

UNDERGRADUATE CATALOG

2018-2019



Mount Saint Mary College

330 Powell Avenue

Newburgh, NY 12550

Phone: 845-561-0800

Toll-Free Number: 1-888-YES-MSMC

Fax: 845-562-6762

Website: www.msmc.edu

E-mail: admissions@msmc.edu

Mount Saint Mary College

330 Powell Avenue, Newburgh, NY 12550 | 845-561-0800 | FAX: 845-562-6762

Admissions: 1-888-YES-MSMC or admissions@msmc.edu

About this catalog

Mount Saint Mary College does not discriminate in its operations, programs and services on the basis of race, age, creed, national origin, gender or disability. Students who believe they have been discriminated against are encouraged to contact the Dean of Student Affairs.

This catalog is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will remain the same.

For education and/or financial reasons, the college reserves the right to change at any time any of the provisions, statements, policies, curricula, regulations, fees or other financial charges found in this catalog. Such change or notice will be published and made available to students.

Traditional students are required to participate in Orientation before the start of classes in the fall term, to ensure they obtain current information regarding policy changes.

Each Mount student is assigned a college email account. The use of this account is subject to the college's Appropriate Use Policy. The Mount uses this email address and account as an official means of communication between the college and the student.

Students are ultimately responsible for knowing and observing all regulations that may affect their status in the Mount Saint Mary College undergraduate program. For this reason, they are expected to acquaint themselves with the contents of this catalog, consult the web portal, and to read notices posted on divisional bulletin boards.

Students with disabilities should report to the Coordinator of Services for Students with Disabilities to determine policies and procedures relative to available assistance. Only students registered with the coordinator will be eligible to participate in the assistance program. Mount Saint Mary College is an equal opportunity/affirmative action institution.

General Policies and Regulations

Students are expected to abide by the regulations stated in this catalog, the Student Handbook, and any other College publications. A campus-wide judicial system exists to deal with violations of College regulations. Violations of College regulations may result in penalties up to and including suspension or dismissal from the College.

Student Responsibilities

Basic Rights and Responsibilities

As members of the college community, students shall have certain rights. These rights shall include the freedom to pursue educational goals, the freedom of expression and inquiry, the right to privacy and confidentiality of records, and the right to due process as established in the Student Judicial Code. Students also have certain responsibilities, as members of the college community, both on and off college property, including:

- The responsibility for respecting and complying with local, state, and federal law;
- The responsibility for respecting and complying with college rules and regulations;
- The responsibility for acting in a manner that promotes an atmosphere of learning, free expression, and respect for the rights, dignity, and worth of individuals.

Campus Expression

Discussions and expressions of varied opinions and views are encouraged within the College, subject to requirements for the maintenance of order and provided college operations are not disrupted.

Student Responsibilities and the College Catalog

Students are expected to familiarize themselves with the academic policy and procedures of Mount Saint Mary College through the catalog. They are expected to know degree requirements. If students have questions about policies, procedures, or degree requirements, they are expected to seek assistance from an academic advisor or the appropriate College office.

New York State requires documentation of immunizations (see Health Services under Student Life). Students who fail to comply with these laws will be notified within 15 days of the first day of classes that they will be withdrawn from the College if they do not provide documentation by the deadline stated in the notification. Students who are withdrawn for not submitting this documentation will not be allowed to attend class for the remainder of the semester or session. Current course work will be assigned a Withdrawal (W) grade and the notation "Withdrawal/Immunizations" will be placed on the student transcript. Students will not be allowed to register for the next semester or session until these state requirements have been satisfied.

Academic Calendar

Traditional Calendar

2019 Summer Session 1

May 2019

20	Monday	First day of Class (laboratory science only)
21	Tuesday	Classes Begin (all others)
22	Wednesday	Last Day for Registration & Course Drop with Refund
27	Monday	Memorial Day - No Classes
28	Tuesday	AW Grades Due
31	Friday	Make-Up for Laboratory Science Only

June 2019

6	Thursday	Mid - Semester
13	Thursday	Last Day to Withdraw Without Academic Penalty
20	Thursday	Last Day of Class or Final Examination
25	Tuesday	Final Grades Due by Noon

Summer Session 2

June 2019

24	Monday	Classes Begin (laboratory science only)
25	Tuesday	Classes Begin (all others)
26	Wednesday	Last Day for Registration & Course Drop with Refund

July 2019

1	Monday	AW Grades Due
4	Thursday	Independence Day Observed – No Classes
5	Friday	Make-Up Day for Independence Day Holiday
11	Thursday	Mid-Semester
18	Thursday	Last Day to Withdraw Without Academic Penalty
25	Thursday	Last Day of Class or Final Examination
30	Tuesday	Final Grades Due by Noon

Fall 2019

August 2019

25	Sunday	Residence Halls Open /New & Returning Students
26	Monday	Classes Begin
30	Friday	Last Day for Registration & Course Drop with 100% Refund

September 2019

2	Monday	Labor Day- No Classes
9	Monday	Last Day for 60% refund
10	Tuesday	AW Grades Due
16	Monday	Last Day for 30% Refund
17	Tuesday	Start of No Refund Period

October 2019

1	Tuesday	Intent to Graduate Form Due For December 2019
14	Monday	Fall Break- No Classes
16	Wednesday	Mid - Semester
22	Tuesday	Mid-Term Grades Due by Noon

November 2019

4	Monday	Last Day to Withdraw Without Academic Penalty
26	Tuesday	Monday classes meet instead of Tuesday classes
27-29	Wednesday – Friday	Thanksgiving Break

December 2019

2	Monday	Classes Resume
		Intent to Graduate Form Due For May 2020 Graduation
6	Friday	Last Day of Classes
9 – 13	Monday - Friday	Final Exam Period
14	Saturday	Final Exam Make-up Date, if needed
17	Tuesday	Final Grades Due by Noon

January Interim 2020

January 2020

2	Thursday	Classes Begin
3	Friday	Last Day for Registration & Course Drop with Refund
6	Monday	AW Grades Due
8	Wednesday	Mid-Semester
10	Friday	Last Day to Withdraw Without Academic Penalty
15	Wednesday	Last Day of Classes
17	Friday	Final Grades Due by Noon

Spring 2020

January 2020

20	Monday	Martin Luther King Jr. Day – No classes/Residence Halls
Open		
21	Tuesday	Classes Begin
27	Monday	Last Day for Registration & Course Drop With 100% Refund

February 2020

3	Monday	Last Day for 60% refund
4	Tuesday	AW Grades Due
10	Monday	Last Day for 30% Refund
11	Tuesday	Start of No Refund Period

March 2020

6	Friday	Mid – Semester
12	Thursday	Mid Term Grades Due by Noon
16 - 20	Monday – Friday	Spring Break

April 2020

1	Wednesday	Intent to Graduate Form Due For August 2020 Graduation
6	Monday	Last Day to Withdraw Without Academic Penalty
10 - 13	Friday - Monday	Easter Recess – No classes
14	Tuesday	Classes Resume

May 2020

5	Tuesday	Friday Classes will meet instead of Tuesday Classes
6	Wednesday	Last Day of Classes
		Monday Classes will meet instead of Wednesday Classes
7	Thursday	Reading Day

8 – 13	Friday – Wednesday	Final Exam Period
16	Saturday	Commencement
19	Tuesday	Final Grades Due by Noon

Summer Session 1

May 2020

18	Monday	First day of Class (laboratory science only)
19	Tuesday	Classes Begin (all others)
20	Wednesday	Last Day for Registration & Course Drop with Refund
25	Monday	Memorial Day - No Classes
26	Tuesday	AW Grades Due
29	Friday	Make-Up for Laboratory Science Only

June 2020

4	Thursday	Mid - Semester
11	Thursday	Last Day to Withdraw Without Academic Penalty
18	Thursday	Last Day of Class or Final Examination
23	Tuesday	Final Grades Due by Noon

Summer Session 2

June 2020

22	Monday	Classes Begin (laboratory science only)
23	Tuesday	Classes Begin (all others)
24	Wednesday	Last Day for Registration & Course Drop with Refund
30	Tuesday	AW Grades Due

July 2020

9	Thursday	Mid-Semester
16	Thursday	Last Day to Withdraw Without Academic Penalty
23	Thursday	Last Day of Class or Final Examination
28	Tuesday	Final Grades Due by Noon

Fall 2020

August 2020

23	Sunday	Residence Halls Open /New & Returning Students
----	--------	--

24	Monday	First Day of Class
28	Friday	Last Day for Registration & Course Drop with 100% Refund
September 2020		
4	Friday	Last Day for 60% refund
7	Monday	Labor Day- No classes
8	Tuesday	AW Grades Due
14	Monday	Last Day for 30% Refund
15	Tuesday	Start of No Refund Period
October 2020		
1	Thursday	Intent to Graduate Form Due For December 2020 Graduation
12	Monday	Fall Break- No classes
14	Wednesday	Mid Semester
20	Tuesday	Mid-Term Grades Due by Noon
November 2020		
3	Tuesday	Last Day to Withdraw Without Academic Penalty
24	Tuesday	Monday classes meet instead of Tuesday classes
25-28	Wednesday – Saturday	Thanksgiving Break
30	Monday	Classes Resume
December 2020		
1	Tuesday	Intent to Graduate Form Due For May 2021 Graduation
5	Saturday	Last Day of Classes
7 – 11	Monday - Friday	Final Exam Period
12	Saturday	Final Exam Make-up Date, if needed
15	Tuesday	Final Grades Due by Noon

January Interim 2021

January 2021

4	Monday	Classes Begin
5	Tuesday	Last Day for Registration & Course Drop with Refund
6	Wednesday	AW Grades Due
11	Monday	Mid-Semester
13	Wednesday	Last Day to Withdraw Without Academic Penalty

15	Friday	Last Day of Class or Final Examination
18	Monday	Martin Luther King Jr. Day – No classes
19	Tuesday	Final Grades Due by Noon

Spring 2021

January 2021

24	Sunday	Residence Halls Open
25	Monday	First Day of Classes
29	Friday	Last Day for Registration & Course Drop With 100% Refund

February 2021

5	Friday	Last Day for 60% refund
8	Monday	AW Grades Due
12	Friday	Last Day for 30% Refund
13	Saturday	Start of No Refund Period

March 2021

12	Friday	Mid – Semester
15 – 19	Monday – Friday	Spring Break
25	Thursday	Mid Term Grades Due by Noon

April 2021

2 - 5	Friday - Monday	Easter Recess – No classes
6	Tuesday	Classes Resume
12	Monday	Intent to Graduate Form Due For August 2021 Graduation
13	Tuesday	Last Day to Withdraw Without Academic Penalty

May 2021

11	Tuesday	Last Day of Classes: Friday classes will meet instead of Tuesday classes
12	Wednesday	Reading Day
13 – 18	Thursday – Tuesday	Final Exam Period
22	Saturday	Commencement
25	Tuesday	Final Grades Due by Noon

2019 – 2020 Sessions Adult Degree Completion Schedule

Summer Session A (7 weeks)– May 20-July 6

May

27 *Memorial day – make up required*

28 Add/Drop date

June

3 AW Due

14 Last day to Withdraw

July

4 Independence Day – make up required

9 Grades Due

Summer Session B (7 weeks) – July 8-August 24

July

15 Add/Drop

22 AW Due

August

5 Withdraw

27 Grades Due

Fall Session U (8 weeks) – August 26-October 19

September

2 Labor Day – make up required

3 Add/Drop

9 AW Due

30 Withdraw

October

14 Columbus Day – make up required

22 Grades Due

Fall Session V (8 weeks) – October 21-December 14

October

28 Add/Drop

November

4 AW Due

25 Withdraw

17 Grades Due

11/27, 28, and 29 Thanksgiving holiday – make up required

Spring Session X (8 weeks) – January 20-March 14

January

20 Martine Luther King Day – make up required

27 Add/Drop

February

3 AW Due

22 Withdraw

March

17 Grades Due

Spring Session Y (8 weeks) – March 23-May 16

March

30 Add/Drop

April

6 AW Due

13 Easter Monday – make up required

27 Withdraw

May

16 Commencement

19 Grades Due

NO classes will be held during spring break 3/16-20

(NUR and 4-credit Science courses)

Spring Session G – February 17-May 16

February

24 Add/Drop

March

2 AW Due

April

25 Withdraw

May

19 Grades Due

Summer Session Z – May 20-August 10

May

28 Add/Drop

June

3 AW Due

July

19 Withdraw

August

13 Grades Due

(12-week Session for: NUR and 4-credit Science courses)

Fall Session C – August 19-November 8

August

26 Add/Drop

September

3 AW Due

October

19 Withdraw

November

12 Grades Due

(12-week Session for: NUR and 4-credit Science courses)

Fall Session D – September 23-December 14

September

30 Add/Drop

October

7 AW Due

November

22 Withdraw

17 Grades Due

(12-week Session for: NUR and 4-credit Science courses)

Spring Session F – January 13-April 4

January

21 Add/Drop: 1/21

27 AW Due

March

14 Withdraw

April

7 Grades Due

(12-week Session for: NUR and 4-credit Science courses)

The College

Welcome

Welcome to Mount Saint Mary College! Whether you are a full-time student, or just taking a course or two, we hope your experience will be a satisfying one.

Mount Saint Mary College is an independent, co-educational, institution of higher education with about 2,500 students. With a student-to-faculty ratio of 13 to 1, the Mount community is a close and supportive one. In all of the College's programs, faculty work closely with students in the classroom and in independent research.

The College is proud of the academic excellence of its faculty, who have distinguished themselves in many fields. They contribute to the quality of life in the Hudson Valley community, sharing their expertise and vitality in numerous ways, including membership in professional and service organizations.

The Mount's curriculum aims at educating the total person, offering varied and stimulating academic opportunities in which liberal arts courses balance professional training to give graduates a variety of career options. The College is interested in the development of sound values, goals, and commitment in its students, and prepares them to assume responsible roles in society.

We are confident you will find everyone connected with the Mount — students, faculty, staff, and administrators — helpful and friendly. If you have a question or problem, please contact the Office of Student Affairs, and you'll be directed to the right office.

Mount Saint Mary College Mission

Preamble to the Mission Statement

Mount Saint Mary College is an institution of higher education guided by the Catholic and Dominican traditions of academic rigor, pursuit of truth, social justice, leadership, and service. The College Bylaws indicate that Mount Saint Mary College "aims to give its students a Catholic cultural-professional education in the liberal arts tradition."

This distinctive approach provides the philosophy for our commitment to educating the whole person and to cultivating intellectual achievement, religious and spiritual growth, and the development of moral character.

