healthcare Administration requires a minimum of 30 hours of graduate coursework in a healthcarerelated field.

Doctor of Professional Studies – Instructional Design Leadership requires a minimum of 15 hours of graduate coursework in an instructional design-related field or 3 years of work experience in training, instructional design, or education technology. Professional credentials, licenses, certificates, or other related advanced professional designations will also be accepted and considered as a part of the professional experience.

INTERNATIONAL STUDENT ADMISSION

U.S. Citizenship and Immigration Services (USCIS) defines an alien as "any personal not a citizen or national of the United States" (2015) and a nonimmigrant as "an alien who is admitted to the United States for a specific temporary period of time" (2015), including students, visitors, and temporary workers. Nonimmigrants within the United States and foreign nationals outside the United States who wish to apply for admission to Franklin University are considered international students and pursue admission through the Office of International Students and Programs. The Office of International Students and Programs can be contacted at 614.797.4700, toll-free 1.877.341.6300, or via email at: ois@franklin.edu.

International students must submit the following to be considered for admission to graduate programs at

Franklin University:

- A completed application for admission, available at <https://apply.franklin.edu>
- official transcripts from each post-secondary institution attended. Please note: Transcripts from institutions outside the US must be submitted to an approved transcript evaluation agency, a list of which is available at <http://www.naces.org/members.html>. Please request a course-by-course evaluation and request that the evaluation be submitted directly to Franklin University. Transcripts from institutions within the U.S. must arrive at Franklin University in an official, sealed envelope from the institution;
- official proof of English proficiency;
- an admission essay that serves as an essential writing sample and provides insight to satisfy admission criteria; and
- a résumé or curriculum vitae, including the names and contact information of three professional or academic references.

In addition, international students intending to enter the U.S. on an F-1 visa and/or attend Franklin University in F-1 immigration status must submit the following in addition to all other required admissions materials:

- a financial sponsorship form signed by the student and sponsor;
- financial statements from the sponsor that demonstrate sufficient funding for the student's intended program; and
- a copy of the biographical information page of the international student's passport.

Additional funding and information will be required if the international student intends to include dependents in F-2 immigration status.

Individuals who are immigrants (e.g. Lawful Permanent Residents, Political Asylees, and Refugees) and wish to apply to one of Franklin University's graduate programs need to contact Graduate Admissions for assistance at 614.797.4700, toll-free 1.877.341.6300, or via email at graduate.admissions@franklin.edu. Immigrant applicants may be required to submit documentation of legal status in the U.S.

INTERNATIONAL STUDENT HEALTH INSURANCE

Health insurance coverage is required for all international students in F-1 status. Insurance premiums are billed automatically to the student's tuition account upon registration for courses. A waiver of this health insurance coverage may be granted to students who meet the waiver requirements and submit the waiver petition and documentation to the insurance broker by the beginning of each term. Students taking a vacation trimester may elect to continue insurance coverage by completing a bridge application. Spouse and dependent coverage is also available. Forms and additional information regarding this insurance requirement may be obtained from the Office of International Students and Programs.

Franklin University does not provide health insurance to domestic students.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Prospective students must demonstrate English Language Proficiency. The requirement is met through any of the following:

- The applicant is a citizen of a country where English is the official language.*
- The applicant has received a bachelor's degree (or higher) from an institution located in an [English-speaking country](#) in which the courses were taught in English.*
- The applicant has earned appropriate scores on language proficiency exams taken within the last two years, as listed below.

*A list of English-speaking nations can be found [here](#).

Students applying for admission to graduate programs to be attended in the U.S. must submit official English proficiency scores from one of the approved exams: TOEFL, IELTS, Cambridge English, or Accuplacer ESL. Minimum overall and subsections, listed in the table below, must be met.

TOEFL	IELTS	ACCUPLACER ESL	Cambridge English Scale
Reading 20/30	Reading 6.5	Reading 100	Reading 180
Writing 20/30	Writing 6.5	Writing 5	Writing 180
Listening 20/30	Listening 6.0	Listening 90	Listening 180
Speaking 19/30	Speaking 6.0	Sentence Meaning 100	Speaking 180
Overall: 79	Overall: 69	Overall: 298	Overall: 180

Students applying for admission to graduate programs to be attended from outside the U.S. or offered through Global Partnerships must submit official English proficiency scores from one of the approved exams: TOEFL, IELTS, Cambridge English, or Accuplacer ESL. Minimum overall and subsections, listed in the table below, must be met.

