
GRADUATE CATALOG

2016 – 2017



Philadelphia, Pennsylvania 19141
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www.lasalle.edu

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This catalog has been prepared for students, faculty, and officers of La Salle University and others wishing to know more about the University's academic programs. The information contained herein is accurate as of the date of publication (8/2016). However, the University reserves the right to make from time to time and without prior notice such changes in its academic programs as University administrators consider appropriate and in the best interest of La Salle University and its students. For updated changes, please consult the online version of this catalog, which is available at www.lasalle.edu/academ/descrip.htm.

MISSION STATEMENTS

La Salle University Statement of Mission

La Salle University is a Catholic university in the tradition of the Brothers of the Christian Schools. To a diverse community of learners, La Salle University offers a rigorous curriculum and co-curricular experiences designed to help students gain theoretical and practical knowledge, deepen their ethical sensibilities, and prepare for a lifetime of continuous learning, professional success, and dedicated service.

As a Catholic university rooted in the liberal arts tradition, La Salle challenges students to contemplate life's ultimate questions as they develop their faith, engage in a free search for truth, and explore their full human potential. As a Lasallian university, named for St. John Baptist de La Salle, patron saint of teachers, La Salle promotes excellence in teaching and scholarship, demonstrates respect for each person, nurtures mentoring relationships, and encourages authentic community. As an urban university, La Salle invites students to enhance their academic experience by immersing themselves in the rich resources of Philadelphia and the region. All members of our community are called to maintain a heightened sensitivity to those marginalized within society as they practice civic engagement, provide leadership with a global perspective, and contribute to the common good.

Graduate Studies Mission Statement

As a Catholic institution in the Lasallian tradition, our graduate programs educate students with theoretical and practical knowledge. These programs enhance the students' depth of knowledge in their discipline, develop professional competencies, prepare them for career growth, and foster an appreciation of lifelong learning. The faculty and staff engage in mentoring relationships with the students, and in modeling and encouraging excellence as scholars and practitioners. Enriched by personal attention, collaborative practice, and sound ethical principles, our students are prepared to make a significant contribution to global welfare.

School of Arts and Sciences Mission Statement

In keeping with the mission of La Salle University, the School of Arts and Sciences is dedicated to excellence in teaching and to developing the full intellectual, personal, and social potential of our students in an environment of mutual respect and cooperation. The faculty and staff of the School of Arts and Sciences provide a liberal education of both general and specialized studies for its own students and for those from the School of Business, the School of Nursing and Health Sciences. The undergraduate and graduate programs of the School also aim to provide students with a solid foundation for lifelong learning, informed service, and progressive leadership in their communities, and for fulfilling the immediate and final goals of their lives. With the shared mission of the Christian Brothers, the School of Arts and Sciences is passionately engaged in the process of enriching the community of scholar-learners, teachers, and researchers, through the power of enhanced academic experience. Faculty and staff in the School of Arts and Sciences believe a liberal academic experience should provide the opportunity for the mutual advancement and sharing of the excitement of learning for its own sake.

School of Business Mission Statement

Its mission is to offer educational programs that prepare students for a purposeful life by integrating Lasallian values with current business

management skills. Through its faculty, curriculum, extra-curricular activities, and relationships with the greater Philadelphia and national business community, it provides a value-centered educational community as the locus for its educational programs. Within this context, it seeks to provide an appropriate blend of contemporary business theory and real-world practice, placing paramount importance on teaching and on learning enriched by scholarly research and professional activity.

School of Nursing and Health Sciences Mission Statement

Consistent with Lasallian values, the Mission of the School of Nursing and Health Sciences is to provide excellent education and service programs to facilitate students' development as caring healthcare professionals prepared for lives of service and continued learning.

History of Graduate Studies

Graduate programs have been available at La Salle from the earliest days of its existence. The more modern development of graduate education on our campus began in 1950 in response to the needs of the sponsoring religious congregation, the Christian Brothers. That year saw the introduction of the master's program in religion, initially introduced to train the young Brothers in theology.

With the growth of the institution since the late 1940s, and the added distinction of university status granted by the Commonwealth of Pennsylvania in 1984, the graduate programs have grown in diversity. In 1998, La Salle introduced its first doctoral program—a Psy.D. in Clinical Psychology. The University now offers a variety of doctoral, master's and graduate certificate programs in face-to-face, hybrid, and online formats for the convenience of its students.

PHILOSOPHY OF GRADUATE EDUCATION

La Salle University's faculty and administration believe in a professional, practical, and personal graduate education implemented in its academic programs in a collaborative endeavor with the students. Because the University believes that graduate programs should encompass diverse areas of study, provide a foundation for the continuing evolution of new knowledge, and foster leadership, it offers masters and doctoral level programs in the areas of arts and sciences, business, nursing and health sciences, and professional studies. The following goals are crucial to graduate education:

- Scholarly inquiry in the pursuit of truth, evidenced by its faculty and students alike, is nourished in all graduate programs.
- Through their research and professional aspects, graduate programs prepare students for academic and professional careers as well as service to the community.
- Graduate programs promote lifelong learning in response to the changing and diverse needs of the 21st century workplace and the global community.

La Salle's graduate programs emphasize theory and practice in their respective disciplines. The graduate programs stimulate critical thinking and high order cognitive activity in order to move students beyond knowledge and comprehension skills to application, analysis, synthesis, and evaluation. Students demonstrate their learning through a variety of practices, including clinical experiences, case study analyses, discussions, and individual and team projects. In all programs, the Lasallian values of respect for the dignity of the individual, the primacy of teaching as a

communal practice, a liberal education, and sensitivity to societal issues are closely integrated with professional theory and practice.

La Salle's faculty remain current in their scholarship, research, and professional activities, disseminating their knowledge through publications, presentations, and leadership in professional organizations. By incorporating their scholarship and professional expertise into their classes, they serve as models of life-long learning to their students. For its part, the University encourages and supports the faculty in their scholarly and developmental activities. The University's support of academic release time makes possible a faculty teaching load with adequate time for involvement in research, scholarly endeavors and thesis supervision. The University's libraries, through its own collections, its suites of online full-text databases, and its vast reciprocal library consortial relationships promote durable librarian/faculty/graduate student collaboration. Professional librarians maintain a high level of current knowledge through formal in-service training at state-of-the-art conferences and regional workshops targeting faculty-librarian collaboration.

Although graduate students work independently to achieve their professional goals, they also interact collaboratively with their fellow students and faculty in the discovery and refinement of knowledge. As a diverse, multicultural student body, the students represent both the rich culture of the greater Philadelphia region and the global community. The combination of varied learning experiences and cultures enhances a free interchange of knowledge between students and faculty. The graduate programs uphold affirmative action and equal educational opportunity for their students.

The University's doctoral programs confer terminal level degrees that build on the foundations of undergraduate and master's degrees. Each doctoral program, uniquely informed by its discipline, enables students to establish themselves as professionals recognized by their peers and colleagues. Doctoral program faculty are qualified by their possession of doctoral or other terminal level degrees in their disciplines, as well as by their active research or demonstration of clinical practice scholarship in their disciplines. As highly motivated and independent thinkers, doctoral students engage in original theoretical research or professional level, practical clinical scholarship. Through their scholarly and academic achievements, doctoral students establish themselves as peer colleagues who contribute to the advancement of their disciplines and disseminate their newly acquired knowledge to broader professional communities.