Consistent with these principles, Mount Saint Mary College endeavors to graduate students who

- are inquisitive and value the free exchange of ideas in pursuit of truth
- are analytical in their approach to problem solving
- are motivated toward self-improvement
- have developed an aesthetic sense
- possess effective leadership and communication skills
- respect the values and ethics of the Catholic and Dominican traditions
- embrace civic responsibility and community service.

The deepening of Mount Saint Mary College's commitment to these principles will involve the leadership efforts of the entire community, within a culture of academic excellence.

The College's Strategic Plan aims to advance our legacy of excellence, leadership and service in light of our brand identity as a Catholic and Dominican college, as communicated in our name and through the college's motto "Doce Me Veritatem" (Teach Me the Truth). The Plan will augment our attributes, shaped by signature programs, and demonstrated by Mount students and graduates who think critically, communicate effectively, and exemplify virtues of leadership and service.

Mission

As reflected in its motto "Doce Me Veritatem" (Teach Me the Truth) Mount Saint Mary College, founded by the Dominican Sisters of Newburgh, is an independent, coeducational institution committed to providing students with a liberal arts education to prepare them for lives of leadership and service. Through a variety of majors and professional programs, students are also prepared for career entry or graduate and professional studies.

Consistent with Judeo-Christian values and the Dominican tradition of education that values the inherent worth of the individual, the mission of Mount Saint Mary College is to create an environment which fosters close student-faculty interaction that enables students to reach their full potential as lifelong learners. Mount Saint Mary College strives to provide a stimulating environment that promotes the intellectual and personal growth of undergraduate and graduate students.

Mount Saint Mary College Vision

Mount Saint Mary College will be a pre-eminent college for the liberal arts, sciences, and pre-professional programs in the Northeast, recognized for its excellence in teaching, learning, scholarship, and community. The College will be a vibrant community celebrating in all its activities the values and traditions expressed in its mission.

Governance and Accreditation

Under the Education Law of the State of New York, a Board of Trustees governs and bears full responsibility for Mount Saint Mary College, an incorporated institution. The Board of Regents of the University of the State of New York has chartered Mount Saint Mary College.

The following have accredited Mount Saint Mary College:

- The New York State Department of Education
- The Middle States Commission on Higher Education (MSCHE)
- The Commission on Collegiate Nursing Education (CCNE)
- The National Council for Accreditation of Teacher Education. (NCATE)
- The International Assembly for Collegiate Business Education (IACBE)

Accrediting and licensing documents may be reviewed in the Office of Academic Affairs. See more on accreditation [here](#).

Institutional Affiliations

American Association of Colleges of Nursing (AACN)

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Library Association (ALA)

Association of American Colleges and Universities (AAC&U)

Association of Catholic Colleges and Universities (ACCU)

Association for General and Liberal Studies (AGLS)

Association of Governing Boards of Universities and Colleges (AGB)

Association of Physical Plant Administrators of University and Colleges (APPA)

College and University Professional Association for Human Resources (CUPA-HR)

Commission on Independent Colleges and Universities of the State of New York (CICU)

Cooperative Education and Internship Association, Inc.(CEIA)

Council for Advancement and Support of Education (CASE)

Council on Independent Colleges (CIC)

Eastern Association of Colleges and Employers (EACE)

Eastern Collegiate Athletic Conference (ECAC)

EDUCAUSE

Lower Hudson Valley Catholic Colleges & Universities Consortium

Mid-Hudson Career Consortium

National Association for College Admission Counseling (NACAC)

National Association of College and University Business Officers (NACUBO)

National Association of Colleges and Employers (NACE)

National Association of Independent Colleges and Universities (NAICU)

National Collegiate Athletic Association (NCAA)

New York Association of Colleges for Teacher Education (NYSACTE)

New York State Cooperative and Experiential Education Association

Orange County Citizens Foundation

Pattern for Progress

Planned Giving Group of New York

Skyline Conference

Southeastern New York Library Resources Council

Tech Valley Chamber Coalition

Various regional Chambers of Commerce

Admissions

The Office of Admissions offers bachelor's degrees, 5-year bachelor's and master's degrees, and collaborative bachelor's and advanced degree programs for traditional college-age undergraduate students (including those transferring from other institutions) through the Office of Undergraduate Admissions. This Undergraduate Catalog serves this population.

The Mount also offers non-traditional bachelor's degree programs in seven areas and master's degrees in business, education, and nursing. This Undergraduate Catalog also serves the bachelor's degree program requirements for this population. Please see the Mount Saint Mary College Graduate Catalog for detailed information on master's programs, admissions procedures, and academic information.

Office of Admissions, 330 Powell Avenue, Newburgh, NY 12550.
1-888-YES-MSMC or email admissions@msmc.edu. Website: www.msmc.edu/undergraduate

Undergraduate Admissions Overview

The Office of Undergraduate Admissions carefully evaluates each application on the basis of academic achievement and potential for success at Mount Saint Mary College.

Mount Saint Mary College does not discriminate on the basis of race, color, sex, religion, creed, sexual orientation, gender, age, national and ethnic origin, veteran status, disability, or any other characteristic or classification protected by federal, state or local law in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school administered programs.

The college will make efforts to accommodate persons with disabilities in the majors of their choice. Persons with disabilities desiring accommodation are responsible for making their needs known to the Office of Services for Students with Disabilities after admission. Information concerning this policy may be found in the Mount Saint Mary College Student Handbook or obtained from the Office of Services for Students with Disabilities.

Academic Requirements

A student with a high school diploma or its equivalent (General Education Development or GED diploma) and whose academic background shows both strength and diversity is best prepared for a program of study at Mount Saint Mary College. Successful candidates typically complete the following coursework at the secondary level:

English	4 units
Foreign Language	3 units
Mathematics	3 units
Science	3 units
Social Studies	4 units
Electives (art, music, etc.)	3.5 units

Secondary studies should reflect the program a student wishes to pursue at the college level. Nursing candidates must have taken at least one unit of biology and one unit of chemistry. See the **Academic Programs** section of the catalog for specific program requirements.

Students who are beginning college study one or more years after high school graduation, as well as students who have earned a high school equivalency diploma, are also encouraged to apply to Mount Saint Mary College. Neither the ACT nor the SAT is required of these students if the test had not been taken while the student was still in high school. The greatest emphasis will be placed on previous academic achievement, recent work, and educational experiences as well as recommendation letters. A personal interview with a member of Admissions is strongly advised.

All newly matriculated Mount Saint Mary College students are required to demonstrate minimal competency in writing, reading comprehension, and mathematics. These competencies may be determined by satisfactory achievement on screening tests to be given after acceptance into the College. In addition, SAT or ACT scores of incoming students may also be used as an initial screening. Transfer students who have completed courses with a C or better that address these competencies need not be tested. Any student who does not meet these standards will be required to take the appropriate measures and demonstrate competency in these areas.

The College shall make a commitment to all full-time students to provide the opportunity to complete a degree within four years; however, the need for remediation may extend the time required to complete a degree.

Admissions Application Procedure

Under our rolling admissions policy, applications for admission are evaluated as soon as all credentials have been received by Admissions. Students are usually notified of a decision within six weeks after the following materials are received by Admissions:

- A completed application for admission;
- The applicant's high school transcript or evidence of successful achievement in the High School Equivalency Examination;
- ACT or SAT scores;
- \$45 application fee, if using a paper application;
- Recommendation letter from a teacher or guidance counselor;
- Essay may be required.

First-year freshman candidates are encouraged to apply to Mount Saint Mary College in the fall of their senior year. Applicants should submit a record of scores from either the American College Testing Service test (ACT) or the Scholastic Aptitude Test (SAT). For the ACT, the composite score is used for admission. For the SAT, evidence-based reading and writing as well as the math section are used for admission. For the ACT, the Mount's code is 2819; for the SAT, the Mount code is 2423. If they have not already taken either the SAT or ACT exam, they should do so as early in the fall as possible. To register for these exams, visit www.actstudent.org or www.collegeboard.org

In some instances, the decision on applications filed in the fall will be postponed until the spring if Admissions feels that more information is necessary. The candidate will be asked to submit a record of his/her school work for the first half of the senior year, as well as the results of senior ACT or SAT scores.

A deposit of \$450 for resident students (\$150 for commuter students) is required in order to reserve a place as an entering student. This deposit is credited to the student's account for the first semester (for resident students, \$100 of the deposit is reserved for room damage and will be refunded to the student when they no longer reside in the residence halls and rooms have been free of damage). Deposits are refundable if Admissions receives written notice of intention not to attend Mount Saint Mary College on or before May 1.

Early Admissions

The Early Admissions program is designed to meet the needs of students who are prepared academically, socially, and emotionally for college entrance after the junior year of high school. Provisions are made to enable the student to complete any remaining requirements for the high school diploma, such as a unit in English or social studies, while simultaneously engaged in a regular college program of study. A student applying for this program should rank in the upper three-fifths of his/her junior class. A personal interview with a member of the Admissions is required of all Early Admissions candidates.

The applicant for Early Admissions must submit the following to Admissions:

- A completed application for admission;
- The applicant's high school transcript;
- PSAT, ACT, or SAT scores;
- Certification from the applicant's guidance counselor of courses still to be completed to satisfy high school graduation requirements;
- Letter of recommendation from a counselor and at least one instructor;
- Written statement of reason for seeking Early Admission and for choosing Mount Saint Mary College (250 or fewer words);
- A \$45 application fee (if submitting a paper application).

Advanced Placement Credits

Students who have completed Advanced Placement work in secondary school may earn advanced standing. Students who take the Advanced Placement examinations and receive a score of 3, 4, or 5 will be granted college credit. Scores of 1 or 2 are not eligible for exemption or college credit. Students should contact the College Board to have official AP scores sent to Mount Saint Mary College. For more information on AP Examinations, please contact the Office of the Registrar at registrar@msmc.edu.

High School/College Bridge Program

High school students may enroll in one or two college courses each semester (excluding accelerated sessions) during the academic year concurrently with their senior year in high school. They will be considered non-matriculated students and may either use the credits earned toward one of the degree programs at Mount Saint Mary College or may transfer these credits to a degree program at another institution. For more information, students should contact Admissions at admissions@msmc.edu

International Baccalaureate Credits

Students who have completed International Baccalaureate (IB) courses in secondary school may earn advanced standing. Courses submitted with a score of 5, 6, or 7 are eligible for college credit, and credit articulation will be determined by the appropriate academic division. Scores of 1, 2, 3, or 4 are not eligible for exemption or college credit. Students must submit a sealed, official transcript from the IBO for transfer credit to be considered. For more information, please contact the Registrar at registrar@msmc.edu

College Level Examination Program (CLEP)

Once admitted to Mount Saint Mary College, students may receive credit by examination through the CLEP General and Subject Examinations. Academic divisions and the Registrar will determine the number of credits earned through CLEP. A maximum of 45 credits may be awarded. For additional information about CLEP, contact the Office of the Registrar at registrar@msmc.edu.

Graduate Equivalency Diploma

Individuals who have not completed their high school studies but are interested in pursuing a degree at Mount Saint Mary College must earn a GED and may be asked to complete 24 credits of college level work. These credits should include: 6 credits in English/language arts, including writing, speaking, and reading (literature); 6 credits in mathematics; 3 credits in natural science; 3 credits in social science; 3 credits in humanities; and 3 credits in career and technical education (computer science) or foreign language.

Health Records Requirements

The College health forms, sent to all newly accepted students who have paid deposits, should be completed and returned to the Office of Health Services before the students' first semester. The College requires full-time students to submit documentation of a current physical and PPD (TB test), which can be recorded on the health form.

All students must submit immunization records. They may submit an official immunization record from their health care provider or complete a MSMC Immunization Record; a health care practitioner must sign the immunization record. These records must be submitted before the beginning of the semester or session. For more information, see Health Services under Student Affairs.

Arthur O. Eve Higher Education Opportunity Program (HEOP)

The principal mission of HEOP at Mount Saint Mary College is to provide educational opportunity and support to traditionally underserved students. These students have strong academic and personal potential, but would otherwise be excluded from higher education due to circumstances of academic and economic disadvantage. MSMC HEOP emphasizes academic achievement, leadership, development, and service. Students must meet the income eligibility guidelines established by the Board of Regents and are admitted without regard to age, gender, creed, sexual orientation, race, or disability.

To be determined eligible for HEOP, applicants must apply and provide the appropriate documents to the HEOP Office at the Mount. Please note that requirements for HEOP are slightly different than the traditional requirements of MSMC (please visit our website for details). In addition, the HEOP admission deadline is typically earlier than the traditional admission deadline at MSMC. Once selected and admitted, HEOP participants may continue in the program until degree completion (maximum of 10 academic semesters) with awards available for various periods depending on the duration of their academic program.

All HEOP students must file the FAFSA to be considered for aid from HEOP as well as from other state and federally funded programs. The amount of financial aid and other support provided depends upon a student's financial need. Recipients must meet requirements for academic progress determined by the College. Each recipient must also apply for TAP and follow through with the appropriate paperwork each year in order for funds to be disbursed. TAP is limited to five years of eligibility for HEOP students. All students must achieve a 2.0 Grade Point Average by the end of their sophomore year to continue to receive TAP awards. Please visit www.msmc.edu/heop for more details.

International Admissions

International students planning to enter the Mount as a freshman or transfer student must submit the following documentation:

- Completed application for admission.
- Either SAT (Scholastic Aptitude Test) scores, ACT scores, TOEFL (Test of English as a Foreign Language) exam results, or the IELTS (International English Language Testing System) exam

results. Mount Saint Mary College requires a minimum TOEFL score of 79 on the iBT or a IELTS overall band score of 6.0 for admission.

- Official copies of their previous secondary and post-secondary academic records. Students may be asked to have documents evaluated by a NACES member.
- At least one letter of recommendation in English. If the letter of recommendation is written in the applicant's native language, a signed copy of the translation is acceptable if included with the original letter.
- Application fee of \$45, if using the paper application.

Please note that the secondary education credentials of international students seeking admission to the nursing program must be evaluated by the New York State Education Department before an admissions decision can be made.

Non-matriculated Students

Individuals who do not wish to become candidates for a degree from Mount Saint Mary College, but who wish to enroll in certain courses may be admitted as non-matriculated students. A non-matriculated student may become a candidate for a degree only upon application and acceptance for admission or after completing 24 credits in the following areas:

- 6 credits of English
- 6 credits of Mathematics
- 3 credits of Natural Science
- 3 credits of Social Science
- 3 credits of Fine Arts (humanities)
- 3 credits of Career/Technical (to be determined).

The Registrar can approve the request if the student has a Grade Point Average of 2.5 or better. Candidates who do not meet this requirement may petition the Academic Standards Committee. Non-matriculated students are not eligible for financial aid.

Disability Services

Mount Saint Mary College will provide reasonable accommodations to any student or employee who has a disability and who wishes such accommodations. The Disability Services office oversees the procedures for arranging such accommodations after the student is admitted to the College. Please email disabilityservices@msmc.edu with any questions you may have.

