

MIDFIELD

# Elizabethtown College 1999- 2018

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July 11, 2018



## Elizabethtown College

This is a policy summary for Elizabethtown college located in Elizabethtown Pennsylvania. Elizabethtown is a private college affiliated with the Church of the Brethren, an Anabaptist church. The school was founded in 1899 by members of the church. The school colors for Elizabethtown are blue and grey, and their mascot is the blue jays. The engineering courses at Elizabethtown have accreditations from ABET.

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## Overview

The Elizabethtown policy summary covers the years from 1999 to 2018. The catalogs are in single year format. The catalogs were found from a combination of Elizabethtown’s website as well as college source. The catalogs that were downloaded from college source have a much larger file size compared to the catalogs downloaded from Elizabethtown’s website.

## Term type

- Elizabethtown operates on a semester schedule with six-week summer sessions

## Admissions, Engineering, 1<sup>st</sup> Year

### Awareness of financial need

- Financial need is not one of the factors considered when evaluating students for admission.

### Automatic Admission

- Elizabethtown accepts applications on a rolling basis, but there are no stated automatic admission criteria. Starting in the 2007-2008 school year, students who were in the top ten percent of their high school class or had a GPA above 3.5 if their school does not report standing are exempt from submitting standardized test scores.

### General Admissions Policies

- Competitive Standards

<b>COURSES REQUIRED</b>	<b>NUMBER OF YEARS REQUIRED</b>
<b>ENGLISH</b>	Four years
<b>MATHEMATICS</b>	Three years
<b>LABORATORY SCIENCES</b>	Two years
<b>SOCIAL STUDIES</b>	Two years
<b>FOREIGN LANGUAGES</b>	Two years

- Standardized Tests
  - Students must provide a score for the SAT or ACT for admission. Starting in the 2007-2008 school year, students could waive the requirements to submit these standardized test scores if they were in the top 10 percent of their high school class, or if their school did not report rankings, the student had a GPA of 3.5 or better. Students applying to the honors college were still required to submit standardized test scores.
- Essay, personal statement
  - Students must provide either an essay, personal statement, or graded paper to show writing and communication ability. Students can use the essay questions on the common application to fulfill this requirement, or they can use some of the topics on the Elizabethtown application for guidance
- Early admission

- High school students after the completion of their Junior year may be admitted to Elizabethtown as a first year student. Students who choose to go this route will be awarded their high school diploma at the end of their first year at Elizabethtown in addition to the college credits earned. To be considered for early admission, students must have high standardized test scores, as well as recommendations from the principal, guidance counselor, and teachers. The student must also have written approval from their parents.

## **Admissions, Engineering, Transfer**

### **Awareness of financial need- need blind—need sensitive—not need blind**

- Financial need is not one of the factors considered when evaluating students for transfer.

### **College level hours to be considered a transfer**

- From 1999-2013, up to 64 credit hours from two-year institutions were allowed to be evaluated for transfer, while credits from four year institutions had to be specifically requested to be evaluated. Starting in [2014-2015](#) Elizabethtown changed its policy to evaluate 84 credit hours from four-year institutions for transfer as well as 64 credit hours from two year institutions. Students with 60 credit hours (junior status) cannot transfer any more credits from two year institutions but may transfer credits from a four-year institution with approval from the Registrar.

### **Articulation Agreements**

- From 1999-2012, Elizabethtown had a 3+2 program with Penn State where the student gets a Bachelor of Arts degree from Elizabethtown and a Bachelor of Science degree from Penn State. Students would have to take certain engineering specific classes at Elizabethtown before finishing their education at Penn State. This program ended in the [2013-2014](#) school year.

### **Preferred Admissions**

- From [1999-2006](#), students with a 2.5 GPA or better with coursework in English, math, natural science, and foreign language were recommended for acceptance. These students were expected to complete the majority of the coursework in their major at Elizabethtown.

### **Requirements to transfer**

- Students who are in good academic and social standing with their previous university are encouraged to apply to transfer.

## **Admissions, International**

### **Requirements**

- Students applying internationally **from 2015 onwards** are required to submit a standardized test such as the TOEFL, IELTS, EIKEN, SAT, or ACT to show proficiency. Previously the TOEFL was the only standardized test accepted. International students are also required to take a one credit seminar teaching them about college and U.S customs. Students must also submit a 250-word personal essay about their reasoning for applying to Elizabethtown in order to demonstrate their proficiency in English.

## **Engineering Matriculation Model**

### **Direct to College or School (FYE)**

- Students are admitted to the department of engineering and take first year engineering courses. After their first year, students can choose to specialize in a concentration of engineering, or get a degree in general engineering. To get a major with a concentration, students must take courses in their chosen concentration, while in general engineering students take courses from all of the concentrations.