The University's strategic plan includes goals to enhance academics through intellectually challenging graduate and undergraduate programs, to enhance the graduate culture academically and socially, and to grow graduate enrollments through the expansion of existing programs and the development of new graduate programs. Future graduate programs will be developed to respond to the educational needs of the region and of the Commonwealth. Feasibility studies will assess the need for and viability of future graduate programs, and the University's normal committee process will assess the programs for academic rigor, supporting resources and relevance to society.

ACCREDITATION AND MEMBERSHIPS

La Salle University was chartered in 1863 by the Legislature of the Commonwealth of Pennsylvania and is empowered by that authority to grant academic degrees.

La Salle is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267.284.5000. The Commission on Higher Education is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (Candidacy status) activities for institutions of higher education in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico,

and the U.S. Virgin Islands, including distance education and correspondence education programs offered at those institutions. MSCHE is also recognized by the Council on Higher Education Accreditation (CHEA) to accredit degree-granting institutions which offer one or more post-secondary educational programs of at least one academic year in length in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the Virgin Islands, and other geographic areas in which the Commission conducts accrediting activities.

La Salle is also accredited by:

American Chemical Society
1155 16th Street, NW,
Washington, D.C. 20036
202.872.4589

American Psychological Association
750 First Street, NE,
Washington, D.C. 20002-4242
202.336.5979

AACSB International (The Association to Advance Collegiate Schools of Business)
777 South Harbor Island Boulevard, Suite 750
Tampa, FL 33602-5730
813.769.6500

The Commission on Accreditation for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312.899.0040
(La Salle University's Didactic Program in Nutrition is currently granted approval and the Coordinated Program in Dietetics is currently granted developmental accreditation.)

The Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
American Association for Marriage and Family Therapy
112 South Alfred Street,
Alexandria, VA 22314
703.838.9808

The Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530,
Washington, D.C. 20036
202.887.6791

The Commonwealth of Pennsylvania, Department of Education, Bureau of Teacher Preparation and Certification approved the School Nurse Certificate and the Certificate for Speech and Language Disabilities.

Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA) 2200 Research Boulevard, Rockville, MD 20850-3289, 301-296-5700

Council for Accreditation of Counseling and Related Educational Programs (CACREP)
1001 North Fairfax Street, Suite 510
Alexandria, VA 22314
703.535.5990

The Council on Accreditation of Nurse Anesthesia Educational Programs accredited the Frank J. Tornetta School of Anesthesia at Montgomery Hospital/La Salle University Nurse Anesthesia Program.

Council on Social Work Education
1600 Duke Street,
Alexandria, VA 22314
703.683.8080

License to Conduct Continuing Professional Education for Certified Public Accountants

License Number PX177359
 Commonwealth of Pennsylvania
 Department of State
 Bureau of Professional and Occupational Affairs
 P.O. Box 2649
 Harrisburg, PA 17105-2649
 Initial License: September 9, 2003
 Expiration Date: December 31, 2007

Pennsylvania Department of Education
 333 Market Street, 12th Floor
 Harrisburg, PA 17126
 717.787.5041

La Salle University is an applicant for accreditation by the Council of Education for Public Health (<http://ceph.org/accredited/applicants>)

Member of: American Council on Education, Association of American Colleges and Universities, National Collegiate Honors Council, AACSB International (The Association to Advance Collegiate Schools of Business), College Entrance Examination Board, American Association of Collegiate Registrars and Admissions Officers, Association of College Admissions Counselors, National Catholic Educational Association, College and University Council of Pennsylvania, Association of Liberal Arts Colleges of Pennsylvania for the Advancement of Teaching, Pennsylvania Catholic Education Association, American Library Association, Urban Studies Association, National Commission on Accrediting, American Catholic Historical Society, Educational Conference of the Brothers of the Christian Schools, National Association for Foreign Student Affairs, National Association of Student Personnel Administrators, Association of College and University Housing Officers, and National Association of College and University Business Officers.

NONDISCRIMINATION POLICY

La Salle University is a diverse community dedicated in the tradition of the Christian Brothers, and is concerned for both ultimate values and for the individual values of its faculty, employees, and students. Accordingly, in support of this values-driven mission, the University is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment or any student or applicant for admission based upon race, color, religion, sex, age (40 years and older), disability, national origin or ancestry, citizenship, sexual preference or orientation, marital status, gender identity, military or veteran status, genetic information, or any prohibited basis, unless there is a bona fide occupational qualification which justifies a differentiation. This commitment applies to all aspects of the employment relationship, including hiring, promotion, compensation, discipline, discharge, and any term or condition of employment and extends to participation in all educational programs and activities of La Salle University. Employment is based upon an applicant's ability to meet the established requirements for employment. All employment and admissions decisions will be made in compliance with all applicable federal, state, and local antidiscrimination laws.

In addition, La Salle University will make reasonable accommodation for qualified individuals with disabilities that are known to the University. The University will also make reasonable accommodations to the religious beliefs and practices of which it is aware. The University, however, need not make any accommodation that would cause it an undue hardship

Further, La Salle University firmly believes in providing a learning environment that is free from all forms of harassment and will not tolerate any form of impermissible harassment. Such harassment disregards individual values and impedes the Lasallian mission of providing an educational community that fosters both intellectual and spiritual development. Included in this prohibition are sexual misconduct, sexual harassment, and sexual violence, racial harassment, national origin harassment and harassment

based upon ancestry, color, religion, age, disability, citizenship, marital status, gender identity, military or veteran status, sexual preference or orientation, genetic information, or any prohibited basis under applicable non-discrimination laws.

RIGHTS AND PRIVACY ACT PROVISIONS

Each year, La Salle University informs students of the Family Educational Rights and Privacy Act of 1974. This act was intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

To fulfill basic requirements for compliance with the act, each institution must inform each student of his or her right to prevent disclosure of personally identifiable information. Although La Salle does not publish a public directory, the Office of the Registrar, at its discretion, does disclose the following information: name, address, dates of attendance, class, major field of study, degree(s) conferred (including dates), and e-mail address.

Under the provisions of the Family Education Rights and Privacy Act, currently enrolled students may withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of the Registrar by October 1 in the fall semester and February 15 in the spring semester. The University will honor each request to withhold any of the categories of information listed above but cannot assume responsibility to contact a student for subsequent permission to release them. Decisions about withholding any information should be made very carefully. Should a student decide to inform the institution not to release any information, any future requests for such information from non-institutional persons or organizations will be refused.

La Salle University assumes that failure to request the withholding of "directory information" indicates approval for disclosure.

To comply fully with the provisions of the Jeanne Clery Act and the Commonwealth of Pennsylvania's Act 73, the College and University Security Information Act of 1988, La Salle University has available its Crime Statistics Report for the most recent three years, as well as a publication entitled "Safety and Security at La Salle University." Copies of either document may be requested without charge in writing from the Office of Safety and Security, La Salle University, Philadelphia, PA 19141 or can be accessed at www.lasalle.edu/admin/businessaffairs/security/securityandsafety.pdf.

To comply with Federal Consumer Information Regulations, La Salle University provides specific consumer information about the school to prospective and currently enrolled students and, in some cases, employees. Please visit www.lasalle.edu/hea for more information.