Student Transition & Engagement Program

The mission of STEP (Student Transition and Engagement Program) is to provide support for students who may not fit a traditional academic profile of an incoming MSMC student but who has demonstrated the potential to succeed in college with the right guidance. This academic and transitional support comes from the Office of Student Success and their staff of Academic Coaches and Advisors, who will ensure that each STEP student has holistic support, tailored to their needs.

STEP ADMISSION

STEP is a collaborative partnership between the Office of Admissions and the Office of Student Success. Students admitted to Mount Saint Mary College through STEP may not necessarily meet the traditional academic profile of an MSMC student, but after a holistic review of their admission materials by the STEP Selection Committee, have demonstrated their ability to be a successful college student through characteristics such as: self-efficacy, motivation, leadership, resiliency and persistence.

STEP students will spend their first semester working individually with their Academic Coach as well as the entire STEP cohort, on skills that will help make them successful college students such as: time management, study skills, determining their learning style, improving organizational skills, getting involved on campus and balancing academic expectations.

STEP POLICIES

- Students will meet with their Academic Coach and the STEP cohort on a regular basis
- Students will attend the STEP Summer Bridge Program prior to the start of the fall semester
- Students will be limited to 12 credits their first semester in order to assist in fully acclimating to college life
- Students who are not in good academic standing after their first semester at the College will be required to continue to meet with their academic coach/advisor for their second semester

Traditional Students in Adult Degree Completion Program

Students enrolled in the traditional program who have earned fewer than 60 credits are not allowed to enroll in 8-week accelerated courses that overlap with the traditional fall or spring semesters. Traditional students with 60 or more earned credits and a GPA of 2.75 may enroll in one 8-week accelerated course during the traditional fall or spring semester after they have completed one semester of full-time (12 credits) coursework in the traditional day program, with the permission of their advisor and the chair of the division offering the course. Students may seek exceptions to these policies from the Vice President for Academic Affairs, with the approval of their advisor and the chair of the division offering the accelerated course as well as the Director of ADCP.

Transfer Students

The College encourages applications from transfer students, particularly from community colleges. Transfer students are admitted in the fall and spring. Applicants must submit official transcripts of all previous college-level work along with their final high school transcript. Upon acceptance, all transcripts will be reviewed by the Registrar's office. The Mount accepts credits from regionally accredited institutions, similar to courses offered at the Mount in which a grade of C or better is earned (except as noted below).

Students with an Associate of Applied Science (AAS) or an Associate of Science (AS) in nursing who enter the nursing program are awarded transfer credit for acceptable liberal arts and science courses. Courses in nursing taken in an associate degree program are not transferable to the bachelor's degree program in nursing at Mount Saint Mary College.

Transfer courses or Mount Saint Mary College courses, used by a returning student after a significant absence, may not be used toward the degree if the courses are not consistent with current requirements. The specific courses affected by this policy will be identified and evaluated by the respective divisions.

Students transferring to Mount Saint Mary College with the Associate of Arts (AA) degree or the Associate of Science (AS) degree in a major taught at the College are awarded full junior status and guaranteed 60 credits of transfer. For certain programs, students transferring under community college articulation agreements will be allowed to graduate with up to 45 earned credits in their major, as detailed in the articulation agreements. Students with an Associate of Applied Science (AAS) in business, who enter the business program, are awarded full junior status and guaranteed 60 credits of transfer. Credits equivalent to the junior college's requirements for the AA or AS degree (to a maximum of 66 credits) will be accepted only for grades of C or better. C-, D+ and D grades will not be accepted for any part of the maximum award. D grades may be used to bring the transfer credits to the guaranteed minimum level of 60 credits.

Students who have completed an AAS in nursing and who are enrolled in the RN to BS in nursing program may apply for up to 30 credits in nursing upon completion of the required nursing bridge course; this policy

extends only to students enrolled in the RN to BS in nursing program. The 60-credit guarantee does not apply to those individuals who complete their associate degree after matriculating at Mount Saint Mary College.

Students may transfer a maximum of 90 acceptable credits from a baccalaureate program and must complete the remaining 30- credit minimum at Mount Saint Mary College, including at least 12 upper level credits in their majors. Students with an AAS in nursing who are in the RN to BS in nursing program are awarded full junior status and guaranteed 60 credits of transfer. Transfer courses or Mount Saint Mary College courses, used by a returning student after a significant absence, may not be used toward the degree if the courses are not consistent with current requirements. The specific courses affected by this policy will be identified and evaluated by the respective divisions.

Adult Degree Completion Program and Transfer Admissions Application

To transfer to the Mount, candidates should submit the following:

- A completed application for admission;
- Official transcripts of secondary school work or official GED and all colleges attended;
- A \$45 application fee if using the paper application. Fee is waived for ADCP applications.

Course descriptions or a course syllabus may be requested. Students will be notified of the admissions decision within approximately two to three weeks of the arrival of their records in Admissions.

Transferring Credits

Credits equivalent to the community college's requirements for the Associate in Arts (AA) or Associate in Science (AS) degrees (to a maximum of 66 credits) will be accepted only for courses with grades of C or better. Courses graded with C-, D+, and D may be used to bring the transfer credits to the guaranteed minimum level of 60 credits for those students who have completed the AA or AS degree prior to matriculating at Mount Saint Mary College.

A minimum of 30 credits must be taken at Mount Saint Mary College, provided the student transfers from a four-year institution. Ninety credits, at most, will be transferred from a four-year college and maximum of 66 credits will be accepted from a two-year institution. Courses with a grade of D are acceptable only with the 60-credit guarantee for an AA or AS degree.

Community College Articulation Agreements

The Mount has reciprocal agreements with Dutchess Community College, Orange County Community College, Nassau County Community College, Rockland Community College, Ulster County Community College, and Westchester Community College.

Second Bachelor's Degree Candidates

Any applicant who has already completed a bachelor's degree must apply as a transfer student following the procedures outlined for transfer students. The Office of Admissions reviews and approves applications for a second degree. The criteria for admission as a second-degree candidate are as follows:

- a. The intended major of the second degree must require at least 15 credits that were not contained in the major of the first degree.
- b. Second degree candidates receive a maximum of 90 credits in transfer; the number of liberal arts and upper division credits will be based on the courses taken in the first degree. All students are required to have completed all general education core courses.
- c. The student must complete a minimum of 30 credits in residence during the second matriculation.
- d. The student must complete a minimum of 12 upper- level credits in the major subject (unless otherwise stated by a particular major) which are to be completed at Mount Saint Mary College.
- e. It is the responsibility of the student to set up an appointment with an advisor of the intended major to discuss all requirements.

Graduate and Adult Degree Completion Programs

The ADC program offers in-classroom, hybrid, and fully-online courses to provide greater flexibility for the nontraditional student. It offers several programs of study: accounting, business, human services, interdisciplinary, interdisciplinary degree toward education, nursing, the hybrid RN to BS in nursing, and psychology. By participating fully in this flexible program, a student may earn up to 48 credits per year. The prerequisite for Adult Students in ADCP who wish to take ENG 1010 (College Writing) at Mount Saint Mary College is to be determined by the Director of Adult Degree Completion Programs.

The academic year is divided into shorter sessions, with courses offered Monday/Wednesday evenings, Tuesday/Thursday evenings, or Saturdays. The combination of hybrid courses and online learning with the Mount's personalized advisement and adaptable scheduling allows more adults to obtain a bachelor's degree in the shortest time period. Through individualized counseling, students are encouraged to establish a realistic educational plan that suits their long-term goals, while fulfilling family and work responsibilities. For more information, contact the Office of Admissions for Graduate and Adult Degree Completion Programs by sending an email to adultstudentadmissions@msmc.edu, or call 845-569-3225.

Adult Students in the Traditional Undergraduate Program

Adult students may choose the traditional undergraduate program that offers a wider choice of majors and courses, as well as the opportunity to pursue New York State Teacher Certification as part of their undergraduate degree.

Service Members and Veterans

Mount Saint Mary College belongs to the consortium of Service Members Opportunity Colleges, whose goal is to help members of the service and veterans pursue degrees. Students eligible for Veteran's Benefits should contact the Office of the Registrar for information and the initiation of an application for benefits. Active duty students may not apply for Veteran's Benefits and Tuition Assistance (TA) for the same course. For more information, please contact the Office of the Registrar at registrar@msmc.edu

For Graduate Admissions information, please refer to Graduate Catalog, www.msmc.edu/GCat.

Tuition and Fees

2018-2019 Tuition, Fees, Room and Board

FULL-TIME TRADITIONAL, FRESHMEN AND TRANSFERS

(Entered Fall 2018 and after)

Flat rate between 12 to 16 credits

COST

\$15,023 per semester

\$30,046 annually

Less than 12 credits or Greater than 16 credits

\$1,002 per credit

RETURNING AND NONTRADITIONAL STUDENTS

Undergraduate *(Entered prior to Fall 2013)*

COST

\$1,002 per credit

Adult Degree Completion Discount

\$660 per credit

Adult Degree Completion Nursing

\$762 per credit

ONLINE EDUCATION

Blended Summer - MSMC Student

COST

\$762 per credit

Blended Online RN to BS in Nursing

\$660 per credit

OTHER RATES

West Point/Stewart Base, Reduced Rate & Online Courses

COST

\$250 per credit

Military On-Campus Adult Program: Undergraduate & Graduate

\$575 per credit

25% Contract Discount

\$640 per credit

Employer Partnership Discount

\$640 per credit

Graduate

\$803 per credit

Graduate 25% Discount (Alumni, Contracts, Student Teaching Schools, Employer Partnership)

\$603 per credit

FEES

General Fee: Full-time Student	\$536 per semester
General Fee: Part-time Student/ Nontraditional	\$86 per semester
New Student Fee	\$241
Laundry Fee	\$37 per semester
Application Fee	\$45
Returned Check	\$25
Drop Fee	\$10 per drop
Late Payment Fee	\$200
Early Move In Fee	\$50 per day

ROOM AND BOARD**COST**

Regular room	\$4,376 per semester
Single room	\$4,888 per semester
Board	\$3,178 per semester
Room & Board, Regular Room	\$7,554.00 per semester
Room & Board, Single Room	\$8,066 per semester

MILITARY ROOM AND BOARD (Including \$500 per semester in Flex Dollars)**COST**

Per Month (5 monthly installments per semester)	\$875
Per Semester	\$4,375
Per Summer	\$1,750

TRANSCRIPTS, UNOFFICIAL

Active Students	NC
Inactive Students	\$3.00

TRANSCRIPTS, OFFICIAL

first copy mailed home	\$5.00
five copies to same address	\$20.00
10 copies to same address	\$30.00

PRIOR LEARNING ASSESSMENT OR CHALLENGE EXAMINATION FEES

Application Fee (non-refundable)	\$50.00
Evaluation Fee, credit	25% of tuition

Nursing and Physical Therapy Students

In addition to the fees paid by all students, students in the nursing and medical technology programs must pay the approximate fees listed below. The means and cost of transportation to and from clinical agencies is the responsibility of each student.

Uniforms and Equipment	Variable
(approximate for nursing)	\$275.00
Transportation to field agencies	Variable
CPR Certification Fee	\$100.00
Annual Health Exam	Variable
(MSMC Health Services: provides Physical and PPD for nursing)	Nominal Fee
Nursing Proficiency Exams for RNs and LPNs	
Per Written Exam	Between \$80.00 and \$90.00
Per Clinical Exam	Between \$160.00 and \$205.00

Physical Therapy**New York Medical College**

Tuition	\$28,750.00
Fees	\$476.00
Telecommunication Fee	\$320.00
NYMC Health Insurance	\$3,714.00
Books and Supplies	\$1,808.00

Food	\$4,346.00
Housing (12 months, Includes 200.00 deposit)	\$9,744.00
Transportation	\$1,626.00
Miscellaneous	\$3,508.00
TOTAL	\$54,292.00

Tuition Rates for 5 year BA/MSE students

Students enrolled in 5 year Master and Bachelors Education programs will be billed per credit. Undergraduate courses will be billed at the undergraduate tuition rate and graduate courses will be billed at the graduate tuition rate. Effective 2016.

Payment of Tuition and Fees

Tuition and fees are due one week before the semester or session begins. Checks should be made payable to Mount Saint Mary College. MasterCard, Visa and Discover are accepted. Credit card and Echeck payments may be made online through the MSMC Web Module.

For students who prefer to pay tuition and expenses on a monthly basis, the college offers a payment plan. Please contact the Student Accounts Office (845-569-3700) for an application or additional information.

A late payment fee will be assessed if the student account balance is not satisfied by the due date. Students will not be allowed to register for classes, receive their diploma or an official transcript with an outstanding balance. A late registration fee will be charged to all returning students who register on or after the first day of the semester or session. Past due accounts are subject to collection costs.

Books and supplies may be purchased at the Campus Store. The estimated expenses per year for books and supplies is \$1,000; estimated expenses per year for personal costs (spending money, laundry and incidental needs) is \$1,000; estimated costs per year for commuter transportation is \$1,500. Students planning to live off-campus should allow approximately \$5,400 per year for rental and \$1,800 per year for food.

Housing Deposits

Students in residence at the college renew their room reservations annually before February 28 by making a deposit of \$300.

Deposits are not refundable but will be credited only to room and board charges.

Newly admitted students are encouraged to make their deposits before April 15 or within a month of acceptance if the acceptance date is after April 15. Deposits are refundable if notice not to attend Mount Saint Mary College is received by the Director of Admissions on or before May 1.

Dorm Damage Deposit (effective Fall 2016)

First time resident students are required to pay a \$100 residence hall damage deposit. This deposit provides security that the terms and conditions of the housing agreement will be fulfilled and the unit will be returned to its original condition when the student moves of his/her space.

The deposit is not a damage fund where intermittent damage charges are deducted during the course of the student's residency; however, damage charges will be taken from the deposit at the end of the final year of residency. Any damage charges incurred are assessed to the student's account until the end of residency.

Portion (\$100) of the first housing deposit will be held for dorm damage, remainder will be applied to the student account.

Refund of Tuition and Fees

The college must make financial commitments to faculty, staff, and suppliers on an annual basis. For this reason, refunds will be made only as follows:

Withdrawal from the College

In the event of withdrawal from the college, the student must give written notification to the Registrar. The date of withdrawal will be determined by the date recorded in the Registrar's Office. Withdrawal before the first day of class will result in a 100% refund of institutional charges, which consist of tuition, mandatory fees, room and board. All refunds are subject to a \$50 administrative fee.