## **Readmission for Students in Good Academic Standing**

- Students in good academic standing must submit a written request to the Office of Registration and Records to be readmitted to the institution. It is not specified whether or not readmission is automatic.

## **Grading Policies**

### **Audit**

- Students in good academic standing can audit courses, provided that they do not take a spot from a student that needs to take the class for academic credit. Audited credits count towards total credits taken in a semester, so if a student goes over the limit of credits allowed, they will be charged an additional fee. Students who audit a course cannot retake the course for credit, and students who took a course for credit cannot audit a course.

### **Course Repeat policy**

- General Policies
  - Students can retake any class in which they received an F. From **1999-2004**, students could only retake courses that they failed, or if a student got a grade lower than D and had approval from their academic advisor to retake the course in the same manner that it was taken the first time. Starting with the **2004-2006** catalog and continuing to the present,

students are able to retake courses with grades of C- or lower if the student retook the course the same manner as it was taken the first time and if the student had the approval of their academic advisor. Courses that are retaken to improve a failing grade can be retaken as many times as necessary, while courses that are retaken to improve a bad grade can only be retaken once.

**Credit without grades**

- From 1999-2008, for most courses, a score of three or better on the AP exam will earn academic credit for the course. From 2008 onward, a score of four or better on the AP exam will earn academic credit for most courses, and the catalog directs the student to do more research on the website for credit for specific courses.
- Students may receive credit for CLEP exams. The examinations must take place before the student achieves Sophomore status. Up to 29 credits can be awarded for credits that are not duplicates of courses on the students’ transcript, and if the student scores in the fiftieth percentile or higher on the examinations.
- Students can also earn credit from the IB exams if they have a score of five or six for higher level exams. The specific credit policies vary, and the catalog directs students to search their website for academic policies for more information about credits for specific courses.
- Students at Elizabethtown can also receive credit through challenge examinations. They must request the chair of the department for their course to approve a test for academic credit. The student will be graded on a pass/no pass basis for all challenge tests

**Drop and Withdrawal**

<b>First four weeks of semester</b>	<b>Class will not appear on students’ transcript</b>
<b>Fourth week to the end of the eleventh week</b>	The course will appear on the students’ transcript as a W.
<b>After the eleventh week</b>	The course will appear as a WF on the students’ transcript, and will be graded as an F for the students’ GPA.

**Grade Weights and Grading Scale**

<b>LETTER GRADE</b>	<b>NUMERICAL GRADE</b>
<b>A</b>	4.00
<b>A-</b>	3.70

<b>B+</b>	3.30
<b>B</b>	3.00
<b>B-</b>	2.70
<b>C+</b>	2.30
<b>C</b>	2.00
<b>C-</b>	1.70
<b>D+</b>	1.30
<b>D</b>	1.00
<b>D-</b>	0.70
<b>F</b>	0.00

### **Incompletes**

- The incomplete grade is turned into an F if it is not turned in by April 1<sup>st</sup> if it was given in the fall semester, and October 1<sup>st</sup> if the incomplete was given in the spring or summer semester.
- There is no impact on the students' GPA when an incomplete is given unless the student fails to complete the incomplete work in time.
- Students can get an incomplete if they make a formal request to the professor and sign a contract to finish the incomplete work. Incompletes are also used in cases where the professor suspects academic dishonesty.

### **Independent study (limitations, or regulations)**

- Independent study is available to students that are of Junior or higher status who also have a GPA of 2.0 or better. The independent study topic should be submitted before the registration period of the semester that the independent study course is taking place.

### **Miscellaneous other grades**

- From **1999-2012** a credit hour was defined as the work completed in one 50-minute recitation per week or two or more 50-minute laboratory periods per week for a semester of 15 weeks. From **2012 onward**, a credit hour is defined as a unit of material that can be taught in a minimum of 14 hours of classroom time plus time appropriate time spent outside of the classroom as determined by the faculty.

### **Pass fail**

- Students with a Junior or higher standing and a GPA of 2.75 or higher are allowed to take a course pass/fail. A grade of D- and better is graded as a pass, while an F is failing. Only four courses can be taken pass fail, and the course must be less than four credits and a free elective. Pass fail courses cannot replace any course in the students' major requirements or any of the core courses required by Elizabethtown.

## Academic Progress - Engineering

### Academic Good Standing

- Generally a 2.0 GPA is required to be in academic good standing. From 1999-2006 students with 73 or more credit hours were required to have a GPA of 2.0 or more to avoid probation, and students with fewer than 73 credit hours had levels of acceptable GPA depending on the number of credit hours attempted. From 2006 onward, students with 35 or more credit hours were required to have a GPA of 2.0 or more, and students with fewer than 35 credit hours had levels of acceptable of GPA depending on the number of credit hours attempted.