TOEFL	IELTS	ACCUPLACER	Cambridge English Scale
Reading 20/30	Reading 6.5	Reading 100	Reading 180
Writing 20/30	Writing 6.5	Writing 5	Writing 180
Overall: 79	Overall: 6.5	Overall: 105	Overall: 180

TRANSFER STUDENT GUIDELINES

Applicants from regionally accredited institutions of higher education (or institutions recognized as candidates for accreditation) may be granted transfer credit based on an evaluation by Franklin University of official transcripts, course descriptions, and syllabi (if available) sent directly to the University from all colleges previously attended. Normally, credit will be accepted for comparable graduate courses completed with a grade of "B" or higher (or the equivalent) and completed within the time frame established for the subject area in question. Upon approval of the Program Chair, up to twelve hours of transfer credit may be used in any masters program or up to twenty-four in any doctorate program. Transfer students must meet University residency requirements. Residency requirements equate to the total number of credit hours required for a specific program less the maximum of 12 masters or 24 doctorate credit hours that can be transferred in. For example, if the graduate program requires 30 credit hours less the 12 transfer credit hours, the Graduate residency requirements equal 18 graduate credit hours.

GRADUATE NON-DEGREE SEEKING STUDENTS

Students who declare in writing that they are not candidates for a degree are designated as non-degree seeking students. The University encourages qualified persons to further their education in this manner.

Non-degree seeking students may enter the University to increase their knowledge in a specific area. College graduates enroll to develop their competence in a new field or to expand their education. Candidates who apply for graduate non-degree seeking status must meet all program admission requirements.

Adequate preparation for specific courses may be demonstrated through the completion of prerequisite courses, verification for which is required through the Registrar or transcript. Waivers for course prerequisites must be approved by the Lead Faculty for the course. Students who are granted waivers of prerequisite requirements accept full responsibility for adequate preparation, and for their ability to perform the requirements of the course(s) in which they enroll.

A maximum of eight (8) credit hours may be taken as non-degree seeking status, with exceptions requiring Program

Chair approval. Non-degree seeking students are not eligible for financial aid.

REGISTRATION

After initial registration by an Admissions Advisor, students can add or drop courses by accessing their personalized Web page at <https://my.franklin.edu> available through the University's website. Students utilizing this method of registration must adhere to current University regulations regarding adding courses. Students with questions or need assistance with registering for their courses can email their Academic Advisor at graduate.advising@franklin.edu.

Students must register for class at least one week prior to the session start date. After a student has registered, a confirmation copy of the schedule and fee statement will be forwarded to their Franklin University issued email address.

Late registrations or additions of courses after published deadlines are not accepted without the Program Chair, Lead Faculty, Instructor or Academic Advisor's permission. Students with prior financial balances or financial aid "holds" may not be able to register for classes and must contact the Business Office directly. Students may request to be registered for a specific section and instructor but these course items are subject to change.

The omission of required transcripts from a student's application will result in a hold placed on that student's account, prohibiting them from all future course registration until the missing documentation is provided.

Academic Policies

GRADUATE DEGREE AND RESIDENCY REQUIREMENTS

Degree Requirements

To be awarded a graduate degree, students must:

- successfully complete all courses required in the specific graduate degree program;
- maintain a minimum cumulative grade point average (GPA) of 3.00;
- meet the Franklin University residence requirement;
- complete the payment of all requisite tuition and fees; and
- not to be under disciplinary dismissal due to academic dishonesty or violation of Student Code of Conduct.

RESIDENCY

Master of Public Administration, Master of Science in Human Resources Management, and Master of Science – Marketing & Communication students must earn in residence at Franklin University at least 28 of the 40 required credits.

Master of Science – Instructional Design & Learning Technology students must earn in residence at Franklin University at least 20 of the 32 required credits.

Master of Business Administration, Master of Healthcare Administration, Master of Science in Business Psychology, and Master of Science – Computer Science, students must earn in residence at Franklin University at least 24 of the 36 required credits.

Master of Science in Accounting and Master of Arts in Criminal Justice Administration students must earn in residence at Franklin University at least 18 of the 30 required credits.

Master of Science in Nursing students must earn in residence at Franklin University at least 26 of the 38 required credits.