If a student withdraws	*institutional charges returned
Before/within 1st week of class	100% refund
Within 2nd week of class	60% refund
Within 3rd week of class	30% refund
After 3rd week of class	No refund

*Institutional charges include any tuition, mandatory fees; room and board. All withdrawals are subject to a \$10-per-course administrative fee. Resident students leaving college housing will be prorated as detailed above with no refund on room charges after the third week of class.

Dropped Courses

Withdrawal from a course is the student's responsibility. The student must drop the course by contacting the Registrar's Office in writing or online through the MSMC Web Module (print a copy). A student who fails to attend class before the end of the add/drop period may be withdrawn at the professor's discretion.

If a student remains registered but drops a course in a *traditional* schedule during the first week of classes, all charges will be dropped. Thereafter, refunds will be made as follows:

If the student withdraws during	the refund will be
Week 1	100%
Week 2	60%
Week 3	30%
After week 3	none

FOR ACCELERATED/EVENING COURSES

If a student withdraws	**institutional charges returned
Before/within 1st week of class	100%
Within 2nd week of class	50%
After the 2nd week of class	none

Note: Accelerated/Evening classes that run 12 or more weeks follow the traditional refund schedule.

Whether withdrawing entirely from the college or from individual courses, the student must give written notification to the Registrar's Office. The date of withdrawal will be determined by the date received in the Registrar's Office. Percentage Refund Dates are listed in the Academic Calendar.

Withdrawal from housing will be determined by the date that the student completes the check-out process, which includes returning all room and mailbox keys to the Residence Life Department.

**Institutional charges include any tuition and mandatory fees. All withdrawals are subject to a \$10-per-course administrative fee.

Any student who drops below 12 credits (full-time status) will risk losing full-time financial aid and have the award adjusted accordingly. Residential students are required to be full time students. Residents must be granted permission by the Residence Life Department to remain in housing with less than 12 credits.

Financial Aid

Overview

Mount Saint Mary College's Office of Financial Aid has now merged into Student Financial Services (SFS) along with the former Student Accounts Office. We are located in Aquinas Hall, room 104. Our office provides assistance in helping students access funding in the form of scholarships, grants, loans, and part-time employment from a variety of sources including Federal, New York State, private and institutional.

No student will be barred from consideration due to race, gender, creed, age or disability. All U.S. citizens and eligible non-citizens will be considered for financial aid if they file a Free Application for Federal Student Aid (FAFSA). If you file your FAFSA late in the semester, please contact the SFS office as your aid package may have to be processed manually. Students or returning students who are in default of a federal loan, owe a repayment on any federal funds, or have discharged a previous Federal student loan in bankruptcy, are ineligible for financial aid from any source until the default or repayment is resolved.

Financial Aid Application

Mount Saint Mary College requires all applicants for financial aid to complete the FAFSA. Applicants should complete the form online at www.fafsa.ed.gov. When completing the application students must list Mount Saint Mary College, Newburgh, NY 12550, as a recipient. Our Title IV school code number is 002778.

Please note: All applicants are considered for all aid available, depending upon need, including federal, state, and institutional funds on a first-come, first-served basis, once they are admitted to the college. First-year students are advised to file the required forms no later than February 15 of the year enrollment is anticipated. Returning students are encouraged to file the FAFSA or Renewal FAFSA no later than April 15.

Verification - Policy and Procedural Statement

Federal verification guidelines require that applicants are selected for verification by the Central Processing System (CPS) or by the school. At MSMC, Federal verification is performed on all applicants selected by the CPS and any application that the College has reason to believe is incorrect or has conflicting documentation.

Under certain circumstances, a CPS selected application may be excluded from some or all of the Federal verification requirements due to the following unusual circumstances including: death of the student, not an aid recipient, applicant is eligible to receive only unsubsidized student financial assistance. With the exception of the death of the student, however, none of these exemptions excuse the College from the requirement to resolve conflicting information. Federal verification must typically be completed prior to the end of the academic year or before the student ceases enrollment, whichever occurs first. Students who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled. MSMC considers the student to be the responsible party for providing information and completing the verification process.

To complete the verification process, acceptable documentation will include Student Verification Worksheet, IRS Tax Transcripts or IRS DRT, and W-2's. To resolve discrepancies in reported information, students may be required to complete and submit additional information including IRS Tax Returns, schedules or other documentation. Verification results that require changes to the applicant information and subsequent changes to the student's financial aid package will be made prior to final disbursement of Federal funds. For all students eligible for subsidized Title IV aid, the College will make appropriate changes to the student information electronically through the Department of Education's CPS to ensure each student has a correct valid ISIR. The student will be notified of this adjustment through a revised financial aid award letter.

If the verification results do not justify aid already disbursed, the student is responsible for repaying all aid for which s/he is not eligible. Failure to meet the repayment obligation will result in the student being referred by MSMC to the U.S. Department of Education. Verification results that reveal possible fraud or criminal misconduct in connection with the financial aid application or verification processes will result in the matter being referred by MSMC to the Office of the Inspector General of the U.S. Department of Education for investigation.

Federal Verification Selection Compliance

MSMC completes verification for all aid applicants selected for verification by the CPS. MSMC also has the option to select additional applicants for verification including those it has reason to believe are inaccurate or have conflicting information. Questions regarding this policy or its intent should be directed to the Student Financial Aid Office at (845)-569-3700. The Federal Tax Transcript can be ordered at www.irs.gov or by calling 1-800-908-9946.

Responsibilities of Students Who Receive Financial Aid

Since financial need is considered when the amount of a student's award is determined, it is the responsibility of the applicant to report promptly to the Financial Aid Office any awards made available to him/her from sources other than the College. This includes scholarships, state incentives, veteran's benefits, grants, etc. The financial aid "package" previously awarded will be reviewed and will require adjustments if the student's financial need is exceeded.

Students must maintain Federal Financial Aid satisfactory academic progress or SAP, to continue to be eligible for Federal, State and MSMC funding. Financial Aid SAP is different from Mount Saint Mary College's Academic Standards Policy. A complete explanation of Financial Aid SAP can be found on our website at http://www.msmc.edu/Student_Services/Financial_Aid.

We encourage you to check the website for the latest information. Financial aid payments will not be made until the add-drop period is completed. At that time, and on a rolling basis thereafter, aid will be credited to student accounts. Refunds are disbursed to the student when financial aid exceeds the charges.

Institutional Awards

Scholarship Criteria

MSMC scholarships are awarded to first-time freshmen, are competitive, are limited in number and may be applied to undergraduate tuition only. Consideration for these awards is based on combined SAT or ACT scores and high school GPA. To be considered for one of these awards, a student must be accepted for full-time enrollment in the traditional undergraduate program at Mount Saint Mary College. Scholarships must be awarded prior to the first day of classes; no changes will be made to scholarships after this point. Students who are not filing a FAFSA must email finaid@msmc.edu to notify our office of this intention so that we can waive the FAFSA and apply your funds. Mount Saint Mary College does not award athletic grants of any kind.

MSMC Achievement, Dean's, Founders, Distinguished Scholar scholarships and Presidential Scholarships

These scholarships are academic awards ranging from \$3,500 to \$16,000 per year. Scholarships are renewable for three years provided the student remains a full-time student, has registered for a minimum of 12 traditional credits each semester, maintains a 2.0 cumulative Grade Point Average; and remains in good social standing. GPA will be checked for the 2.0 threshold after four academic semesters as well as the end of each spring semester thereafter.

Transfer Honors Scholarships

Mount Saint Mary College will award half-tuition transfer honors scholarships each academic year to a minimum of one graduate from each of the following community colleges: Dutchess County Community College, Orange County Community College, Rockland County Community College, Ulster County Community College, and Westchester County Community College. These scholarships will be awarded for a maximum of four semesters.

MSMC Need-Based Grants

MSMC Grants are awarded on a competitive basis and may reflect academic excellence, as well as demonstrated financial need. The level of grant assistance depends on the quality of the student's academic record, the amount of financial need, the availability of funds, and full-time traditional enrollment. Amounts vary by need, and may be renewed so long as the student continues to demonstrate financial need and remains in good academic standing. The MSMC Grant requires a 2.0 GPA and FAFSA filing for renewal.

Donor Scholarships

Mount Saint Mary College offers a number of private scholarships each year. Recipients are generally selected on the basis of academic achievement, major, financial need, and/or place of residence. A listing of endowed scholarships may be found on our website. In order for a student to be considered for a donor scholarship that has a financial need component, you must have a valid FAFSA on file.

New York State Programs

The programs listed below are administered by the New York Higher Education Services Corporation (HESC):

Tuition Assistance Program (TAP)

Students who are New York state residents and graduates of high schools in New York State may apply for TAP by completing the State's TAP Application. This application will automatically be sent to students who have filed the Free Application for Federal Student Aid. MSMC's code should be listed as 2110 on the TAP Application. HESC determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of this grant. On your Free Application for Federal Student Aid (FAFSA) you are asked to list the schools you plan to attend. The FAFSA, in turn, is the source of the school code for the TAP application. When you complete the online TAP application, the first New York school you listed on the FAFSA will appear online. If the school is not correct, you must change it when completing the TAP on the Web application.

The TAP program was established by the New York State Legislature and is an entitlement program which means that if an applicant meets the criteria, he/she will receive an award at an approved institution within New York State. The minimum award has been as low as \$100 per year and the maximum amount of this award at a private institution has been as high as \$5,000 but depends upon the appropriation in the New York state budget approved by the legislature. Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter. Remedial students and students enrolled in an approved certificate program will use the 2006 SAP charts.

After four semesters of payments, the award is reduced by \$100. Students are limited to four years of eligibility and must be matriculated as a full-time student in an approved postsecondary program. Students enrolled in approved five-year programs, or in a state-sponsored opportunity program, or who are disabled may receive five years of awards for undergraduate study.

Although the Financial Aid Office provides an estimate of eligibility, all income data are subject to verification by the New York State Department of Taxation and Finance and HESC. Awards may be changed by the

state based upon the result of this process. Actual payment of TAP arrives later in the semester after the College certifies student eligibility.

If a student repeats a course in which a passing grade has already been received, the course cannot be included as part of the student's minimum full-time or part-time course load for financial aid purposes. When such courses are included in meeting the minimum requirement, they render the student ineligible for TAP. In the following instances, repeated courses may count toward full-time or part-time study:

1. When a failed course is repeated;
2. When a grade received is passing at MSMC but not acceptable in a particular curriculum;
3. When a course is repeated and credit earned each time.

Higher Education Opportunity Program (HEOP)

The principal mission of HEOP at Mount Saint Mary College is to provide educational opportunity and support to traditionally underserved students. These students have strong academic and personal potential, but would otherwise be excluded from higher education due to circumstances of academic and economic disadvantage. MSMC HEOP emphasizes academic achievement, leadership, development, and service. Students must meet the income eligibility guidelines established by the Board of Regents and are admitted without regard to age, gender, creed, sexual orientation, race, or disability.

To be determined eligible for HEOP, applicants must apply and provide the appropriate documents to the HEOP Office at the Mount. Please note that requirements for HEOP are slightly different than the traditional requirements of MSMC (please visit our website for details). In addition, the HEOP admission deadline is typically earlier than the traditional admission deadline at MSMC. Once selected and admitted, HEOP participants may continue in the program until degree completion; (maximum of 10 academic semesters) with awards available for various periods depending on the duration of their academic program.

All HEOP students must file the FAFSA to be considered for aid from HEOP as well as from other state and federally funded programs. The amount of financial aid and other support provided depends upon a student's financial need. Recipients must meet requirements for academic progress determined by the College. Each recipient must also apply for TAP and follow through with the appropriate paperwork each year in order for funds to be disbursed. TAP is limited to five years of eligibility for HEOP students. All students must achieve a 2.0 Grade Point Average by the end of their sophomore year to continue to receive TAP awards. Please visit the MSMC HEOP website for more details.

Aid for Part-Time Study (APTS)

New York State residents who are enrolled for at least 6 credits but fewer than 12 credits each semester may apply for this state, campus-based grant program through the Financial Aid Office. The maximum award is \$2,000 per academic year. The number and amount of each award is determined by each college, based upon its annual allocation which varies. To retain the award, a student must maintain satisfactory academic progress in addition to filing an application each year and meeting the eligibility criteria. Applications are available in the Financial Aid Office and must be returned along with copies of parent and student New York state tax returns.

Vocational and Educational Services for Individuals with Disabilities

Persons with disabilities may obtain a list of local VESID Offices from : New York State Education Department, Albany, NY 12234.

VESID policy has established a maximum payment toward tuition and room and board for a client in any one academic year.

Other Programs

Regents Professional Opportunity Scholarship - The NYS Regents Professional Opportunity Scholarships are awarded to eligible students. Grants range from \$1,000 to \$5,000 per year.

Selection is based on the following priorities:

- Those who are economically disadvantaged and who are members of a minority group that is historically underrepresented in the chosen profession.
- Those who are members of a minority group historically underrepresented in the chosen profession.
- Those enrolled in or graduated from the following opportunity programs: SEEK, College Discovery, EOP, or HEOP.

Service after graduation is required.

World Trade Center Memorial Scholarship: The NYS World Trade Center Memorial Scholarship program guarantees access to a college education to the families and financial dependents of the victims who died or were severely and permanently disabled in the Sept. 11, 2001 terrorist attacks and the resulting rescue and recovery efforts. Please also see **Families of Freedom** at <http://www.familiesoffreedom.org> (Families of Freedom is not a NYS scholarship program).

Memorial Scholarship: The NYS Memorial Scholarship provides financial aid grant assistance to children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers, and emergency medical service workers who have died as the result of injuries sustained in the line of duty in service to the State of New York.

Military Service Recognition Scholarship: The Military Service Recognition Scholarship (MSRS) provides financial aid to children, spouses and financial dependents of members of the armed forces of the United States or state organized militia who, at any time on or after Aug. 2, 1990, while New York State residents, died or became severely and permanently disabled while engaged in hostilities or training for hostilities.

NYS Scholarships for Academic Excellence: Awarded to NYS residents from registered NYS high schools. Awards are based on test scores on certain Regents exams. Please see your local high school guidance office for more information.

NYS Math & Science Teaching Incentive Scholarships: Awarded to students who are pursuing a career as secondary math and science teachers. There is a service commitment of five years fulltime employment associated with this scholarship.

Senator Patricia K. McGee Nursing Faculty Scholarship: Awarded to students who are registered professional nurses and are enrolled in a graduate nursing program. There is a service commitment to teach at least 12 credit hours as nursing faculty or as adjunct clinical faculty for four years after graduation.

Student Aid to Native Americans: Awards for full-time study in an approved program leading to a degree. Contact the Native American Education Unit, New York State Education Department, Room 471 EBA, Albany, NY 12234.