### Consequences of not meeting required performance

From 1999-2006

Credit Hours Attempted	GPA below
<b>1-18</b>	1.70
<b>19-36</b>	1.80
<b>37-54</b>	1.90
<b>55-72</b>	1.95
<b>73 or more</b>	2.0

From 2006 onward

Credit Hours Attempted	GPA below
<b>1-18</b>	1.70
<b>19-34</b>	1.90
<b>35 or more</b>	2.00

- Academic Warning
  - If a student has a D or lower grade in 100 or 200 level courses at the end of the fifth week of the semester, they are notified of their performance. There are no specified consequences except for encouragement from the school to consult with their instructors.
- Probation
  - Probation is usually given on a case-by-case basis to someone who is below academic good standing. Students who are on probation may have to consult with teachers and advisors as well as take some special courses as part of an academic contract. Completion of these courses is usually a sign that students can remove probation.
- Suspension



- Continued academic difficulty can lead to academic suspension. There is no specified standard for academic suspension at Elizabethtown, however it is noted that students who continually have less than the 2.0 GPA required for academic good standing could face the possibility of punishments.
- **Expulsion**
  - Generally, expulsion is judged on a case-by-case basis, but is mostly used for cases of academic dishonesty. For cases where students are dismissed because of a low GPA, they can petition to be readmitted to the college.
- **Clean Slate**
  - Students who are readmitted after five years away may petition to have their F's removed from their GPA. When students are readmitted, they must complete 16 consecutive credits at Elizabethtown with a grade of C or better. After that, the old F's are still kept on the transcript, but they no longer factor into the students' GPA calculation.

**Classification Hours**

<b>0-29</b>	<b>Freshmen</b>
<b>30-59</b>	Sophomore
<b>60-89</b>	Junior
<b>90 and above</b>	Senior

**Excess hours Policies**

- Students are only allowed to take 18 credit hours a semester at Elizabethtown. The exception is that if a student has a 3.2 GPA, then they can take up to 20 credit hours a semester. Students who finish their general engineering specific courses, they can take up to 19 credit hours for up to three semesters. Students who take more credits than allowed will be charged a fee equal to the cost of the number of credit hours over the allowed amount.

**Engineering Degree Progression**

**Common Introduction to Engineering**

**2016-2017 catalog recommended first year engineering courses**

<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
<b>PHY 200 – COLLEGE PHYSICS 1</b>	PHY 201 – College Physics
<b>MA 121 – MA CALCULUS 1</b>	MA 122 – Calculus 2
<b>EGR 100 – INTRODUCTION TO ENGINEERING 1</b>	EGR 110 – Introduction to Engineering 2

CS 121 (optional)  
 EN 100 – PLE Writing and Language  
 or EN 150 – PLE Advanced Writing  
 and Language.

**2017-2018 catalog recommended first year engineering courses**

<b>FALL SEMESTER</b>	<b>SPRING SEMESTER</b>
<b>PHY 120 – INTRODUCTORY MATHEMATICS OR PHYSICS</b>	PHY 201 – College Physics 1
<b>EGR 191 – INTRODUCTION TO ENGINEERING 1</b>	EGR 192 – Introduction to Engineering 2
<b>FYS 100 – FIRST-YEAR SEMINAR</b>	MA 121 – MA Calculus 1
<b>CORE COURSE (PLO, SS, CE IN PARTICULAR)</b>	CS 121 – Computer Science 1 (optional)
	EN 100 – PLE Writing and Language or EN 150 – PLE Advanced Writing and Language

**Engineering Co-Op**

- Starting in the [2012-2013](#) school year, Elizabethtown began offering a voluntary Co-Op as part of their engineering degree. This Co-Op extended a four-year degree into a five-year degree and involved two seven month rotations. Students work full time at their site and are still part of the degree.