Master of Science in Nursing - Family Nurse Practitioner students must earn in residence at Franklin University at least 29 of the 41 required credits.

Doctorate students must earn in residence at Franklin University at least 34 of the 58 required credits. Students are permitted to transfer in up to 24 credit hours in the research core, major area, or elective courses. Transfer credit can-

not be applied for credit to the two colloquia, the comprehensive exam, or dissertation work. According to the Ohio Department of Higher Education, to earn a doctorate degree, students must have completed a minimum of 90 semester credit hours above the bachelor's degree. Students requiring additional credit hours to meet this minimum will take GRAD 900 Advanced Integrative Research.

Transfer credit awarded based on experiential learning shall not count toward the residence requirement at Franklin University.

MULTIPLE MASTERS DEGREES AT FRANKLIN UNIVERSITY

A student who earns a Master's degree at Franklin University may apply a maximum of eight (8) semester credit hours toward completion of a second (or more) Master's degree.

ACADEMIC CREDIT AND COURSELOAD

Students should plan academic loads in consultation with a Graduate Academic Advisor.

Academic load is designed as follows:

Full-time:	6 or more credit hours
Half-time:	3-5 credit hours
Less than half-time:	1-2 credit hours

CREDIT HOUR DEFINITION

Time Estimates & Credit Hours: Each credit hour equates to 30 hours of student instructional activities (SIA). Student instructional activities are defined as classroom time, assigned readings, and assignment preparation for students. The length of course does not impact the number of hours of SIA. For more information, see "Credit Hour Definition" in Academic Information section.

RATE OF PROGRESS

As evidence of satisfactory progress toward a graduate degree, students must complete all requirements for the degree within seven years of completion of the first graduate level course. Thereafter, a student is bound by current Academic Bulletin/Catalog requirements.

GRADE REPORTS

Students may view and print grades at my.franklin.edu. No grades will be released by telephone.

Graduate Grades

The purpose of grading is multi-fold: to provide feedback on how well a student is doing relative to meeting course requirements, and to chronicle the student's academic development for appropriate recognition. It is the expectation that our graduate students master each course taken. We consider the grade of "B" (3.0) or higher as representing this "mastery" criteria. The following grades are used to calculate a graduate student's grade point average (GPA) and to meet the above stated standards at Franklin University:

Grade	Point Value
A	4.0 points
A-	3.7 points
B+	3.3 points
B	3.0 points
B-	2.7 points
C	2.0 points
F or IF	0 points (Failure)
Z	Administrative Withdrawal 0 points (Failure)

The following grades and symbols are used but do not affect the grade point average:

- I Incomplete must be completed within 30 days after the beginning of the next term. In a Pass/No Credit course, an Incomplete converts to "NC" after the deadline. In a letter-graded course, an Incomplete converts to "IF" after the deadline. An "IF" is calculated in the GPA. (See "Withdrawal from a Course" for additional information.)
- P Pass — calculated only in hours earned
- NC No credit
- NZ Administrative Withdrawal (for courses taken P/NC)
- W Withdrawn from a course
- CK Credit granted after the Forgiveness Policy.
- CR Grades of "C" are changed to "CR" and not calculated in the GPA if a student has retaken the identical course for credit.
- FK Credit granted after the Forgiveness Policy.
- FR Grades of "F" are changed to "FR" and not calculated in the GPA if a student has retaken the identical course for credit.
- ZK Credit granted after the Forgiveness Policy.

GPA FOR MULTIPLE GRADUATE PROGRAMS

Under certain academic conditions, the Grade Point Average (GPA) for a new program for a Franklin University graduate student will start over upon admission into each new graduate program:

- If a student chooses to complete multiple graduate programs
- If a student withdraws from a graduate program, in good standing, and chooses to return to begin a different graduate program
- If a student is readmitted after going through the Reinstatement Process (see page 96)

Additionally, upon approval of the Program Chair, up to twelve hours of masters credit may be transferred into any graduate program or twenty-four hours of doctorate credit into any doctorate program. Such transferred graduate credit, whether from Franklin University (8 credits) or another institution (12 or 24 credits), will not be calculated in the

graduate student's new GPA.