ACADEMIC POLICIES AND PROCEDURES

Standards for Graduate Education

Graduate education is not wholly distinct from undergraduate education, because all education is a continuous process of personal development. Neither are graduate programs at the master's and doctoral levels entirely identical. Some programs have an academic research orientation while others are more practice oriented. However, all graduate programs require the development of sophisticated and complex skills in students, and are also more demanding than seminars or sessions for which graduate credit is not conferred. In general, they place more emphasis on students' abilities to critically analyze facts and theories, to make independent judgments

based on objective data, to aptly communicate what has been learned, and to synthesize new ideas to make sound decisions. All graduate programs at La Salle are expected to emphasize these more advanced skills. In graduate work at La Salle, all students are expected to:

- Think critically;
- Engage in higher-order intellectual ability by applying, analyzing, synthesizing, and evaluating concepts;
- Understand both historical and current issues and approaches to their discipline;
- Demonstrate mastery of the body of knowledge, theories, and skills necessary to function as a professional in their discipline;
- Apply ethical, discipline-based and professional standards;
- Identify and use primary sources of information appropriate to their discipline;
- Participate in the creation of knowledge to advance theory and practice in their discipline for those students involved in doctoral studies;
- Work independently and collaboratively with faculty and/or other students;
- Evidence proficiency in oral and written communication skills;
- Contribute substantially to courses through rigorous assessments of learning goals.

Academic Policy and Student Responsibilities

A student's matriculation at La Salle University is a voluntary decision that involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the goals and objectives of the University. When registering at La Salle, the student accepts University rules and regulations and the authority of the University to exercise disciplinary powers, including suspension and dismissal. The Student Guide to Resources, Rights, and Responsibilities delineates these responsibilities and is available on the University's web site (<http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>). All students are expected to follow the policies contained in the guide.

Students are expected to pursue their studies adhering to the basic principles of academic honesty. The University's Academic Integrity Policy, which defines academic honesty and the consequences for academic dishonesty, is available on the University's web site <http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>. Students who are guilty of academic dishonesty may be dismissed from their graduate program.

Additional program-specific guidelines for monitoring students' academic progress and grades are detailed in the section for each program or in the program's student handbook. Students are expected to understand and adhere to the individual program standards and handbook policies, as they are amended, and should recognize that these individual program standards may be more specific or rigorous than the overarching university standards.

Students may be expected to undertake research projects as part of their curriculum. Research projects that use human subjects must be approved by the Institutional Research Board.

Academic Standing

Every student in La Salle University's graduate programs is required to maintain a cumulative scholastic average of 3.0, which translates to an overall G.P.A. equivalent to a B (a B- average is not sufficient). A student whose academic performance falls below this standard is subject to academic review by the director of the appropriate graduate program, and may be required to withdraw from the program as specified by the

individual program's assessment guidelines. A student with a cumulative grade point average below 3.0 is automatically in academic jeopardy whether or not he or she receives written notification of this status, and regardless of the number of credits earned. A student admitted on a conditional basis who has a cumulative grade point average of less than 3.0 upon the completion of six credits may be required to withdraw from the program as specified by the individual program's assessment guidelines

Students with a G.P.A. below 3.0 should consult with their graduate director and/or academic advisor to ascertain any potential actions to improve academic success within the program.

All graduate students must have a cumulative G.P.A. of 3.0 or better to graduate from La Salle University, and students below that standard will not receive a graduate degree regardless of the number of credits completed.

A student who is required to withdraw for academic reasons may appeal the dismissal within 30 calendar days from the date of the dismissal letter. A student may not register for or attend classes while an appeal is pending. The appeal must be made in writing to the program director. The appeal should detail the following:

- the events that contributed to the poor academic performance, and;
- an outline of the specific actions the student will take to a remedy for the poor academic performance.

A student may submit additional written evidence or include any other information that may be helpful in reaching a decision.

The academic officer in charge of the program, in consultation with the academic review committee of the program, makes a recommendation to the Dean. The Dean considers both the student's request and the recommendation of the program director. The Dean sends a letter by certified mail to the student with a copy to the program director that states the decision. If the request is approved, the letter from the Dean must include the stipulations to be satisfied by the student.

Note that neither the process of submitting this appeal nor any particular argument made in the appeal guarantees reinstatement.

A student who is required to withdraw for Academic Dishonesty may appeal that decision, using the procedure outlined in the University's Academic Integrity Policy. Please see the above section "Academic Policy."

A student who is required to withdraw for professional reasons, such as unprofessional behavior or dismissal from a clinical site, may not appeal the dismissal.

Grading

The following is the breakdown and definitions of grades distributed for courses completed:

4.0	A	indicates the demonstration of a superior level of competency.
3.67	A-	indicates the demonstration of a very good level of competency.
3.33	B+	indicates the demonstration of a good level of competency.
3.0	B	indicates the demonstration of an average, satisfactory level of competency.
2.67	B-	indicates the demonstration of a less than average level of competency.

2.0	C	indicates a level of competence below that expected of graduate work.
0.0	F	indicates failure to demonstrate even a marginal level of competency.
	I	indicates work not completed within the semester period.
	M	indicates a military leave of absence.
	W	indicates an authorized withdrawal from a course unit after the semester has commenced.
	S	indicates a satisfactory level of competence
	U	indicates an unsatisfactory level of competence
	X	indicates audit

Those faculty who do not want to assign +/- grades are not obligated to do so.

Academic censure may be specific to individual program requirements. A student who receives a grade of “C” in two or more courses or a grade of “F” in one course may be dismissed from the program. A student who receives a grade of “B-“ or below may be required to repeat the course, according to the specific program’s policy and with written approval of the director. If a course is repeated, the course with the higher grade is calculated in the GPA and the course with the lower grade is excluded from the GPA. All repeated courses are viewable on the transcript.

An Incomplete grade (“I”) is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete the final project for reasons beyond his or her control. “I” grades are not granted to students automatically. Rather, the submission of an “I” grade is at the discretion of the course instructor to whom the student must make the request for an “I” grade. A student who receives a grade of “I” for a course must complete the remaining work within the timeframe of the next semester immediately following that in which the “I” was submitted (regardless of whether the student is enrolled in course work or not during that subsequent semester). The instructor sets a time limit for completing the work no later than the last day of final examinations of the following semester. If the work is not completed successfully within that time, the “I” will remain on the transcript permanently. The student must re-register for the course, and complete the course with a satisfactory grade to receive credit for the course. When it is impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from his or her program director, as well as the dean of his or her school.

The “W” grade is assigned when the student is approved by the program director for withdrawal from a course if the student requests the withdrawal by the stated deadline each semester. The course appears on the student’s transcript. Note that a course assigned a “W” is different from a dropped course; courses may only be dropped during the drop/add period, and dropped courses do not appear on the transcript. More information concerning dropped courses appears in the “Registration for Courses” section, and more information concerning course withdrawal may be found under “Course Withdrawal/Withdrawal from the University” section of this catalog.

No grade will be changed after the graduate degree is awarded.

Admission

Admission criteria are program-specific. For that reason, they are detailed in the section introducing each program. La Salle’s Nondiscrimination Policy is stated in the general reference section of this catalog.

Matriculation

A matriculated student is one who meets all entrance requirements and who has begun working in a definite program toward the graduate degree. A maximum of seven calendar years is allowed for the completion of the graduate degree. A maximum of 10 calendar years is permitted for Theology and Ministry students participating only during summer sessions.

Students should know that they are classified differentially for financial aid purposes and for program purposes.

For financial aid purposes, graduate students are classified as follows:

- A full-time student is one who is matriculated and registered for six or more hours of credit for the semester
- A part-time student is one who is matriculated and registered for a minimum of three credits for the semester.
- A non-degree student is one who has not matriculated into the graduate program, but who has been given permission by the director of the program to take specific courses.

So designated full-time and part-time students are eligible to apply for financial aid.