**Progress in Engineering Major**

- Engineering Core Courses

<b>Course abbreviations (based on 2017-2018 catalog)</b>	<b>Course Name</b>	<b>Years required</b>	<b>Credit hours (From 2017-2018 catalog)</b>
PHY 120	Intro Math for Physics	2017-2018	4.0
PHY 200	College Physics 1	1999-2018	4.0
PHY 201	College Physics 2	1999-2018	4.0
EGR 191	Intro to Engineering 1	1999-2018	4.0
EGR 192	Intro to Engineering 2	1999-2018	2.0

EGR 210	Circuit Analysis	1999-2018	4.0
EGR 255	Sustainable Resource Engineering and Design	2011-2018	3.0
EGR 256	Environmental Site Engineering and Design	2011-2018	3.0
EGR 260	Statics	1999-2018	3.0
EGR 291	Sophomore Project	2006-2018	1.0
EGR 310	Signals and Systems	1999-2018	3.0
EGR 360	Dynamics	2006-2018	3.0
EGR 391	Engineering Design and Junior Project	2006-2018	2.0
EGR 395	Fall Seminar	2006-2018	1.0
EGR 396	Spring Seminar	2006-2018	1.0
EGR 410	Control Systems	1999-2018	4.0
EGR 491	Senior Project in Engineering 1	1999-2018	2.0
EGR 492	Senior Project in Engineering 2	2006-2018	2.0
CH 105	NPS Fundamentals of Chemistry	1999-2018	4.0
CS 121	Computer Science 1	1999-2018	4.0
MA 121	MA Calc 1	1999-2018	4.0
MA 222	MA Calc 2	1999-2017	4.0
PH 275	HUM Science and Values	2013-2018	4.0
MA 321	Differential Equations	1999-2018	4.0
MA 201	Linear Algebra	1999-2011	4.0
PHY 302	Electromagnetism	1999-2011	3.0

EGR 400	Engineering Portfolio	2008-2016	1.0
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- All engineering students have to take CORE curriculum classes, certain required general engineering classes, and then must choose whether to specialize in one discipline or to get a general engineering degree and take some classes from all of the disciplines.
- The Computer Engineering major was offered from 1999-2006, and then became part of a separate program from the general engineering program that worked in conjunction with the computer science department.
- The Industrial Engineering major was offered from 1999-2006, then it became a part of a program offered in conjunction with the business department. From 2017 onward, the Industrial engineering major was combined with the Systems major and made a concentration as part of the engineering degree.
- The Sustainable Design concentration for engineering majors was introduced in 2011 and accredited by tge ABET in 2014, and this concentration was offered from 2011-2017.
- The Applied Physics concentration for engineering majors was offered from 2006-2013.
- The Mechanical Engineering concentration for engineering majors has been offered from 2006 onward.
- The Electrical Engineering concentration for engineering majors has been offered from 2006 onward.

### Required coursework

- From 1999-2003, Juniors and Seniors were required to take a 3 credit seminar similar to the ones that first year students were required to take when they first enrolled at the school. This seminar would deal with giving a broader outside education than what was in the students major.
- From 2003-2011 first year students had to take two seminars, a three credit hour and a one credit hour, that was required of all students entering college, as well as transfer students with less than 24 credit hours. From 2011 onward, the two seminars were merged into one four credit hour seminar. These seminars covered general topics that students entering college might need to know.
- All students have a core curriculum in which they must complete coursework. Some of these core curriculum classes are already covered by the engineering major. As part of the core curriculum students must take one math course, two English courses, one creative expression course, 2 cultural heritage courses (from 2003 onward Elizabethtown required one western cultural

heritage course and one non-western cultural heritage course), 2 natural science courses in different disciplines, two social science courses from 1999-2003, one social science course from 2003 onward, one humanities course from 2003 onward, one values and choice course from 1999-2002, and one physical education from 1999-2002.

### **Required Performance**

- Minimum of C- in a class is required to pass a course, and 2.0 GPA to graduate with a degree.

## **Financial Aid**

### **Standards for retaining**

- The standard for retaining most financial aid is around the academic good standing GPA (2.0).

## **Policies for Students with Disabilities**

### **Accessing accommodations**

- Students can contact the Office of Student Disabilities if they want more information about the specific services that they can get. Up until the 2009-2010 school year, it was school policy to send all new students a disability/special needs form that students could submit. In 2009-2010 school year students were required to go to the website to find the form for disability needs. From 2010 onward students could request services by having their health care provider submit documentation about the students' disability and the students' needs.

### **Name of office**

- The Office of Student Disabilities

### **Services offered**

- Elizabethtown offers testing accommodations for special needs students. Most of the services offered are evaluated on a case by case basis by the Office of Student Disabilities and based on the student's disability. Students are directed to the website for more specific information about the services they are eligible for.

## **Miscellaneous**

- Starting in 2008-2009, Elizabethtown required students to live on campus unless the student had specific permission to live off campus. In the 1999-2000 school year, it was specified that there were strict requirements for all

students to live on college-owned housing. This was not explicitly mentioned in other years.

- Graduation requirements are determined by the college catalog from four years before the students' graduation date. Students can only use one catalog and cannot mix requirements from different catalogs.
- Students must also earn at least 15 credits for their major, 30 of the last 60 credits, and at least eight upper level credits all at Elizabethtown.