Federal Programs

To be considered for all the following federal programs, which were established by Congress and are governed by federal rules and regulations, students must complete and file the FAFSA discussed at the beginning of this section. Students will receive a Student Aid Report as a result which will indicate an EFC (Estimated Family Contribution). This number is used in determining financial need for federal programs. Students must maintain satisfactory academic progress and complete the appropriate forms each year for awards to be renewed.

Federal Pell Grant

A Federal grant awarded to students with significant financial need, as measured by a congressionally established needs-analysis formula that measures a family's ability to pay for educational expenses. In 2013-2014: Congress passed legislation which places limits on the number of semesters a student can receive Federal Pell Awards. This limit is 12 semesters. If a student is close to or at their lifetime Pell limit, our office will notify the student via email. Students will also be notified by the U.S. Department of Education when they file their FAFSA that they are at or close to their lifetime limit.

Federal Supplemental Educational Opportunity Grants (SEOG)

SEOG is a Federal grant which is awarded by the institution to students with exceptional financial need, with Federal Pell Grant recipients given first priority. Students who complete the FAFSA and have exceptional financial need are automatically considered for this grant. The number of awards are based on funding.

Teacher Education Assistance for College and Higher Education (TEACH Grant program):

The Federal TEACH grant program provides grant funds to students who are completing or plan to complete coursework toward a career in teaching. You must agree to serve for at least 4 out of 8 years after graduation in a high-need field, and work in certain school districts. For more information, please see the following website: <http://studentaid.ed.gov>

Federal Work Study Program (FWS)

This program provides employment opportunities on and off campus to students who demonstrate financial need. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have exceptional financial need. The Financial Aid Office is responsible for selecting recipients and determining award amounts. Jobs are not guaranteed. Students are responsible for obtaining their own jobs by convincing supervisors that they possess the skills required to complete the work. Renewal depends upon continued financial need as well as a positive evaluation of the student's performance on the job.

Federal Direct Student Loans

The Federal Direct Student loan programs are legislatively established and the subsidized loan program is a need-based loan. Subsidized and unsubsidized loans are available to students enrolled at least half-time in a degree program.

Federal Direct Parent Loans for Undergraduate Students (PLUS)

A borrower must be the parent of a financially dependent undergraduate. Parents may apply for the cost of attendance at the College less any financial aid for which the student may be eligible.

Bureau of Indian Affairs Aid to Native Americans

The U.S. Department of the Interior administers the Higher Education Assistance Program and the Adult Vocational Training Program available to various tribes for post-secondary education and training. Application forms may be obtained from and submitted to the Bureau of Indian Affairs, Federal Building, Room 523, 100 South Clinton Street, Syracuse, NY 13260. An application is necessary for each year of study. Deadlines for the fall and spring semesters are July 1 and October 15 respectively. Applicants must demonstrate financial need and must file a FAFSA indicating Mount Saint Mary College as a recipient. Depending upon availability of funds, grants may also be made to graduate students and summer session students.

Reserve Officer Training Programs (ROTC)

The U.S. Reserve Officer Training Corps (ROTC) Programs include the Army ROTC Program, the Navy/Marine Corps (NROTC) Programs, and the Air Force (AFROTC) Programs. These programs are offered at host colleges throughout the nation, including many colleges located in New York State. Each of the three programs has separate application procedures, eligibility requirements, award schedules and

service obligations. All the programs offer financial assistance to undergraduates, with some assistance for study beyond the baccalaureate degree. Additional information about the individual programs and a list of the colleges hosting them can be obtained from each service's recruiting station.

Veterans Resources

Mount Saint Mary College is proud to welcome veteran students and their family members who receive both veteran and military education benefits. We are committed to providing the best possible education experience and service to all that attend Mount Saint Mary College.

For detailed information on all veterans' benefits and assistance please visit the U.S. Department of Veteran Affairs website, at www.va.gov, and navigate to the Veterans Services and GI Bill link. This website provides a wealth of information about the different chapters of veteran education benefits, as well as; how to apply for benefits, how to transfer your entitlement and the e-benefits website.

Mount Saint Mary College services student's using many different chapters of educational benefits such as: Post 9/11 (chapter 33), and the Yellow Ribbon program, Montgomery GI Bill (chapter 30), Survivors & Dependent Educational Assistance (chapter 35), Vocational Rehabilitation (chapter 31), Reservists/National Guard (chapter 1606) and Tuition Assistance (TA).

New York State also offers the Veterans Tuition Award (VTA) to those veterans who qualify for this grant for either full-time or part-time study. For more information please see www.hesc.ny.gov.

For more information on Veterans' Resources at Mount Saint Mary College please contact the Registrar's Office at 845-569-3316.

Academic Information

Degrees Offered

Mount Saint Mary College offers courses leading to the degrees of Bachelor of Arts (BA) and Bachelor of Science (BS).

Students may choose from 18 majors: accounting; biology; business management and administration (and within this major three concentrations: finance, marketing, and sports management); chemistry; English; Hispanic studies; history; history/political science; human services; information technology (and within this major two specialties and one concentration: networking and web technologies; cybersecurity; and educational technologies); interdisciplinary studies (and within this major four concentrations: liberal studies; general science; technology and digital media, and self-designed); mathematics (with a concentration in actuarial science); media studies (and within this major two concentrations: production and journalism); nursing; psychology; public relations; social science (and within this major four concentrations: history, history/ political science, psychology, and sociology); criminology and sociology.

In conjunction with an academic major in a liberal arts and sciences content area, the Division of Education offers courses that will permit students to complete academic requirements for initial New York state certification in the following areas: Childhood Education (1-6); Childhood Education with middle school extension (grades 7-9); dual certification in Childhood Education and special education (grades 1-6) with emphasis on inclusion and pupils with mild disabilities (mild/moderate emotional disturbance, learning disabilities and mental retardation); Adolescent Certification (grades 7-12) ; Adolescence Education with middle school extension (grades 5-6); and Adolescence Education and special education (grades 7-12).

Students interested in obtaining an educational background for careers in environmental studies may select a major in social sciences with electives in the natural sciences; or a major in biology and chemistry with electives in the social sciences.

Time to Degree

Mount Saint Mary College has established specific timeframes within which students are expected to complete program requirements toward their individual degrees. Students are expected to complete all graduation requirements for a degree within six years. Time to complete degree is automatically extended when students are approved for a leave of absence. All other students requesting an extension are required to submit their requests to the Academic Standards Committee.

Registered Degree and Certificate Programs

The following list of academic programs is consistent with the Inventory of Registered Degree and Certificate Programs maintained by the Education Department of the State of New York. Enrollment in other than the following registered programs may jeopardize a student's eligibility for certain student aid awards.

Programs of study leading to a bachelor of arts degree are available with the following registered programs (HEGIS Codes indicated):

Adolescence Education (7-12)

Biology (0401.01)

Chemistry (1905.01)

English	(1501.01)
Mathematics	(1701.01)
Social Studies	(2201.01)
Adolescence with Special Education (7-12)	
Biology	(0401.01)
Chemistry	(1905.01)
English	(1501.01)
Mathematics	(1701.01)
Social Studies	(2201.01)
Adolescence Education (7-12) with Middle School Extension (5-6)	
Biology	(0401.01)
Chemistry	(1905.01)
English	(1501.01)
Mathematics	(1701.01)
Social Studies	(2201.01)
Biology	(0401)
Chemistry	(1905)
Childhood Education (1-6)	(0802)
Childhood Education (1-6) and Early Childhood Education (birth-2)	
Childhood Education with Special Education (1-6)	(0802)
Childhood Education (1-6) with Middle School Extension (7-9)	(0802)
Biology	(0802)
Chemistry	(0802)
English	(0802)
Mathematics	(0802)

Social Studies	(0802)
Communication Arts	
Public Relations	(0604)
Media Studies	(0605)
Journalism Concentration	
Production Concentration	
Criminology	(2209.00)
English	(1501)
Hispanic Studies	(1105)
History	(2205)
History/Political Science	(2299)
Human Services	(2101)
Information Technology	(0702)
Educational Technology Concentration	
Networking and Web Technologies Concentration	
Interdisciplinary Studies	(4901)
General Science concentration	
Liberal Studies concentration	
Self-designed concentration	
Technology and Digital Media concentration	
Mathematics	(1701)
Psychology	(2001)
Social Sciences	(2201)
Sociology	(2208)

Programs of study leading to the bachelor of science degree are available with the following registered programs (HEGIS Codes indicated):

Accounting	(0502)
------------	--------

Sports Management concentration	
Business Management and Administration	(0506)
Business Management and Administration/Finance Concentration (15 Credits)	
Business Management and Administration/Marketing Concentration (15 Credits)	
Sports Management concentration	
Childhood Education (1-6)	(0802)
Childhood Education with special education (1-6)	(0802)
Childhood Education (1-6) with middle school extension (7-9)	(0802)
Biology	(0802)
Chemistry	(0802)
English	(0802)
Mathematics	(0802)
Social Studies	(0802)
Information Technology	(0701)
Educational Technology Concentration	
Networking Concentration	
Information Technology/Networking or Web Technologies	
Nursing	(1203)

Programs of study leading to certification are available with the following registered programs (HEGIS Codes indicated):

General Accounting	(5002)
Business Management and Administration	(5004)

Collaborative Programs

Mount Saint Mary College offers a number of programs in collaboration with other colleges/universities. The collaborating institutions have designed the programs to meet high quality and rigorous academic standards.

The Mount's academic divisions consider only exceptional students for inclusion in collaborative programs: students who indicate a capability for graduate studies before completion of undergraduate studies.

Collaborative programs fall into two categories: articulation programs and affiliation programs. Articulation programs are agreements whereby the Mount student completes undergraduate studies in less than the traditional four-year period and begins graduate studies toward an advanced degree in what would otherwise be the fourth or senior year. Affiliation programs are agreements whereby a graduate institution will give preferential admissions consideration to Mount graduates who have met certain academic conditions.

Counseling or Mental Health Counseling (master's degree) (3/2 articulation)

Students complete a dual/joint 5-year program leading to a Bachelor of Arts in psychology or human services from the Mount and a master's degree in counseling or mental health counseling from Pace University. Students spend the first three years at the Mount taking courses to fulfill the requirements for a bachelor's degree and the psychology or human services major, while establishing eligibility for admission into the master's in counseling program at Pace. Students must reserve 12 credits of open electives in order to take four, 3-credit graduate courses during their fourth year. Psychology majors may also use six credits for the three electives at the 2000 level or above. The remaining 24 or 36 credits of the master's program are taken at Pace.

Physical Therapy (doctorate) (4/3 affiliation)

Students graduating from the Mount with a bachelor's degree in biology or psychology can be recommended for early acceptance to New York Medical College. Recommended students meeting NYMC's admissions criteria must take the Graduate Record Examination. For more information, contact the Mount's Division of Natural Sciences.

Podiatric Medicine (doctorate) (3/4 articulation)

Students who complete three years of prescribed course work at the Mount toward the bachelor's degree in biology can be recommended for early admission to the New York College of Podiatric Medicine. At the end of their fourth year of study, students earn a bachelor's degree from the Mount and, at the conclusion of the seventh year of study, the degree of Doctorate of Podiatric Medicine (DPM). For more information, contact the Mount's Division of Natural Sciences.

Publishing (master's) (3/2 articulation)

Students take all course work during their first three years at the Mount. In their senior year, students take two to three undergraduate courses per term at the Mount and two graduate courses per term at Pace University. The fifth year of study is exclusively at Pace. Students who successfully complete the course of study earn a bachelor's degree in English from the Mount, and a master's degree in publishing from Pace University in five years. For more information, contact the Mount's Division of Arts and Letters.

Social Work (master's) (3/2 Joint Degree)

Students who complete three years of prescribed course work at the Mount toward the bachelor's degree with a major in human services, sociology, or psychology can be recommended for early admission to the Fordham University Graduate School of Social Services. At the end of their fourth year of study, students earn a bachelor's degree from the Mount and at the conclusion of the fifth year of study, students earn a master's degree in social work (MSW). For more information, contact the Mount's Division of Social Sciences.

Graduation Requirements

To qualify for the bachelor's degree at Mount Saint Mary College, students must have 120 credit hours and a minimum GPA of 2.0, or for students pursuing New York State teacher certification, a minimum GPA of

2.75. Students who are up to two courses short of graduating will be permitted to participate in the college's May commencement ceremony.

Requirements for the Baccalaureate Degree

Minimum Number of Semester Hours

A minimum of 120 semester hours, i.e., the total of the course credits; as in "a minimum of 60 of the 120 semester hours shall be in the liberal arts and sciences." Beginning in the Fall 2017 term, the last 12 credits for completing a bachelor's degree must be taken at Mount Saint Mary College unless approved by the Academic Standards Committee under extenuating circumstances.

Liberal Arts and Sciences

Among the 120 semester hours, a minimum of 90 credits shall be in the liberal arts and sciences for a Bachelor of Arts (BA) degree. For the Bachelor of Science (BS) degree, a minimum of 60 of the 120 semester hours shall be in the liberal arts and sciences. For the BS degree through the education curriculum, a minimum of 60-89 of the 120 semester hours shall be in the liberal arts and sciences. For the BS degree for the nursing curriculum, a minimum of 60 of the 120 semester hours shall be in the liberal arts and sciences.

Minimum Grade Point Average

A minimum Grade Point Average (GPA) of 2.0 (C grade) is required for the four years of study. Students pursuing New York State teaching certification must achieve a minimum GPA of 2.75.

General Education Courses

Completion of 39 credits in general education courses or liberal arts as shown below.

Division of Arts and Letters (12 credits)

ENG 1010 (3) and ENG 1020 (3) are required courses for all students. At least 6 additional credits must be taken in this division. These 12 credits must be distributed over at least two areas in the division: English/communication arts (considered one area); and fine arts (art, music, and theater) or foreign languages. All teacher education students must complete at least 3 credits of a language other than English and all childhood education students must also have at least one course in art, music or theater.

Placement into ENG 1010 College Writing is determined by the score on the writing section of the SAT/ACT. Students scoring less than 430 on the SAT or less than 18 on ACT will be placed in ENG 1000 (Fundamentals of Writing). ENG 1000 is a credit-bearing course but is not credit toward core.

Division of Natural Sciences and Division of Mathematics and Information Technology (9 credits)

A minimum of one 3- or 4-credit laboratory science is required. Science majors are advised to take BIO 1130 (4) or CHM 1510 (4). Non-science majors may take either AST 1100 (3), BIO 1030 (4), BIO 1110 (3), BIO 1130 (4), CHM 1050 (4), CHM 1510 (4), ERS 1030 (3), ERS 1040 (3), PHY 1010 (4) PHY 2010 (4), MST 2010 (3), MST 2020 (3), SCI 1001 (3), SCI 1030 (3).