For program purposes, all graduate students are considered to be part-time except for students who are enrolled in programs designated as full-time.

International Student Admission

La Salle is authorized by the Department of Justice, Immigration and Naturalization Service to issue Certificates of Eligibility (Form I-20) for non-immigrant “F-1” student status to international students who meet admission requirements. La Salle University is also authorized by the State Department to issue certificates of eligibility (DS2019) for non-immigrant “J-1” student status to international students who meet admission requirements and the requirements of the Exchange Visitor Program. Prospective graduate international students should visit <http://www.lasalle.edu/grad/> to apply for admission to La Salle University. Each graduate program has its own admission requirements. Students are encouraged to consult the individual program website for the program in which they are interested.

Registration for Courses

During announced registration periods published on the academic calendar, students should contact their academic adviser or graduate director to create a roster of courses for the upcoming semester. The student may register for courses via the mylasalle portal, through their graduate program, or in person during the times specified by the Office of the University Registrar. The Office of Student Accounts Receivable will bill the student following each registration cycle.

- During full-term fall, spring, and summer semesters, students may register through the first full week of classes of that particular semester.
- In accelerated, five-and-a-half week session, executive format, and intersession semester courses, students may register through the first day of class.

A student who chooses to drop a course during the registration period will not have the course recorded on his/her academic transcript. After the registration period is over, students may withdraw from a course on or before the withdrawal deadline. Refer to the section titled “Course Withdrawal.”

Course Withdrawal and Withdrawal from the University

It is the student’s responsibility to notify the University in the event that he or she needs to withdraw from a course(s) or withdraw from the University entirely.

COURSE WITHDRAWAL

1. Graduate students may withdraw from a course(s) prior to its completion. Students must notify their graduate director and must complete the course withdrawal form in their director’s office by the “Last day for withdrawal from classes” date, which is published in the Academic Calendar, located in the current edition of this catalog, and located on the University’s Web site, <http://www.lasalle.edu/academic-calendar/>. Contact the program director for withdrawal dates for accelerated courses. Please be advised that the date of filing the withdrawal notice is considered to be the date of withdrawal from the class(es).
2. Students should consult with their financial aid counselor and/or veteran’s benefits certifying official to understand how this change in their enrollment status may affect their aid. Additionally, international students should contact one of the international education associates at the Multicultural and International Center.

Ceasing to attend a class does not constitute a withdrawal; students must officially withdraw by filling out the course withdrawal form in their graduate director’s office. Ceasing to attend without officially withdrawing will result in the student receiving a grade for the course, possibly a failing grade. **A “W” designation will only be assigned upon official withdrawal from a course.**

WITHDRAWAL FROM THE UNIVERSITY

Students who opt to withdraw from the University must notify their graduate director’s office. Students who withdraw from the University before the “Last day for withdrawal from classes” will receive a “W” grade for the courses in which they are enrolled. Students who withdraw from the University after the withdrawal deadline will receive a grade (“A” to “F” as appropriate) for the course.

Ceasing to attend classes does not constitute a withdrawal from the University; students must officially withdraw through their graduate director’s office. Ceasing to attend without officially withdrawing will result in the student receiving grades for all coursework, possibly failing grades. **A “W”**

designation will only be assigned to coursework upon official withdrawal from the University.

La Salle University does not grant students a leave of absence. Students who wish to leave the University temporarily during a semester must withdraw through their graduate director’s office as indicated in the section above.

REFUND SCHEDULE

When registration has been finalized, a student shall be considered to be in continuous attendance until proper notice of withdrawal is received by the University. The withdrawal must be forwarded to the Dean of the school of study. Ceasing to attend and/or giving notice to your instructor(s) does not constitute the proper notice of withdrawal. The allowed percentage of a tuition refund will be based upon the date the notice of withdrawal is received.

*For the purpose of refund computation, a week shall be defined as the period of seven consecutive days; beginning with the official University opening of classes, not the first day of attendance. The refund percentage will be multiplied by the total number of credit hours subject to withdrawal. Once the credit hours have been reduced by the refund percentage, the resulting sum will be subject to the appropriate tuition and fees for that credit level.

Fall, Spring, and Full Summer Terms

Before and during first week*	100%
During second week	60%
During third week	40%
During fourth week	20%
After fourth week	No Refund

Accelerated, Five and a Half, Seven, and Eight Week Terms

Before and during the first day of class	100%
After the first day, during the first week of class	60%
After the first week of class	No Refund

Intersession and Executive Format Semesters

Before and during the first day of class**	100%
After the first day of class	No Refund

**The first day is defined to be the first day that the class meets.

Tuition Refund Appeals

The University recognizes that rare and extraordinary circumstances may justify an exception to the tuition refund terms when withdrawing from the University. For information on the procedure for requesting an appeal, contact your Program Director. Requests for such an exception to policy must be submitted no later than 30 calendar days after the first class day of the subsequent term (e.g., a request for the spring semester must be submitted no later than 30 days after the first class day of the first summer session). While reasonable appeals will be considered, the University is under no obligation to take any course of action that would result in a refund, removal of charges, or credit. Note that course withdrawals do not form the basis for a tuition appeal.

Readmission

When seeking readmission, students who have withdrawn from the university should contact the director of the graduate program in which they were last enrolled. Students who have been dismissed from a program may not reapply to that program. Students who have been dismissed because of an academic integrity violation may not apply to another program.

Transfer of Credit

With approval of the program director, students may transfer up to six hours of graduate level work into graduate programs that are 36 credits or less in length. Students may transfer up to nine hours of graduate-level work into programs that are greater than 36 credits in length. Course credit may be transferred only from graduate programs at accredited institutions, and only courses with a grade of B or better may be transferred. The type of accreditation may vary by program. Course credit may not be transferred into graduate certificate programs.

Transfer of Program

Active students in good academic standing may elect to transfer from one program at La Salle to another program at La Salle. To do so, they must complete an application for the desired program. Acceptance into that program is not guaranteed; the student must meet all eligibility requirements of the desired program. The student should also contact the Directors of both the previous and the desired program to request a copy of their academic file to be given to the prospective program director. Students should know that although the grades for courses taken in the previous program might not count towards graduation in the desired program, a student's grade point average is cumulative. That is, the grades received in the first program will remain on the student's transcript and will count towards the student's G.P.A.

Graduation

Students who will complete requirements for a degree in a given semester must make a written application for graduation at the time specified by the Registrar. Degrees are conferred three times each year - on August 31, January 15, and on the date of the Commencement exercises in May. Commencement take place once a year in May. All students who have completed degree requirements during the previous year (June through May) may participate in the May Commencement ceremonies.

Students enrolled in graduate programs are responsible for adhering to all regulations, schedules, and deadlines pertinent to their particular program. It is the responsibility of students to make sure that they have met all graduation requirements. If they are in doubt, they should consult with the director of their program prior to registration for each semester.

Student Rights and Grievance Procedure

This section details policies for curricular standards for all graduate students.

1. A student shall have the right to pursue any course of study available in the graduate programs of the University providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements of the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.

3. A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have a right to have his or her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. Final Grades: If a student believes that his or her final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance the student must follow the procedure described in this subsection.