FORGIVENESS POLICY

The Grade Forgiveness Policy was designed to be used only by former students whose previous academic performance at Franklin University was extremely poor (as determined by a cumulative GPA lower than 3.0), but who wish to return to the University. Usually, persons seeking permission to use the Grade Forgiveness Policy have not been students at Franklin University for several years. However, occasionally it is appropriate for permission to be granted to students who have no break in attendance. Students interested in further information should contact their Graduate Academic Advisor or the University Registrar no later than 30 days prior to the start of the trimester in which they request the policy to be implemented.

The policy gives Franklin University students a one-time opportunity to have their GPA recalculated. "C," "Z" and "F" grades in graduate courses may be forgiven by changing them to a "CK," "ZK" or "FK" grade by approval of the Chair of the graduate program. This removes them from the GPA calculation, but leaves them on the record.

An acceptable reason for this shall be:

- the program has been changed and the student cannot retake a course to receive a passing grade, as that course number is no longer offered. Instead, the student has a passing grade in a new course that has replaced the old course. In this case it is reasonable to remove the grade of the old course from the GPA calculation by changing it to "CK," "ZK" or "FK."

In any other case, the approval for changing a grade may be done with the approval of the Provost. Documentation of the change shall be sent to the Graduate Academic Advisor and placed in the student's file for historical record. Questions regarding financial aid and veterans benefits should be directed to the Financial Aid office.

GRADING GUIDELINES

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments and activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Students work is assessed according to the guidelines below.

Course-level Grading Guidelines:

A95 – 100% of the total possible points.
A-90 – 94% of the total possible points.
B+87 – 89% of the total possible points.
B84 – 86% of the total possible points.
B-80 – 83% of the total possible points.
C70 – 79% of the total possible points.
F<70% of the total possible points.

ASSESSMENT (ASSIGNMENTS & ACTIVITIES) GRADING GUIDELINES

Grade: A

Guidelines: Superior Graduate Performance (exemplary work that greatly exceeds requirements)

Typical Factors

All main points are clearly and precisely stated and contain a high degree of mature, creative and fully developed expression of ideas; no noticeable or distracting grammatical, typographical or spelling errors; completed work highly exceeds stated requirements; demonstrates superior level and type of expression; displays strong evidence of highly organized thought process.

Business Example

Communicates the highest level of mastery. Project worthy of highlighting in your professional portfolio. Professor would be honored to recommend you to do this type of work for a high-quality organization. Members of the executive staff who review the project are highly interested in your work and may want to create (if one does not exist) an advanced position in their area for you on the spot.

Grade: A-

Guidelines: Excellent Graduate Performance (greatly exceeds requirements)

Typical Factors

All main points are clearly and precisely stated and contain evidence of innovation and creativity; minor grammatical or spelling errors; assignment demonstrates well above average and appropriate level and type of expression.

Business Example

Communicates a high level of competence. Project worthy of inclusion in your professional portfolio. Professor would write a positive recommendation to others on your behalf to do this type of work for a high-quality organization. Members of the executive staff who review the project become interested and would consider placing you on a fast track for an advanced position in their functional areas.

Grade: B+

Guidelines: Above Expected Graduate Performance (somewhat exceeds requirements)

Typical Factors

All main points were covered and well supported; relatively few grammatical, typographical or spelling errors; finished assignment demonstrated above average and appropriate level and type of expression.

Business Example

Communicates above average competence. Could be included in a professional portfolio. Work clarifies action taken on behalf of an employer's request. Your immediate superior, upon reviewing the project, believes that you can rationally support your decisions and choices. Your supervisor may be interested not only in your work, but might consider creating a new, or expanding the current, position for you to specifically perform this or similar type of work.

Grade: B

Guidelines: Expected Graduate Performance (meets all requirements)

Typical Factors

All main points covered; relatively few noticeable and distracting grammatical, spelling and typographical errors; assignment demonstrated average and appropriate level and type of expression.

Business Example

Communicates an average level of competence. Work may or may not qualify for inclusion in a professional portfolio highlighting your skills and abilities. Work provides specifically what was asked for. Your capabilities, as demonstrated by this work, will ensure a measure of confidence in your ability to meet the performance needs of the organization.

Grade: B-

Guidelines: Somewhat Below Expected Graduate Performance (does not meet some requirements)

Typical Factors

Some main points missing; some organizational and structure problems exist; meets some stated requirements; sever-

al grammatical, spelling and typographical errors; assignment demonstrates below average and appropriate level and type of expression.