A minimum of one 3- or 4-credit mathematics course is required. Depending on the student's mathematical proficiency and on the requirements of individual majors, the following courses are appropriate. Science majors are advised to take MTH 1500 (3) or SCI 1030 (4); non-science majors may elect MTH 1015 or any higher-level course in mathematics. Various examinations are given to identify students' aptitude for quantitative literacy. If students do not receive a satisfactory score on the placement test to take college-level mathematics course, they will be required to take MTH 1000.

The remaining 3-credit General Education requirement may be taken in either the Division of Natural Science (astronomy, biology, chemistry, earth science, physics, or science (SCI)) or the Division of Mathematics and Information Technology (the only CSC and CIT courses that count for general education are CIT 3250 , CIT 1900 or CIT 2550).

Division of Philosophy and Religious Studies (9 credits)

A minimum of 3 credits in philosophy and a minimum of 3 credits in religious studies are required. The remaining 3 credits may be in either philosophy or religious studies. A maximum of 3 credits in Philosophy allowed at the 100 level.

Division of Social Sciences (9 credits)

A minimum of one 3-credit course is required in history; any 1000-level course fulfills this requirement. The remaining 6 credits may be taken in the following areas so that within the total social science credits two areas are fulfilled: anthropology, criminology (CRI 1110 only) economics, geography, history, political science, psychology and sociology.

General Education Curriculum Summary

Division of Arts and Letters

(12 required - 6 must be in English; at least 3 must be in another area)

- ENG 1010 - College Writing Credits: (3) (required)
- ENG 1020 - Forms of Literature Credits: (3) (required)
- ENG, FMS or CMA (0-3)
- ART, MUS, THR, FR, GER, SPA or ITA (3-6)

Division of Natural Science and Division of Mathematics and Information Technology

(9 credits - must include mathematics and a laboratory science)

- MTH (3-6)
- AST, BIO, CHM, ERS, PHY, MST, SCI (3-6)
- CIT 3250 - Object Oriented Programming Credits: (3)
- CIT 1900 - Internet Programming Credits: (3)
- CIT 2550 - Introduction to Programming Credits: (3)

Division of Social Sciences

(9 credits over two areas; 3 must be in history)

- HIS (3)
- ANT, CRI 1110, ECO, GEO, HIS, POS, PSY, SOC (6)

Division of Philosophy and Religion

(9 credits - 3 must be in philosophy; 3 must be in religion; remaining can be in either area)

- PHL (3)
- REL (3)
- PHL and/or REL (3)

First-Year Experience (FYE) Program

The First-Year Experience (FYE) Program welcomes first-year students and fosters success as they transition into the Mount Saint Mary College community. Through specifically designed programming throughout students' first year of college, the FYE cultivates community-based learning, academic success, the personal development necessary for college life, and a connection to the Mount as first-year students become active members in our community of learners. The First-Year Experience Program includes two components: (1) Community-Based Learning and (2) FYE 1010.

Community-Based Learning is designed to support first-year students in their academic, social and personal transition to college. In Community-Based Learning, courses such as BIO 1030, ENG 1010, PSY 1010, or other appropriate courses in the General Education curriculum or students' majors are linked to provide students opportunities to make connections between their courses and to receive tailored information literacy instruction. Each community is composed of 20 students, a personal librarian, an academic coach and two faculty course instructors. Students entering the traditional program will be required to participate in Community-Based Learning during their first semester of matriculation. Students entering in the spring semester will be required to enroll in a learning community in the subsequent fall semester and should consult with their academic advisor and the FYE program coordinators to schedule their learning community. Program requirements for Community-Based Learning and FYE 1010 are outlined on the First-Year Experience (FYE) website (www.msmc.edu/fye). Successful completion of the First-Year Experience Program is a requirement for graduation. Exceptions may be made at the discretion of the Vice-President of Academic Affairs (VPAA).

Computer Literacy

Demonstration of minimum computer literacy is a requirement for all degree-seeking students. It is recommended that this is completed within the first two years of study for traditional students, and in the first year at the Mount for transfer students.

Computer literacy can be satisfied by:

- Successful completion of CIT 1052 (Computer Competency)
- Successfully passing the College's Computer Literacy Test.*
- Successful completion of MTH 1015 (Investigating Contemporary Issues)
- Computer Information Technology majors satisfy their computer literacy with CIT 1100

* Note – the Computer Literacy Test may be taken only once. Students who do not pass this exam must satisfy the computer literacy requirement with one of the courses listed above.

Education Candidates: Please Note: New York State requires that teacher candidates seeking certification must have completed six hours of study in college level courses in four areas: English, social science, mathematics, and science, in addition to completing all required pedagogical courses. Mount Saint Mary College students will likely complete most of these distributive requirements as part of the required CORE or general education requirements for the bachelor's degree. However, even if one has met the Mount Saint Mary College general education requirements, these required courses must be met to be eligible to receive any New York State certification.

Degrees

Bachelor of Arts: A major discipline of studies ("major") leading to a Bachelor of Arts shall consist of not fewer than 20 and not more than 40 credits in an approved major subject over and above courses in that subject taken to meet general education requirements. Students enrolled in interdisciplinary programs may not exceed 48 credits in the component disciplines taken together over and above the general education requirements or 39 credits in any single component discipline. A minimum of 12 upper-level credits in the major subject (unless otherwise specified by a particular major) must be completed at Mount Saint Mary College. A student who exceeds, or plans to exceed, the 40-credit maximum must initiate a request for waiver (waiver form available in the Office of the Registrar) with an academic advisor. The advisor makes a recommendation and forwards the request to the division chair. The division chair makes a recommendation and forwards the request to the Academic Standards Committee for review and a decision. The committee can approve the overload without additional requirements; disapprove the overload; or require the student to take additional non-major courses equivalent to or less than the overload within the major. Graduation credits would be 120 plus major overload credits not waived.

Bachelor of Science: A major leading to a Bachelor of Science shall consist of not fewer than 20 and not more than 50 credits in an approved major subject over and above courses in that subject taken to

meet general education requirements. A minimum of 12 upper-level credits, in the major subject, as specified by the division, must be completed at Mount Saint Mary College.

A major leading to a Bachelor of Science in education for the education curriculum shall consist of not fewer than 20 and not more than 40 credits in an approved major subject over and above courses in that subject taken to meet general education requirements. A minimum of 12 upper-level credits, in the major, as specified by the division, must be completed at Mount Saint Mary College. In addition, the student must have completed 60-89 liberal arts and science credits and have a minimum of 18 credits in approved education courses. For a major to be recorded on the transcript, a student must have a minimum 2.0 Grade Point Average, calculated from all required courses contributing to the major. Students may change their academic major with the permission of the chairperson of the department into which they wish to transfer. In order to effect a change of major, students must secure the required signature(s) on a Change/Declare Major form, which then must be submitted to the Office of the Registrar. Students who change their majors understand that, by doing so, the length of time and/or number of total credits required to graduate with that major may increase. Forms are available in the Office of the Registrar and online at: <https://my.msmc.edu/web/Registrar/documents-and-forms>

Minors

A minor area of studies is not required for the baccalaureate degree. However, a student may elect a minor area of studies. A minor area of studies constitutes a group of courses amounting to at least 18 credits in a particular discipline. The following college policy applies to all minors:

1. At least to be used toward a minor must have been taken at Mount Saint Mary College.
2. A student must have a 2.0 GPA in a discipline for it to be recorded as a minor.
3. A maximum of 3 support courses outside the major's discipline (up to 12 credits) may constitute part of a minor in a second discipline. Courses that are not defined as support courses may not be shared between major and minor.

Not all academic divisions offer a minor. Students should refer to the information found under each of the Mount's academic divisions to determine the areas that offer a minor and the guidelines established for the minor. It is advisable that the student consult with a member of the faculty in the area in which the individual wishes to minor when initially planning the program.

Concentrations

A concentration is open to all students in all majors. Not all academic divisions offer concentrations.

Electives

Completion of a sufficient number of free electives is required to bring the total course work to 120 semester hours. In this category, the student should seek advice and guidance from members of the faculty, but the student is free to select course work provided that free electives shall not be used to increase the work in the major subject beyond the maximum limit set under the major and that not more than 20 elective credits be at the 1000 level. The maximum number of physical education credits that may be credited toward the 120 credits (minimum) for the degree shall be 3 credits.

Internships, Independent Studies

Internships and/or independent studies can be used to satisfy major or elective requirements for the baccalaureate degree. Independent Study is a course designed by the student and a faculty member. Such study is intended to give the student the responsibility and freedom in investigating subjects of special interest, expand knowledge beyond the limits of a given course, or allow upper level research. It may take a variety of forms, such as readings, art projects, research projects, or work evolving from another course. Independent Study is not intended to complete other courses.

No more than 18 credits in internships and independent studies combined can be used toward the degree. Of these 18 credits, a maximum of 6 credits may be applied to independent studies. At least 12 of the 18 credits must be used within the major. Divisions have the right to further limit the number of enrollments in

internships and independent studies. Credit will not be awarded for work completed before registration for an internship or independent study.

In addition, students must meet the following additional requirements for independent studies: Have a minimum of 60 credits; have a minimum GPA of 2.75; develop and submit a proposed course outline to a faculty mentor; and meet the requirements of the division sponsoring the independent study.

Prerequisites

Students may not enroll in a course that is a prerequisite for a course already completed in general education, major or elective programs. There are three exceptions to this policy:

- a. Enrollment in lower level course by students with transfer credits, which do not follow the numbering sequence at Mount Saint Mary College, will be evaluated on an individual basis by the appropriate division chair;
- b. Students enrolled in the accelerated program may request waiver of a prerequisite requirement for a higher-level course due to scheduling difficulties. The prerequisite course will be scheduled when available;
- c. Students seeking an exception not covered may appeal to the Academic Standards Committee;
- d. Students may not register for a course if the prerequisite for that course has not been met or waived by the division chair. Students may request to transfer in prerequisite course work with the prior permission of an advisor and a division chairperson responsible for the course. In order for this course to be transferred in, the student must receive a grade of C or better from an issuing regionally accredited college. This grade will be calculated into the student's Mount GPA. Once the student has completed the course, a signed permission slip and official transcript from the issuing college must be submitted to the Office of the Registrar. A student may then register for a required course.

Waivers

Waivers for Program Requirements

Waivers for courses required for degree programs are granted only under exceptional circumstances. The academic chairperson responsible for the course for which the waiver is requested is the only person authorized to grant a waiver. Students must obtain a Waiver Request Form from the Office of the Registrar and submit the request to their academic advisor with supporting documentation. If the academic advisor supports the student's request, it will be forwarded to the appropriate chairperson for review. If approved, the chairperson will provide written approval to the Office of the Registrar. The approved course waiver will appear on the student's transcript with a grade of "X" for the course and will not be calculated into the student's Grade Point Average. In addition the waiver does not provide credit(s) toward degree completion. New York State has requirements regarding the minimum number of total credits and minimum number of liberal arts credits required for graduation. Students are expected to complete all degree requirements along with the required number of credits for their degree program.

Waivers for Core Requirements (General Education requirements)

The Waiver Request Form is available in the Office of the Registrar; both the student's academic advisor and the chairperson of the academic division responsible for the course must support the request. Once the request has been approved by both faculty members, it is forwarded to the chair of the Academic Standards Committee for review. The committee's decision is then forwarded to both the student and the Office of the Registrar.

Course Substitutions

Students are expected to complete all requirements of their individual degree programs. New York State has requirements regarding the minimum number of total credits and minimum number of liberal arts credits required for graduation. Students are expected to complete all degree requirements along with the required

number of credits for their degree program. Only under exceptional circumstances may a course substitution be considered for certain degree requirements. Substitution requests must follow the specific approval process for the type of course substitution being requested. Only a course of equal or greater value may be considered for a substitution (i.e., only a 2000 level course or above may be used to substitute for another 2000 level course). If approved, the course substitution will appear on the academic transcript with a grade of "S" with no additional credits granted.

- a. **Core Requirements** (General Education requirements): The student must complete a Course Substitution Requirement form, available in the Office of the Registrar, and provide a written justification for the proposed substitution. The completed form is forwarded to both the student's academic advisor and to the chairperson of the academic division responsible for the course. Both faculty members must support the request. It is then forwarded to the chair of the Academic Standards Committee for review and a final decision by the committee. The results of the committee's action are forwarded to the student and to the Office of the Registrar for appropriate action.
- b. **Major Requirements:** The student must complete the Course Substitution Requirement form, available in the Office of the Registrar, and provide a written justification for the proposed substitution. The academic advisor must support the request.
 1. For course substitutions that involve a course in a disciplinary area overseen by the chairperson of the division offering the major, the chairperson of the division responsible for the course reviews the request and renders a final decision.
 2. For course substitutions that involve a course in a disciplinary area overseen by a chairperson in a division other than the one offering the major, the chairperson of the division offering the major, in consultation with the chairperson of the division overseeing the course, shall determine whether the substitution meets the objectives of the required course. The chairperson of the division offering the major shall document the consultation and render a final decision.

Academic Support

Academic Advisement

Academic advisement is the ongoing process of assisting students to learn to use the resources of Mount Saint Mary College to meet their individual needs and aspirations. To facilitate this process, each student who has declared a major is assigned by the division chair to a faculty member who acts as an academic advisor. Students in the teacher education program who have not declared a major will initially be advised by a member of the teacher education faculty and an advisor for undeclared majors. When such students declare a major, they will receive dual advisement from an assigned major advisor in addition to their education advisor. All other undeclared majors are assigned to an advisor by the Office of Student Success, who will serve as academic advisor until such time as they declare a major.

New students admitted to the College under special consideration status are assigned a faculty advisor from their academic major by the division chair and receive additional support services from the Special Consideration program and its administrator.

Transfer students receive an official evaluation of transfer credit once they have been accepted to the College. Upon acceptance, transfer students with a declared major are assigned an academic advisor from their major by the division chair. The Office of Student Success will assign an advisor to transfer students who are undeclared. With their academic advisor's assistance, these students integrate their previous college experience and transfer credits into their chosen degree program.

All students must declare a major area of studies upon completion of 45 academic credits to ensure the proper development of their program. If a student decides to change a major, a new academic advisor will be assigned.

Students entering the College via non-traditional programs are assigned an academic advisor from their major by the division chairperson and receive additional support services from the program staff. Preliminary advisement is also available to new students before fall enrollment but final schedules are contingent upon placement test scores.

Adult Degree Completion Program Academic Advisement

Adult students who participate in ADC Programs are assigned to an academic advisor who will help to guide them through their academic experience. The advisor provides academic guidance, access to resources, and assistance in navigating through the various departments on campus. Student and advisor work together as a team throughout the academic journey from inquiry to graduation. Beyond graduation, advisors (in conjunction with the Career Center) offer counsel in the job search and professional skills arena, such as providing interview skills and resume writing workshops, etc.