The Grade Appeal Process is initiated by the student. This procedure applies only to assignment of the final course grade. There is a strong presumption that the faculty member's course grade is based solely on academic performance and is authoritative. Thus, the burden of proof to support the alleged unjust grade remains at all times with the student initiating the process. Overturning a final course grade requires substantiating that the alleged unjust final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance. Stage One of the appeal process must be completed before Stage Two of the process is started

a) The Stage One Process

- (i) The student must initiate the Stage One complaint procedure within two weeks of the grade in question being posted or otherwise made available
- (ii) The initial complaint must be delivered to the instructor issuing the grade in question and must be in writing. The instructor will normally respond to the student within two weeks in writing.
- (iii) After receiving the written response from the course instructor, the student may make a written appeal to the Department Chair, giving his or her reasons, in writing, for believing that the grade was an arbitrary or capricious action or based on some other inappropriate criteria not linked to academic performance. If the faculty member is the Department Chair, then the Dean will perform the duties of the Department Chair in all of the subsequent steps.
- (iv) The Department Chair will seek to resolve the conflict between the faculty and student within two weeks whenever possible.
- (v) The Department Chair will issue a written report to the student and faculty member within the subsequent two weeks whenever possible. A template for this report can be found on the portal.
- (vi) If the student remains dissatisfied with the Chair's results, the student may initiate a Stage Two appeal to the appropriate academic dean. If the academic dean was the course instructor, the Stage Two grade appeal will be resolved by the Provost/Vice President for Academic Affairs.

b) The Stage Two Process

- (i) The burden of proof continues to remain with the student initiating the process.
- (ii) The student will provide a complete and factually detailed written explanation for the complaint to the Dean within two weeks of receiving the Stage One appeal process decision under section (a)(v), above.
- (iii) The Chair will forward a Department Report and Recommendation to the Dean within two weeks of issuing the Stage One process decision.
- (iv) The Dean will request a written response from the faculty member to be received within two weeks of having received the student's request when possible. The final-grade appeal will be heard by five members of the Grade Appeal Panel.

- (v) The Grade Appeal Panel normally will be comprised of five members. Three members of the standing Academic and Faculty Affairs Committee of the Faculty Senate, appointed by the Chair of that committee, and two ad hoc members appointed by the appropriate Dean. The ad hoc members will be full-time employees of the University with a) faculty status, b) at least five years of teaching experience at the University and c) from cognate disciplines. For grade appeals presented by a graduate student, the panel will include at least one representative from a graduate program. Members of the Academic Affairs Committee of the Faculty Senate from the department where the appeal originates should recuse themselves from service on the Grade Appeal Panel.
- (vi) The Dean will refer the student and faculty documentation to the five member faculty panel.
- (vii) The faculty panel review and recommendation will be based exclusively on documentation furnished and other available resources as the panel deems necessary.
- (viii) If the panel feels it necessary to speak to members of the appropriate department as resources, it may do so.
- (ix) The panel will convene members in person or permit individual review of the record in making their recommendation. All panel members must review the same data.
- (x) Within two weeks (if practical) of receiving the appeal, the Panel will issue a written opinion to the Dean stating the challenged grade was justifiable or was not justifiable based on academic performance.
- (xi) If it is found that the grade given was neither arbitrary nor capricious, the appeal shall be denied. If the majority of the panel believe that the grade given was arbitrary or capricious, the decision shall be referred to the appropriate academic administrator for a decision and, if required, appropriate action.
- (xii) The Dean will review the record, the opinion of the panel, and then adopt the majority panel recommendation unless there are compelling reasons not to do so. If the recommendation is adopted, the decision of the Dean is final. If appropriate, the Dean will initiate the grade change with the Registrar. The Dean will inform the Provost/Vice President for Academic Affairs of the final decision in writing.
- (xiii) If the Dean declines to adopt the majority opinion of the panel, the Dean will send the appeal file to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will make the final grade determination based upon the entire record, including the Dean's comments. If appropriate, the Provost/Vice President for Academic Affairs will initiate the grade change with the Registrar.
- (xiv) Prior to issuing that final decision, the Dean or Provost/Vice President for Academic Affairs will notify the faculty member of the proposed decision. If there is a recommendation to change the grade, the faculty member will have an opportunity to change the final grade. If the faculty member declines to change the grade, the Dean or Provost/Vice President for Academic Affairs, as appropriate will do so with the Registrar.
- (xv) The student and faculty member will receive a written final grade determination by the faculty member, Dean or Provost/Vice President for Academic Affairs as appropriate. This process should be completed, whenever possible, no later than the end of the first week of classes of the next academic semester.
- (xvi) If the Dean is the faculty member who issued the grade in question, the Provost/Vice President for Academic Affairs will perform the duties above instead of the Dean.
- (xvii) All parties participating in the grade appeal are encouraged to expedite this process. However, upon request, the Provost/Vice

President for Academic Affairs may extend the specified time requirements, due to extenuating circumstances.

This process will be completed in strict confidence. All records related to the grade appeal process will be maintained in accordance with La Salle University record keeping policies.

- 6. A student shall be promptly informed if he or she is placed on any form of academic censure.

Seeking a Second Master's Degree

Individuals who hold a master's degree in one of La Salle's programs and are seeking a master's degree in a second La Salle program may have credit for courses taken for the first degree apply to the second degree on condition that:

1. Credits transferred from programs in other accredited institutions may not exceed six in La Salle programs requiring 36 credits or less, or nine in La Salle programs requiring more than 36 credits.
2. All requirements for the degree in the second discipline are met to the satisfaction of the program director and dean.
3. Courses taken for the first degree and to count for the second degree are essential to meeting requirements of the second degree.
4. The total number of credits taken for the two degrees reach a minimum of 48 credits or the equivalent.

STUDENT SERVICES

Tuition, Fees, and Payment Options

Payment of Tuition

Fall semester electronic bills (e-Bills) will be available for viewing and payment in early July, and spring semester e-Bills will be available in early December. Payments are due as follows:

Fall semester: First Wednesday in August

Spring semester: First Friday in January

Credit card (American Express, Discover, MasterCard and VISA) and eCheck (ACH) payments can be made at <http://my.lasalle.edu>. Credit card payments are subject to a 2.75 percent convenience fee, however, eCheck payments are not subject to a convenience fee. An ACH payment is an electronic debit of a checking or savings account. You must have your account number and routing number available to make an ACH payment. If you choose to pay via wire transfer, instructions are available on the secure portal. You must include your student ID number.

If you choose to mail your payment, make your check or money order payable to La Salle University and forward to: La Salle University, 1900 West Olney Avenue, Philadelphia, PA 19141-1199, Attn: Office of Student and Accounts Receivable.

Write your student ID number on the face of the check/money order to ensure accurate and timely processing. A \$35 fee will be assessed for all returned checks. If the University receives a total of two returned checks, all future payments must be made via cash, certified check, or money order. **DO NOT SEND CASH THROUGH THE MAIL.**

There is a payment drop box outside of the Office of Student and Accounts Receivable, located on the first floor of the Lawrence Center. **DO NOT PUT CASH IN THE DROP BOX.**

If full payment cannot be made, the Actively Managed Payment Plan (AMPP) is available for the fall, spring, and summer semesters. All financial obligations must be satisfied before a student's enrollment is finalized.

Third-Party Payments

If a recognized third party (employer, labor union, foundation, etc.) is paying all or a portion of your tuition, you must send the official notification to the University to have a memo credit applied to your account for the authorized amount. To be eligible, the third party must be a recognized organization, not an individual. The official notification must contain the amount the third party will pay, billing instructions, and the signature of the authorized representative. Remember to remit payment for any amount due, not covered by a third party, by the payment due date. Third party billing authorizations are accepted in lieu of payment and must be received by the payment due date. Please e-mail, fax, or mail billing authorizations to the Office of Student and Accounts Receivable.