Business Example

Communicates below average level of competence. Work does not qualify for inclusion in a professional portfolio highlighting skills and abilities. Work lacks required components. Would not succeed in moving beyond the current position in organization without further development.

Grade: C

Guidelines: Clearly Below Expected Graduate Performance (does not meet many requirements)

Typical Factors

Some main points are incomplete, while others are missing; major grammatical, spelling and typographical errors; evidence of disorganized thought process.

Business Example

Demonstrates inability to perform in a competitive work environment. Work does not qualify for any reference pertaining to skills and abilities. Work would justify assigning challenging projects to another employee.

Grade: F

Guidelines: Greatly Below Expected Graduate Performance (meets few or no requirements)

Typical Factors

Highly disorganized work; poor use of English, large number of grammatical, typographical and spelling errors; evidence of disorganized thought process.

Business Example

Not acceptable.

Grade: I

Guidelines: Incomplete (missing one or more course requirements)

Typical Factors

Family emergency or some other unexpected occurrence prevented submission of a required assignment.

GRADES IN PREREQUISITE COURSES

Graduate students must successfully complete courses that are prerequisites to other courses; a grade of Incomplete (I) is not sufficient for continuation to the following course. This rule may be waived only by written permission of the Program Chair, with the consent of the faculty member whose course is involved.

RETAKEING A COURSE FOR CREDIT

Any graduate student receiving a "C" (this will include "C+", "C" and "C -") or lower, in any course, may retake and complete that course with a "B" (this will include "B+", "B" and "B-") or better.

Upon completion of a repeated course, only the cumulative GPA will be recalculated. Credit for the course will be given only once.

If the course is no longer available, a replacement course will be identified by the Program Chair. In this case, the grade of the old course will be removed from the GPA calculation by changing it to "CK," "ZK," or "FK."

This policy does not, at any time, supersede the required minimum academic standards for continued enrollment as defined in the Bulletin.

ACADEMIC STANDARDS

PROBATION AND DISMISSAL

Graduate students are expected to maintain a minimum cumulative grade point average (GPA) of 3.00 throughout their program of study, and students must have a cumulative GPA of 3.0 to graduate.

In the course of graduate study, students are permitted to earn one grade of "C" (this includes a "C+," "C," or C-). When a graduate student's cumulative GPA falls below 3.0 at the end of a trimester, the student will be placed on probation and may be scheduled for academic counseling.

After being placed on probation, the student may attempt eight hours of coursework to return their overall cumulative GPA to 3.0. Students can achieve this in one of the following ways:

- Retake a course to restore their GPA to 3.0
- Earn a sufficient number of higher grades to restore their GPA to 3.0. Coursework used to raise the GPA must be part of the normal degree requirements. Any student who fails to attain a cumulative GPA of 3.00 within one grading period of enrollment following academic probation will be subjected to academic dismissal. Once dismissed, students must appeal by following the Readmission procedure to re-enroll in the same program from which they were dismissed. Academically-dismissed graduate students seeking reinstatement to Franklin University in another graduate program may also submit an appeal by following the Readmission procedure. All graduate requirements outlined in this Academic Bulletin continue to apply, including the rate of progress.

GRADUATE PROGRAM REINSTATEMENT (APPEAL OF ACADEMIC DISMISSAL)

Academically-dismissed graduate students seeking reinstatement to Franklin University may submit an appeal to the Graduate Council. Students must appeal in writing to the Director of Admissions 30 days prior to the start of the trimester in which reinstatement is being sought (graduate.admissions@franklin.edu or via fax to 614-947-6771). The appeal letter must include the following information:

- permission to release their University records to the Council
- a summary of the student's desire to return
- reasons that the student will be successful after reinstatement

If the appeal is granted, the student will be required to meet with the Director of Admissions (or designated representative) and satisfy any pre-determined conditions for reinstatement as set by the Faculty Senate Sub-Committee on Reinstatement. Students have one opportunity to re-enroll in the same program from which they were dismissed. There is only one additional opportunity for a student to be reinstated into another graduate program. Further, admission into a different program will be subject to all admission requirements for that program. Students dismissed due to academic dishonesty are not eligible for reinstatement. The Faculty Senate Sub-Committee has the authority to grant or deny permission to use the Reinstatement Procedure. Students interested in further information should contact the Office of Admissions.

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