Developmental Coursework

The College shall make a commitment to all full-time students to provide the opportunity to complete a degree program of the College within four years. The need for developmental courses, however, may extend the time required to complete a degree. Students must bear the costs associated with these courses. Thus, students may be eligible for the Supplemental Tuition Assistance Program (STAP) and the Tuition Assistance Program (TAP) and federal programs.

Students enrolled in developmental courses must take an exit exam at the end of the course to evaluate whether or not they have achieved the College's standard for minimal competency. A need for additional developmental work may be determined by the exit exam or the course instructor. Although grades in developmental are not included in a student's Cumulative Grade Point Average (GPA), these grades will be included in determining academic standing in a student's first semester at the Mount. Students who fail a developmental course twice will be reviewed for possible academic dismissal. Students enrolled in developmental courses are expected to observe the same regulations regarding credit-bearing courses, specifically concerning attendance and academic honesty.

Service Learning

Service Learning at Mount Saint Mary College is either an academic component (curricular) of a credit-bearing course or an educational enrichment of student activities (co-curricular) on campus. Service Learning enables students to learn and develop through thoughtfully organized community service that fosters civic responsibility while enhancing the academic curriculum through real world experience, application of theory, and integration through critical reflective thinking.

Opportunities to participate in service learning are available in selected courses throughout the disciplines and/or through student activities.

Academic Standards

The Academic Standards Committee will review all students' academic progress at the end of each full time semester (fall or spring) as well as at the end of the summer for students who take summer classes. A student may be placed on probation by the Academic Standards Committee, and will no longer be in Good Academic Standing. Among the factors the committee shall consider when reviewing a student's progress are:

- a. Failure to fulfill entrance conditions;
- b. Failure to attain a semester GPA of 1.75 in any semester. The semester GPA is the weighted average of the student's academic standing for one semester as measured by the reported grades and weighted according to credit and letter grade values. Grade Point Equivalents will be used for

- developmental courses during the semester GPA point average calculations; these values will not be included in cumulative GPAs;
- c. Failure to attain satisfactory grades in courses required in the major program for which the student is enrolled;
 - d. Failure to attain sufficient credits and grade point averages required for sophomore, junior or senior status. To advance in academic status, a student must meet the following requirements.

Grade Point Average and Status

Students with fewer than 30 credits need to maintain a cumulative GPA of at least 1.85. All other students need to maintain a cumulative GPA of at least 2.00. The following table will be used as a guideline in determining academic standing based on cumulative GPA, but students will generally have at least one semester on probation as an opportunity to raise their GPAs before being academically dismissed.

Credits	Good Standing (GPA)	Monitored (GPA)	Probation (GPA)	Dismissal (GPA)
0-15	1.85 or greater	1.75-1.84	1.00-1.74	0.99 or less
16-30	1.85 or greater	1.75-1.84	1.50-1.74	1.49 or less
31-60	2.00 or greater	1.86-1.99	1.65-1.85	1.64 or less
61+	2.00 or greater	1.94-1.99	1.80-1.93	1.79 or less

Monitored Program

This program of studies must be approved by a division chair or advisor. It must be restricted to 12 credits (maximum of 13 credits for students enrolled in an approved laboratory course, a practicum or physical education) and may include developmental studies. Students on monitored status are permitted to participate in varsity athletics. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will return to good standing.

Academic Probation

Placement on probation is a serious warning to students that unless their academic record is improved they may be dismissed. The usual duration of academic probation is a traditional semester (12 credits). At the end of the semester, the Academic Standards Committee reviews the student's progress. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will be reinstated as a student in good standing. Following two semesters on probation students will be considered for Academic Dismissal. The student must be informed of the probation by a written communication from the Academic Standards Committee. Students on probation will be restricted to 12 credits (13 for students enrolled in an approved laboratory course, a practicum or physical education). Students on probation are not permitted to participate in varsity athletics. This policy conforms to current NCAA regulations relative to ineligibility of student-athletes on probation. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will return to good standing.

The College provides structures of academic support to students in academic jeopardy to assist in their return to good academic standing. Students who are deemed to be in academic jeopardy by the Academic Standards Committee are directed to the Office of Student Success for the appropriate support, including academic coaching. The student's academic advisor is also informed. The OSS tracks student participation.

For transfer students bringing in 15 or more credits, their first semester will be evaluated using the criteria for students with 0-15 credits. After their first semester, transfer students will be evaluated using their total credits earned.

Academic Dismissal

The College reserves the right to dismiss a student who fails to make reasonable progress toward the completion of the degree and the program in which the individual is enrolled. The Academic Standards Committee may recommend dismissal. The student may submit a written appeal of a dismissal decision within two weeks to the Associate VPAA, as chair of the College's Appeals Committee. The College also reserves the right to require the withdrawal of a student at any time if the individual's conduct does not conform to its spirit and standards. When considering dismissal, the committee will review the factors stated under a-d above, as well as whether a student has incurred probation twice. Students who fail a developmental course twice will be reviewed for possible academic dismissal. A student's academic standing or status will be determined by one's ability or failure to maintain the institution's academic standards as described above.

Academic Honesty

College Position

The mission of Mount Saint Mary College is concerned with "...the development of sound values, goals and commitments on the part of students. Equipping students to play responsible roles in society has been a consistent aim of our institution." Instances of academic dishonesty subvert the mission of the College and the experience students derive from it. These instances harm the offender as well as students who maintain academic honesty. The Mount community, therefore, commits itself to do all in its power to prevent such dishonesty and imposes impartial sanctions upon those who harm themselves, their fellow students and the College in this way.

Definitions

Generally, academic dishonesty may be defined in the following ways:

- a. Cheating: using or attempting to use, giving or attempting to give, unauthorized materials, information, assistance or study aids in any academic exercise or evaluation (tests), unless the nature of the academic exercise legitimizes cooperative learning;
- b. Plagiarism: copying or imitating the language, ideas or thoughts of another person, and passing off the same as one's original work;
- c. Falsification: forgery, alteration or misuse of academic documents, records or forms.

Prevention of Academic Dishonesty

Both students and faculty members should be alert to academic dishonesty and should work diligently to eliminate situations that foster academic dishonesty. Students have an obligation to make their abhorrence of it known to their peers. Faculty members have an obligation to create a classroom atmosphere that encourages careful proctoring of examinations and monitoring of papers. Other professional staff should encourage honesty in a manner dictated by the nature of their interactions with students.

Due Process

In any allegation of academic dishonesty, every effort will be made to ensure due process. Due process is defined as a course of formal proceedings carried out regularly and in accordance with established rules and principles. Thus, in the unfortunate event of an alleged breach of academic honesty, the student so charged will be insured due process as follows:

- a. Immediately if possible, but not later than two school days, after the alleged incident or the awareness of academic dishonesty, the instructor presents to the student the specific charge with supporting evidence. This charge, if given orally and/or in writing, should include the nature of alleged academic dishonesty (cheating, plagiarism, falsification); the date, time, description of the incident; the action that was taken by the instructor at the time of the incident.
- b. The instructor meets with student and permits the student to respond to the charge with facts and mitigating circumstances relating to the alleged incident of academic dishonesty. If, after hearing

- the student's response, the instructor concludes that the student is culpable of the allegation, the instructor has the authority to impose a sanction on the student. (See Section V, Sanctions, of this policy.) The nature of the sanction is communicated to the student, the Vice President for Academic Affairs (VPAA), and the chair of the division.
- c. Appeal of the instructor's decision: Within three school days after the student has been notified of the instructor's decision, the student may appeal in writing to the chair of the division to which the faculty member belongs. The division chair will initiate the development of an Appeals Committee. The Appeals Committee will consist of three teaching faculty members who, in the opinion of the division chair, are competent to evaluate the appeal. The division chair will be one of the three members unless that person is the faculty member who charged the student with academic dishonesty.
 - d. The Appeals Committee will designate one of its members to serve as chair of the committee. The Appeals Committee has the authority to hear the case, to rule on procedure for the hearing, to impose or alter sanctions on the student and to communicate the findings of the committee to the student and to the faculty member and the VPAA or designate. The case must be decided by a majority vote within 48 hours of conclusion of the hearing by the Appeals Committee.
 - e. A student who has been penalized for academic dishonesty and who believes that he/she has not been accorded the rights stated in this policy may seek an appeal of the Committee's decision from the vice president for academic affairs. If in the judgment of the vice president for academic affairs, an appeal hearing is warranted, the VPAA will convene an administrative Appeals Board. This Board will consist of the VPAA, the chair of the Faculty Senate, and the Dean of Student Affairs. Such an appeal must be made in writing within 14 school days after the student has been notified of the Appeals Committee decision. Failure by the student to appeal the decision of the Appeals Committee on a timely basis shall constitute a waiver of the student's right to appeal. The appeal must be based on one or more of the following grounds: (The student was not accorded due process as described in this policy. The student has new evidence that was not available or was unknown at the time of the Appeals Committee hearing. The administrative Appeals Board will review and make the final disposition of the case. The decision of this Appeals Board will be final and binding.
 - f. **Conduct of appeals hearing:** Both the student and the faculty member must be present at each appeals hearing, i.e., Appeals Committee and administrative Appeals Board. Both the student and the faculty member may have counsel at each appeals hearing. Persons providing counsel may advise students and faculty, and may be present during, but not participate in, the hearings. Both the student and the faculty member may present his/her case, and hear and question all witnesses during an appeals hearing.
 - g. The student will receive a written report of the findings and the decision at each level of the appeal process. Copies of this written report will be given to the faculty member, the VPAA, and the Registrar.
 - h. **Sanctions:** In cases where culpability is established, the student is to be accorded the opportunity to enter mitigating circumstances through the student's own testimony and that of any witnesses the student produces. Such testimony may be made during the meeting with the faculty member and during an appeals hearing. In cases where culpability is established, the following sanctions will be imposed:
 1. For an initial transgression, and where culpability is established, the student will face sanctions up to and including failure for the course. In addition, a memo detailing the infraction must be forwarded by the instructor to the Registrar to be placed in the student's file.
 2. If the Registrar determines that this is the second infraction on the part of a student with fewer than 30 credits, the case will be referred to the VPAA before any action is taken.
 3. If the Registrar determines that this is a second infraction on the part of a student with more than 30 credits, the penalty is immediate failure of the course. The Registrar will inform the student and the instructor of the failing grade in the course.

4. A third infraction will result in academic dismissal from the College.

Enrollment Status

Matriculation

Students who are admitted to the Mount in a degree-seeking program will be considered matriculated and will be assessed a matriculation fee (payable during the second semester of the entering year) after completing a full-time semester at the Mount. The College requires that all candidates for matriculation must have:

- Completed all admissions requirements of the College;
- An appropriate GPA (see table under Academic Standards).

To advance in academic status, a student must complete the minimum credits and attain the specific grade index associated with the individual's particular status.

Students who break their matriculation for more than one calendar year from the date of departure and who present themselves to return to the College must comply with the general education and all requirements in place at the time of the approved leave of absence. Students seeking exceptions must petition the Academic Standards Committee. Students cannot mix the requirements of two catalogs.

Withdrawal from the Mount

There may be times when a student feels uncertain about continuing his/her academic experience at Mount Saint Mary College. Such feelings need to be considered carefully and may be discussed with the student's academic advisor and/or counselor. Often these feelings arise as a result of a situation in the student's academic or personal life that can be resolved.

If a student determines, however, that withdrawal from college, either temporarily or permanently, is the best course of action, the student must schedule an exit interview with the academic advisor. Students who withdraw from the College are also required to submit a signed student withdrawal form. This form is available at the Office of the Registrar, and, when completed, should be returned to the Registrar. The form needs to be signed by the advisor and members of the offices of Student Accounts, Financial Aid, Residence Life, the Registrar, and the Dean of Student Affairs. Students unable to complete the form are required to notify the Registrar in writing; failure to do so may result in academic and or/financial penalty. The College refund policy concerning the refund of tuition and fees is listed in the section "Tuition and Fees" in this catalog. The withdrawal form is not official until it is completed and submitted to the Registrar. Note: when withdrawing after the last day to withdraw without academic penalty, students will receive "F" grades in all classes, and may be subject to academic probation.

Medical Leave

Voluntary Medical or Mental Health Leave Policy

[Leaves from the College for Medical or Mental Health Reasons](#)

When a student has significant medical or mental health issues that prevent completion of coursework, s/he may request a Medical or Mental Health Leave from the College by submitting to the Director of Health Services: 1) a completed Voluntary Medical or Mental Health Leave Request form, and 2) supporting documentation from a qualified health professional. This documentation should include a letter detailing the diagnosis, symptoms, treatment history, and relevant circumstances, as well as dates and anticipated duration of the condition in question. The request and all supporting documentation must be received not later than two weeks (14 calendar days) prior to the last day of classes for the current semester, as defined by the academic calendar. A medical or mental health leave assumes an incapacity that prohibits acceptable academic performance, not simply a hardship or inconvenience. The Director of Health Services in consultation with the Assistant Vice President for Academic Affairs (AVPAA) will consider the student's

request, which must be supported by documentation from a qualified health professional, and make a determination as to whether the request is appropriate. If the request is deemed appropriate, the Director of Health Services will recommend to the Office of the Registrar and the Office of Academic Affairs that leave be granted. Students may first be encouraged to consult with their instructors or advisors to determine if there are alternative methods to alleviate their academic workload before obtaining a medical or mental health leave. Students experiencing medical or mental health difficulties fewer than 14 days before the close of classes may request "Incomplete" (I) grades for all classes, as outlined in the College's grading policies.

If a student is not granted a medical or mental health leave, s/he may submit a written appeal, within two weeks of receiving the decision, to the Vice President for Academic Affairs, whose decision regarding the request will be final. If a request is denied, the College catalog policies will apply, based upon the original date the Voluntary Medical or Mental Health Leave Request form was initially submitted.

A student recommended for and granted a medical or mental health leave will be withdrawn from all current courses he or she is registered for, even after the official withdrawal period has ended and without academic penalty. Partial withdrawal is not possible. Additionally, a student on leave will receive a one-year Maintenance of Matriculation that allows the student to return without having to re-apply or pay another application fee. The student will be responsible for meeting 100% of his/her fees and room charges, as outlined in the College catalog. The student's board will be prorated. If the student receives financial aid funding, s/he should first meet with the Director of Financial Aid prior to requesting the leave in order to better understand its full financial aid implications.

If the student intends to return to the College to complete his/her degree, the student will be given a waiver for tuition charges to offset the cost of tuition upon his/her return. Should the student not return to the college to complete his/her degree, no refund of tuition charges will be given. If away for more than one year, the student would be subject to the catalog requirements in place at the time of return.