Employer Assisted Graduate Deferred Payment Plan

La Salle University has established a deferred payment plan for graduate students who qualify for tuition reimbursement from their employer. Students accepted into the plan may defer payment of the portion of their tuition reimbursable under their employers' program until 45 days after the end of the semester. Any balance not covered under an employer education assistance plan must be remitted by the payment due date. If you are using the Employer Assisted Graduate Deferred Payment Plan, you must follow these steps:

Complete the Deferred Payment Plan Application at the following link: <http://www.lasalle.edu/financeadmin/bursar/EmployerAssistedDPP.pdf>

Submit the form, along with a \$50.00 payment, proof of employment letter and a copy of your employer's reimbursement policy. You may forward the application and documents via email (bursar@lasalle.edu), fax (215.951.1799), or U.S. mail, to the attention of the Office of Student and Accounts Receivable. If you choose to submit your application and documents via email or fax, you may remit your \$50.00 application fee on the "View and Pay Your eBill" site via Br. LUWIS.

Late Payment Penalty

Any balance carried one month past the official first day of the semester will be subject to a late fee equaling one percent of the total amount due on that day. This fee will continue to be assessed on a monthly basis. If you are unable pay the balance in full, you are encouraged to enroll in the La Salle University Deferred Payment Plan, apply for financial aid, or enroll in a monthly payment plan.

Changes

La Salle University reserves the right to amend or add to the charges listed above and to make such changes applicable to new and enrolled students.

TUITION RATES FOR GRADUATE PROGRAMS

School of Business

Full-time MBA (Tuition, per semester)	11,510
One-Year MBA (Tuition, full year)	38,725
Part-time MBA (Tuition, per credit hour)	970
M.S. Human Capital Development (Tuition, per credit hour)	720
M.S. Nonprofit Leadership (Tuition, per credit hour)	640

School of Arts and Sciences

Tuition, per credit hour

Pre-Med Certificate	675
M.A. Hispanic Institute	760
M.A. Central and Eastern European Studies	735
M.S. Computer Information Science	875
M.S. Economic Crime Forensics	785
M.A. Education	715
M.Ed. Education	715
M.A. English	735
M.A. History	735
M.A. Industrial/Organizational Psychology	785
M.S. Information Technology Leadership	875
M.S. Instructional Technology Management	735
M.A. Marriage and Family Therapy	785
M.A. Professional and Business Communication	765
M.A. Professional Clinical Counseling	785
One-Year M.A. Professional and Business Communication, full time	765
M.A. Theology and Ministry	455
M.A. Translation and Interpretation	760
Doctor of Psychology in Clinical Psychology	930
Doctor of Theology	600

School of Nursing and Health Sciences

Tuition, per credit hour

Pre-Speech-Language Pathology Program	675
Nutrition	675
RN-BSN Program	570
ACHIEVE Program	610
MSN Nursing	895
Master of Public Health	800
M.S. Speech-Language Pathology	895
Doctor of Nursing Practice	955

Fees

Paper application fee	\$35
General University Fee	135
Technology Fee, full time	150
Technology Fee, part time	75
Parking Fee, resident student	100
Parking Fee, graduate student	65

Tuition and fees for graduate certificates are the same as for their respective parent graduate program.

Financial Aid

Although payment of tuition is the responsibility of the student, the University makes every effort to assist students in attaining adequate levels of financial support. Students should utilize private as well as public fund resources (e.g., banks and private scholarships as well as the government loan programs). The professional staff in the Financial Aid Office will work with each student in reference to the loan programs.

Financial aid is also available from the sources described in this section. Applicants for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA) and the Web Institutional Data Form (WIDF). This form can be completed through the mylasalle portal. If the student is a loan applicant, all awards must be reported to the Financial

Aid Office for loan eligibility computation. For further information, please call the Financial Aid Office at 215.951.1070.

Federal Direct Unsubsidized Loan

The Direct Unsubsidized Loan is an interest-accruing, fixed-rate loan available to students enrolled on a part-time or full-time basis. Graduate students may borrow up to \$20,500 per year. Repayment for this type of loan begins six months after leaving school or enrolling less than half-time, and allows for up to a maximum of 10 years to repay.

Veteran's Benefits

Students who qualify for Veteran's benefits should contact the Financial Aid Office at 215.951.1070. Information for full-time and part-time students is also available under the Military Services tab via www.lasalle.edu/registrar.

TRANSCRIPTS

Students may request a transcript of their collegiate work through the Office of the University Registrar, in person, by mail, or online. Official transcripts bearing the signature of the Registrar and the seal of the University are sent, at the request of the student, to other institutions and organizations.

A fee of \$5 is charged per transcript. The University requires at least one week's notice for the issuance of transcripts. No transcripts can be issued until all financial obligations to the University have been satisfactorily settled.

INTERNATIONAL STUDENT ADVISING

The International Education Coordinator promotes the overall welfare of international students through the coordination and development of programs that enhance international student success. These include orientation and referral for academic advising; participation in the sponsorship of academic, cultural, and professional activities that promote the educational, recreational, and emotional well-being of international students; and verifying and maintaining all necessary immigration documents. The International Education Coordinator can be contacted at the Multicultural and International Center at 215.951.1948.

ENGLISH LANGUAGE INSTITUTE

La Salle University's English Language Institute (ELI) was established to provide the highest quality English as a foreign Language (EFL) instruction for international students and business professionals. Courses focus on all aspects of EFL learning proficiency – listening, speaking, reading and writing to meet learning goals. The ELI recognizes that learning English requires more than just studying in the classroom. ELI students are encouraged to interact with other students and share experiences as a valuable part of their education and for learning English. As the ELI is a part of and located on the campus of La Salle University, EFL students are encouraged to participate in campus activities as well as events organized by the ELI. For more information contact the ELI at ELI@lasalle.edu or 215.991.2600.

BUCKS COUNTY CENTER

La Salle University offers master's and undergraduate degree programs at its Bucks County Center in Newtown, PA. The center is located in the Silver Lake Executive Campus, approximately one mile from the Newtown-Yardley exit of I-95. This full-service educational facility includes traditional classrooms, seminar rooms, a psychological assessment lab, nursing labs, computer labs, executive training and professional development facilities, a student lounge, and a Resource Center that houses library materials and computer workstations.

Courses are offered during the evening and on weekends to accommodate adult learners and working professionals. Students can complete master's degree programs in a variety of academic areas, including [Master of Business Administration \(MBA\)](#), [Education, Counseling and Family Therapy](#), [Nursing](#), and [Theology and Ministry](#). An undergraduate degree in Nursing (ACHIEVE), and a full-time day program in Organizational Leadership are also offered at the Center. Click on the links above for additional information about these programs.

MONTGOMERY COUNTY CENTER

La Salle University offers some master's degree programs and certificate programs at the Montgomery County Center, located in the Metroplex on Chemical Road in Plymouth Meeting, PA, approximately one-half mile from the Germantown Pike East/Plymouth Meeting Exit 19 of Interstate 476. The facility includes classrooms, seminar rooms, computer classrooms and labs, executive training and professional development facilities, a student lounge, and a Resource Center that houses library materials, and computer work stations. An accelerated [Bachelor's of Social Work](#) degree completion program, the [Master of Business Administration](#) and the [Counseling and Family Therapy Master's Programs](#) along with certificate programs also are offered at the Montgomery County Center. Click on the links above for additional information about these programs.

LIBRARY SERVICES

The Connelly Library – Main Campus

The Connelly Library offers a combination of traditional and innovative library services, plus warm and inviting areas for students to study and work in small groups on class projects. The building, which opened in 1988, contains areas for quiet study, various-sized rooms designed to accommodate collaborative learning processes, and attractive lounge seating for leisure reading and relaxing. Reference and Circulation services are on the first floor, Special Collections on the second floor, and Archives and Digital Initiatives on the lower level. In addition to an extensive book collection, the library collects feature films and documentaries on DVD and instructional materials for education students. The Special Collections area holds manuscripts, rare books, and videos on subjects such as the Japanese tea ceremony, imaginative representations of the Vietnam War, imaginative representations of the Holocaust, and trauma literature, as well as a number of unique holdings of the works of major authors.

The online databases, periodical subscriptions, and book collections in the library reflect the courses offered by the University. The library databases, which are accessible from the library home page (www.lasalle.edu/library),

link to the full text of periodical articles or to interlibrary loan request forms. In addition, the E-Journal Portal links students to thousands of full-text periodicals. Students have access to these Internet sources at all times. The Collection Development Librarian consults with the teaching faculty to purchase the most useful books for the collection, including online books. Materials not available in the library are borrowed from other libraries, or photocopies of articles are requested at no charge to the student.

Reference librarians are available most of the 96 hours per week that the library is open. They provide individual and classroom instruction for finding information through databases and in books. Information literacy instruction using problem-solving techniques is available in the library to support and enhance the University's curriculum and encourage the development of lifelong learning skills. The Connelly Library reference librarians have developed original presentations, LibGuides, and unique handouts to help students work through information problem solving.

The Resource Center – Bucks County Center

Students taking courses at the Bucks County Center and Montgomery County Center have access to the Connelly Library's resources through the use of the Internet. The Bucks Resource Center has the services of a professional librarian at select times to support students with their research projects and to provide guidance on the use of the Library information. Students may also phone the Connelly Library Reference Librarians, email a librarian, or use the 24/7 chat service (AskHerePA) to get assistance. Connelly library books and interlibrary loan materials can be delivered to the Bucks County Center or the Montgomery County Center for pick up.

COMPUTING/TECHNOLOGY-BASED LEARNING FACILITIES

Main Campus

Computer Labs and Technology

The computer facilities at La Salle University's Main Campus offer state-of-the-art computers with the latest software for all majors. Computer labs are located in several buildings on campus. The main student lab is located in Wister Hall.

Technology on campus also extends beyond the labs. La Salle University offers wireless access in most buildings on campus, including the Student Union.

Academic Technology

The University's Web portal, mylasalle, provides a single point of access to e-mail, calendar, Br. LUWIS, school events, and customized content for students, faculty, and staff.

The University also offers Canvas, a course-management system that allows faculty and students the ability to share content and communicate online. With this technology incorporated within courses, they can access multimedia and Web resources, communicate and share information within the class, collaborate on projects with team or group members, post assignments, or take tests and quizzes.

Tutoring services are accessible using the GradesFirst system. Please visit the mylasalle portal for more information.

The La Salle mobile application provides a full range of iOS- and Android-enabled tools for students with mobile devices. Features include viewing the following:

- View Class Schedule and Final Grades
- Gold Card Balance
- Today At La Salle (Weather, Events, Photos)
- Emergency Contact Information
- Device Specific Apps
- Faculty/Staff Directory
- RSS Feeds (News, Athletics)
- Library Hours and Information
- Real-time Shuttle Tracking

IT technical support is available in Olney 200. This Help Desk, staffed by an IT technician, can assist with password resets, laptop troubleshooting, or other technical issues. Help Desk services are also available by phone at 215.951.1860.

Bucks County Center

The computer facilities at the Bucks County Center also offer students access to the latest hardware and software technologies. These Centers include computer labs and wireless technology as well as integrated classrooms.

Montgomery County Center

The computer facilities at the Montgomery County Center also offer students access to the latest hardware and software technologies, including mylasalle and Canvas.

Visit <http://www.lasalle.edu/technology> for more details about the services offered by the Information Technology Department.

CAREER AND EMPLOYMENT SERVICES

Career development is a continuous process in which skills are learned, developed, or enhanced through education and experience. The Office of Career and Employment Services provides graduate students with the opportunity to discuss and formulate their career goals and plans, develop or expand contacts with potential employers, and research career information and trends. Resources, services, and events offered through Career and Employment Services include personalized career counseling, information on careers and employment, resume review and interview preparation, alumni networking receptions, and on-campus recruiting and job fairs.

The Career and Employment Services Center is located on the first floor of the School of Business building and is open throughout the year, Monday through Friday, 8:30 a.m. to 4:30 p.m., and during the academic year until 6:30 p.m., Monday through Thursday. A Career and Employment Services staff person will also be available (by appointment) at La Salle's Bucks County Center and Montgomery County Center on selected days. Appointments during evening hours and/or at our Bucks and Montgomery County locations must be made in advance. Please call 215.951.1075 to make an appointment. (www.lasalle.edu/careerservices)

ACADEMIC AND LEARNING SUPPORT SERVICES

The University provides academic support services in both face-to-face and online formats. For graduate students, these services include the Sheekey Writing Center, a Learning Instructor, skill building workshops, and a variety of electronic resources. Appointments for the Writing Center and the Learning Instructor are available through the GradesFirst system. For more information, contact the Writing Center, located in Olney 203, at 215.951.1299 or robertso@lasalle.edu or the Learning Instructor, located in Olney 239, at 215.951.5115 or hediger@lasalle.edu. Additional information is also available at www.lasalle.edu/portal/learningsupport.

HOUSING/COMMUNITY DEVELOPMENT

On-campus graduate housing is located at St. Teresa Court. The apartment units that comprise the residential community at St. Teresa Court are within walking distance of all campus facilities. Academic and non-academic resources are just steps away and include the library, recreational facilities, and social and cultural venues. The units are fully furnished and all utilities, except long-distance telephone service, are included in the rent. Please speak with the director of your graduate program for additional information, or call Administrative Services at 215.951.1370.

Community Development assists students in understanding the leasing culture and property options in the surrounding community. A consultation with the Off-Campus Community Coordinator will provide an overview of:

- The community
- La Salle's Off-Campus behavior policy
- Basic tenant knowledge
- Landlord Relations
- Security Resources
- Tips for safety
- Property database access for you to research and pursue

Contact the Off-Campus Community Coordinator at 215.951.1916 for a consultation.

DINING SERVICES

Main Campus

LaSalle Dining Services offer a wide array of dining choices from our two "all you care to eat" dining halls (Blue & Gold, and Treetops), the Union Food Court, our P.O.D. Market, Union Market, the Benilde P.O.D., as well as Starbucks and Subway. P.O.D.'s (Provisions on Demand) are convenience stores with quick snacks. Students on a La Salle Dining meal plan have a generous balance of Meals and Special Food Account (SFA) dollars that provides a great value along with the flexibility and convenience that they need. Blue & Gold is our newly renovated dining facility located on North Campus that is open seven days a week with continuous dining. Treetops is located on South Campus, which is just

a short walk from Main Campus. The Food Court is located inside the Student Union Building. It contains Greens to Go, Bene Pizza, Grille Works, Zuca, and Smoothie Spot. Also in the Union building are Subway and Starbucks.

For hours of operations and locations of all dining options, as well as meal plan information and refilling Explorer Dollars, visit us at www.lasalle.campusdish.com. Also, keep up with us on social media! Follow us on Facebook: www.facebook.com/LaSalleDining, Twitter: @LaSalleDining, and Instagram: @LaSalleDining!

Bucks County Center

Bucks Xpress is open evenings; and vending machines located near the Cafe provide a wide variety of snacks, light meals, and beverages.

Montgomery County Center

Limited vending machine food choices provide snacks and beverages.

COUNSELING AND HEALTH SERVICES

Residential graduate students are eligible to use the services of the Student Health Center, the Student Counseling Center, and the Alcohol and Other Drug Education Center. The La Salle University Student Health Center, located next to the Blue and Gold Dining Hall, is a primary health-care facility that provides acute health care and is staffed by clinical nurse practitioners. It is open Monday through Friday, 8:30 a.m. to 4 p.m. during the academic year. All residential graduate students must have a completed health history form on file. After-office hour emergencies are referred to Albert Einstein Medical Center. Security or fire rescue will transport students to Einstein Medical Center. Students are financially responsible for emergency room visits. The Student Health Center can be reached at 215.951.1565. The Student Counseling Center, located in McShain Hall, provides short-term counseling and crisis intervention. Appointments can be made by calling 215.951.1355. The Alcohol and Other Drug Education Center (AODEC) offers individual counseling, personal assessments, support groups and resources concerning issues related to substance use. The AODEC is located in McShain Hall, next to the Student Counseling Center and can be reached by calling 215.951.1357. Part-time and non-residential Graduate Students can access counseling services through Graduate Psychology's Community Center for Psychological Services (215.951.1006).

All residential Graduate students as well as all Graduate Students registered for six (6) or more credits or in a full-time program are required to carry health insurance coverage, either through the University-sponsored plan or through an alternative comparable plan, such as coverage on a parent's health insurance plan. Prior to first attendance at the University, and annually thereafter, registered Graduate students in in the aforementioned categories must complete the online student health insurance waiver/enrollment process. In order to complete the waiver/enrollment process or if you have questions regarding coverage, please go to www.firststudent.com or call customer service at 800-505-4160.

STUDENT HEALTH INSURANCE REQUIREMENT

All Graduate Students registered for six (6) or more credits or in a full-time program are required to carry health insurance coverage,

either through the University-sponsored plan or through an alternative comparable plan, such as coverage on a parent's health insurance plan. Prior to first attendance at the University, and annually thereafter, registered Graduate students in the aforementioned categories must complete the online student health insurance waiver/enrollment process.

In order to complete the waiver/enrollment process, registered students should go to www.firststudent.com. Select La Salle University, click on the Waiver Your Schools Insurance button or the Enroll Now button and follow the directions. Students with questions regarding coverage may go to www.firststudent.com or call customer service at 800.505.4160. They may also contact Administrative Services at 215.951.1370.

BUILDING BLOCKS: CHILD DEVELOPMENT CENTER

Established on the Main Campus in 1973 by a group of La Salle faculty, students, and staff, Building Blocks is a privately incorporated NAEYC-accredited day care center housed on La Salle's Main Campus. Serving the immediate La Salle community and our neighbors beyond the campus, the center cares for some 50 children, whose ages range from 15 months to five years, during daytime hours. The trained professionals at Building Blocks also supervise work study students, volunteers, and students who fulfill certain course assignments through projects at the center. Interested parents can call 215.951.1572 or 215.951.1573 for more information.

SECURITY SERVICES

The Security Office is staffed 24 hours a day, seven days a week, providing security services, parking registration, shuttle bus/escort services, and help with cars. Parking permits may be obtained from the Parking Office, which is located at the lower level of the La Salle Union. For general information, call 215.951.1300. For emergencies, call 215.991.2111.

Escort service is available at all times to transport students to their destinations on campus. Contact the Security Department at 215.951.1300.

SHUTTLE BUS SERVICE AND PARKING

Please consult the Security and Safety Department Web site at www.lasalle.edu/security for current information regarding shuttle bus service and parking permits. Printable applications can be found on our web page as well a Real Time view of the shuttles in operation. Parking Office business hours are Monday through Friday, 9:30 a.m. to 4:30 p.m.

IDENTIFICATION CARDS

All students attending classes on campus are required to carry a valid La Salle ID card. This card is also the Library card. The Gold Card/ID Office issues ID cards. Information about obtaining ID cards can be found by visiting the mylasalle portal. The schedule for the ID office is 9 a.m. to 8 p.m. Monday through Thursday, 9 a.m. to 5 p.m. on Friday, and 10 a.m. to 6 p.m. on Saturday and Sunday. During the summer, the office is open 9 a.m. to 5:30 p.m. Monday through Thursday. This schedule will be modified as necessary during school holidays and breaks.

Having a Gold Card is a convenient way to make purchases at the Campus Store, the Union Market, and all food service areas on campus. For more information, contact the Gold Card ID Office at 215.951.1LSU.

WEATHER EMERGENCY NUMBERS

If classes must be canceled because of inclement weather, the following numbers will be announced on KYW on the radio:

Main Campus, Day	105
Main Campus, Evening	2105
Bucks County Center	2746
Montgomery County Center, Day	1491
Montgomery County Center, Evening	2491

The student can also call the La Salle University Hotline at 215.951.1910 or visit the University Web site at www.lasalle.edu to find out about campus closings due to inclement weather.

RECREATIONAL FACILITIES

La Salle University invites all students, faculty, and staff to utilize the recreational facilities.

The IBC Fitness Center is located on South Campus and contains free weights, cardio, and strength equipment. The facility also has men's and women's locker rooms.

Across from the IBC Fitness Center is the St. Basil's Fitness Studio. The studio is available for all resident students, and is located on the second floor of the residence hall. It is equipped with ellipticals, a cardio area, and dumbbells.

The Hayman Center offers the use of the following: three full-length basketball courts; a six-lane, 25-yard pool with diving well; locker rooms; and two fitness lofts above Kirk Pool equipped with treadmills, ellipticals, and bikes.

The Saints Edward and Francis residence halls are home to two outdoor basketball courts, a sand volleyball court, and play host to Explorer Fitness classes. Classes are open to all members of the La Salle community, free of charge.

The Belfield Tennis Courts are located on 20th Street, complete with four tiered and lighted tennis courts.

Across 20th Street, McCarthy Stadium features a multi-purposed, synthetic surface athletic field surrounded by a quarter-mile, all-weather track.

DeVincent Field, home to the Explorers baseball and field hockey programs, also has a Sprinturf surface and outdoor batting cages.

The Explorers softball field and open grass recreation field are on West Campus. The Rowing Room is also located on West Campus in Benilde Tower.

Users can check the availability and hours of facilities, take a virtual tour of several facilities, and get general information at www.GoExplorers.com/Recreation or by calling the Recreation office at 215.951.1560.

ART MUSEUM

The Art Museum at La Salle University opened its doors in 1975 as a cultural resource for La Salle students and for the communities surrounding the University. Currently, La Salle is the only university or college in Philadelphia with a permanent display of paintings, drawings, and sculpture from the Renaissance to the present. In addition to the permanent collection, the Art Museum owns a number of special collections that are not on regular view. The largest of these is the works on paper collection. Smaller holdings include groups of Japanese prints, Indian miniatures, African art, Chinese ceramics, pre-Colombian pottery and Ancient Greek ceramics. Selections from these works, often supplemented by loans for other museums, form the basis for temporary exhibitions held four or five times a year. The collection is housed in a series of period rooms on the lower level of Olney Hall. Admission is free. For more information, including arranging group tours, call 215.951.1221.