When a student wishes to return to the College, s/he is required to submit to the Director of Health Services appropriate documentation from a qualified health professional stating that the student has been cleared to return. It is recommended that s/he schedule a meeting with the Director of Health Services to review any relevant matters regarding this transition. If a student returning from a medical or mental health leave requires a reasonable accommodation in order to meet the essential eligibility requirements for MSMC students, MSMC will attempt to accommodate him/her as outlined in the MSMC Student Handbook. If the student is not approved to return to the College, s/he may submit a written appeal, within two weeks of receiving the decision, to the Vice President for Academic Affairs, whose decision regarding the request will be final.

Leave of Absence Policy

A leave of absence from the College may be granted to students for reasons other than academic difficulties for up to one full year after the end of the semester in progress. Students who do not intend to return in a subsequent semester must file for a Leave of Absence in order to remain classified as an "active" student. The leave requires approval by the academic advisors and the Registrar, and begins after the end of the semester in progress. Students requesting a leave of absence need to complete the Leave of Absence/Withdrawal Form available in the Office of the Registrar. The student must indicate his/her intended date of return to the College on the form. If the student does not return to the College on or before the appropriate date, he/she will be considered as having withdrawn from the College.

A student returning from a Leave of Absence MUST meet all requirements in place at the time of the approved leave of absence as long as the student returns within two academic semesters. Students taking a Leave of Absence who have received loans should consult the Financial Aid Office for information about loan repayment obligations. Filing for a Leave of Absence does not preclude suspension or dismissal at the conclusion of a semester. Students who were placed on probation at the time they took a leave of absence will, upon their return, continue to be on probation, and will be required to meet the conditions set by the College while they are on probation.

Returning to the Mount

Students who break their matriculation for more than one calendar year from the date of departure and who would like to return to Mount Saint Mary College must submit an Application to Return to Mount Saint Mary College to the Registrar for a declared major. Students who were previously under an academic probationary status are subject to the conditions of that status upon return. Permission to return or request for admission into a specific major is not guaranteed and will be based upon the review. Upon approval from the Registrar, students may register for class. Any course work completed while away from the Mount will be reviewed for possible credit upon receipt of official transcripts. All students must complete the general education and major requirements in place at the time of re-entry. Student cannot mix requirements of two different catalogs. Students seeking any exception must petition the Academic Standards Committee.

Grading

The quantitative measure of a student's scholastic standing is the Grade Point Average (GPA) or the weighted average of the student's academic standing as measured by the reported grades and weighted according to credit and letter value.

The college uses the following grading system (quality points are indicated under the grade or to the right):

A	A-	B+	B	B-	C+	C	C-	D+	D
4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0
P	- Passing								0.0
F	- Failure								0.0
I	- Incomplete (absent from final exam and/or incomplete required course work)								0.0
S	- Exempted, course requirement has been substituted, no credit								0.0
W	- Withdrawal during the period from the second week of class to the third week after the mid-semester date								0.0
AW	- Administrative Withdrawal – for a student who fails to attend class before the end of the add/drop period.								0.0

Any sophomore, junior, or senior in good academic standing with a GPA of 2.2 may take advantage of the P/F grading system through the first two weeks of the semester. The Registrar will receive a form with notification of the student's choice of electives for P/F grading and at the end of the semester will change the letter grade received from the instructor to Pass (for A, B, C, or D) or Fail (F). The P course shall not be used in computing the GPA.

The Incomplete (I) grade is used only when a student has met the class attendance requirements of a course and must postpone the completion of certain papers, reports, or other assignments for reasons beyond the individual's control (individual or family health or emergency problems). The student must obtain the proper request form from the Registrar and submit a written request to the instructor for a grade of I. After reviewing the student's record, the instructor will determine the validity of the request in light of the reasons stated above and approve or deny the I grade. Approved I grade requests will be submitted with the Grade Report. The Registrar will monitor all requests for appropriate justification.

At the time the I grade is requested, the student and the faculty member will agree on a date by which the course work must be completed. Incomplete grades will generally be resolved by the fifth week of the following academic semester. All incomplete grades must be changed by the tenth week of classes for graduating seniors or the day before the final examinations for all other students. If the grade is not changed by the date on the request form, the I grade will be changed to an F grade.

If the student is not awarded an Incomplete and the student believes the required conditions have been met, a written appeal may be presented to the division chair responsible for the course, and the Registrar. The division chair will evaluate the case and inform the student, the instructor, and the Registrar of the decision. If the division chair is the instructor, the VPAA will appoint a senior faculty member within the division to hear the student's appeal. The decision is final with no further appeal.

If a student voluntarily repeats a course, the better of the two grades will be used for the purpose of calculating the GPA and for meeting degree requirements. If the student withdraws from the course during the withdrawal period, the student will retain the first entered grade, which will be used in all calculations. The student's record will show that the course was repeated and the final grades for each time will be shown. Consult the Tuition Assistance Program in the Financial Aid section of this catalog for financial aid regulations regarding repeating a course.

A minimum semester GPA of 1.75 is required each semester.

Nursing students must attain at least a grade of C+ in required nursing and health courses. Education certification students must attain at least a GPA of 2.75 in required certification courses.

Candidates for a degree must attain a GPA of 1.85 by the end of the freshman year, and a 2.0 by the end of the sophomore year and each succeeding semester.

For class ranking purposes, when there is a tie in cumulative Grade Point Averages, with two or more students, the number of credits successfully taken at Mount Saint Mary College will be the tie-breaker; the student(s) with more institutional credits will be ranked higher.

Evaluation

In evaluating the learning experiences provided by a semester of study, instructors may choose a variety of procedures; among these may be written or oral examinations, projects, practicums or theses. The course requirements and methods of evaluation are stated in writing and distributed by the instructor at the beginning of the semester.

Grade Appeal

A student who believes that the grade he/she has received in any subject is in error should initiate the procedure outlined below. If the student is dissatisfied with the response at any step, he/she should proceed to the next specified step within two weeks following the issuance of the unfavorable response.

Step 1: The student should discuss the case with the instructor before the third week of the next regular semester following the one in which he/she received the grade.

Step 2: The student should submit a written appeal to the instructor giving a rationale for the grade change and providing supporting information.

Step 3: The student should submit the written appeal and supporting evidence to the chair of the division offering the course in question.

The hearing of the appeal will proceed as follows:

- a. The division chair will form an Appeals Committee. The Appeals Committee will consist of three teaching faculty members who, in the opinion of the division chair, are competent to evaluate the appeal and the subject matter of the course.
- b. The committee will designate one of its members to serve as the chair. The chair will monitor the hearings, rule on procedure, and communicate the findings of the committee to the student and college officials. The division chair will be one of the three members, unless that person is the instructor against whom the grievance has been brought. Both the student and the faculty member must be present at the presentation of the appeal to the committee.
- c. In a case where the faculty member against whom the grievance is made cannot be contacted due to change in employment, death, etc., the vice president for academic affairs will be empowered to take the place of the faculty member and will change the course grade if the Appeals Committee decides in favor of the student. Both the student and the faculty member may have counsel at the hearing. The case must be decided by a majority vote within the semester during which the appeal is initiated. The decisions of the Appeals Committee are final and binding. They will be communicated to the student in writing by the chair of the Appeals Committee with copies sent to the faculty member, the VPAA, and the Registrar.

Honors Standing

Three grades of honors are awarded at commencement to those graduates who have maintained a superior level of achievement during the entire undergraduate program:

Summa Cum Laude, or highest honors, is awarded to those having a GPA of 3.80 and no grade below B for all course work;

Magna Cum Laude, or high honors, is awarded to those having a GPA of 3.60 and no grade below C;

Cum Laude, or with honor, is awarded to those having a GPA of 3.40 or above.

Scholars

In order to foster scholarly activity and to recognize academic achievement, the faculty, upon the recommendation of the Academic Standards Committee, may confer the title of Aquinas Scholar or Ralph Scholar. These scholars must have attained a high degree of proficiency in their studies and have demonstrated initiatives and/or activities that exemplify a sincere commitment to learning at Mount Saint Mary College. The candidates must be enrolled as full-time students.

The title Aquinas Scholar is awarded to juniors or seniors who have completed at least 30 credits at Mount Saint Mary College. The students must have attained a minimum GPA of 3.60 and have received the recommendation and approval of the division in which their major is offered. Only up to 5% of the students per division per class, or three students per division per class, whichever number is larger, may be nominated.

The title Ralph Scholar is awarded to sophomores who have completed at least 30 credits, 24 of them at Mount Saint Mary College, in the freshman year. Students must have attained a GPA of 3.40 and have received the recommendation of at least two faculty members. Ralph Scholars may be nominated by any individual faculty member on the basis of overall freshman performance, not as divisional majors. Only 5% of the class may be named.

The title Sr. Agnes Boyle Scholar is awarded to seniors in the Adult Degree Completion Program who have completed at least 24 credits at Mount Saint Mary College, and is limited to students seeking their **first** undergraduate degree. These students must have attained a minimum GPA of 3.60 and have received the recommendation and approval of both the Division Chair of their declared major, and the Director of the Adult Degree Completion Program. Only up to 5% of students per major, or three students per major, whichever number is larger, may be nominated.

Dean's List

The Dean's List is announced at the end of each semester. The Dean's List includes the names of students who have carried at least 12 graded credits in a semester. A minimum semester GPA of 3.50 in the graded courses is required.

Students with unresolved I grades will not be considered for academic awards. Only students with resolved I grades due to emergencies (illness or family) or due to the nature of the course will be retroactively considered for the Dean's List.

Honor Societies

Alpha Chi is a national college honor scholarship society for full-time juniors and seniors of all disciplines. The purpose of the organization is to promote and recognize academic excellence and exemplary character. Among requirements for admission is that a student must rank in the highest 10% of the class. The New York State Kappa Chapter of Alpha Chi was established at Mount Saint Mary College in 1981.

Alpha Sigma Lambda is the honor society for adult students in continuing higher education. The Gamma Iota Chapter was established at Mount Saint Mary College in 1982. Alpha Sigma Lambda is dedicated to the advancement of scholarship and leadership, and recognizes the high scholastic achievement of the adult learner in light of the competing interests of home and work on the academic life of the non-traditional student. The Chapter's members are selected from the highest 20% of adult students who have met eligibility criteria, including a minimum GPA of 3.2.

Beta Beta Beta is the national biological honor society; it was established at Mount Saint Mary College in 1975. Active membership in the Lambda Theta chapter is open to biology majors who have completed the first semester of their sophomore year and attained a Grade Point Average of 3.0 or better in all courses in biology; active membership is considered to be evidence of superior scholastic and professional achievement. Associate membership is open to all students interested in the life sciences. The society strives to stimulate scholarship, promote biological research and disseminate scientific knowledge.

Chi Alpha Epsilon (XAE) National Honor Society recognizes academic achievements of students admitted through non-traditional criteria and serves developmental, Student Support Services, McNair Scholars, and Educational Opportunity Program students. Its purpose is to promote continued high academic standards, increased communication among its members, and honor academic excellence.

Delta Mu Delta is an international honor society, which was established in 1913 to recognize academic excellence in both undergraduate and graduate business and accounting programs. The Epsilon Iota Chapter was established at Mount Saint Mary College in 1989. Induction in Delta Mu Delta brings lifetime membership and the highest international recognition that a business student can earn. Undergraduate students with a GPA of 3.25 or higher (3.6 or higher for graduate students) who are also within the top 20% of their class and have completed one-half of their required course work for their degree with at least 24 of those credits taken at the Mount are eligible to apply.

Gamma Nu Eta is the national honor society in Information Technology. The Epsilon Chapter was established at Mount Saint Mary College in 2016 to recognize and encourage excellence in the field of Information Technology among students and to foster scholarship, leadership, and community involvement within its membership. Members are chosen from students of information technology and other closely related fields who are strong academically and demonstrate leadership, campus involvement and excellent character. All students who have completed the required number of information technology courses and have earned the required overall GPA and required GPA in the major are eligible.

Gamma Sigma Epsilon is a national honor society in chemistry. The Kappa Epsilon chapter was established at Mount Saint Mary College in 1999. The purpose of the society is to recognize outstanding academic achievement in chemistry and to increase interest, scholarship and research in the discipline.

Students who have completed a minimum of 16 credits in chemistry with a minimum Grade Point Average of 3.0, and a 3.00 GPA in chemistry courses, are eligible for membership.

Kappa Delta Pi is the International Honor Society in Education. The Sigma Tau Chapter was established at Mount Saint Mary College in 1992. Kappa Delta Pi promotes excellence in, and recognizes outstanding contributions to, education. The society endeavors to maintain a high degree of professional fellowship among its members, quicken professional growth and honor achievement in educational work. Active membership is open to upper-class and graduate students who have completed the appropriate number of credits with the required scholastic average. Membership is open to Mount alumni and faculty.

Kappa Mu Epsilon is the honor society in mathematics. The Pi Chapter was founded at Mount Saint Mary College in 2007 to promote interest in mathematics among undergraduate students. Chapters are located in colleges and universities of recognized standing that offer a strong mathematics major. The chapters' members are selected from students of mathematics and other closely related fields who have maintained standards of scholarship, have professional merit, and have attained academic distinction.

Lambda Pi Eta is the communication arts honor society of the National Communication Association. The Phi Pi Chapter was established at Mount Saint Mary College in 2007. Eligibility for membership is open to students in communications majors who have completed a minimum of 12 credits in the major while maintaining a GPA of 3.0 and GPA in the major of 3.25. Phi Pi recognizes scholarship in communication studies; promotes and encourages professional development; provides for opportunities to discuss ideas in the fields of communication; and provides opportunities to be of service to the community.

Phi Alpha Theta is the International Honor Society of History. It was established at Mount Saint Mary College in 1993. Phi Alpha Theta is a professional society whose purpose is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. All students who have completed the required number of history courses and are maintaining high standards in their college studies are eligible.

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests, and who meet the minimum qualifications. Psi Chi was established at Mount Saint Mary College in 1994.

Sigma Delta Pi, the National Collegiate Hispanic Honor Society, is a non-profit organization incorporated in the State of South Carolina, a member of the Association of College Honor Societies and partners with the American Association of Teachers of Spanish and Portuguese, Estudio Internacional Sampere, the Instituto Universitario de Investigación en Estudios Norteamericanos Benjamin Franklin, the Universidad Veritas, the International Association of Hispanists, and the North American Academy of the Spanish Language. The honor society was founded at the University of California, Berkeley in 1919.

Sigma Tau Delta is the International Honor Society for English studies. The Alpha Mu Upsilon Chapter of Sigma Tau Delta was established at Mount Saint Mary College in 2005 with the mission to confer distinction upon full-time students of English language and literature and to promote a community of scholars dedicated to learning and to service. Eligibility is limited to students who have earned a GPA of 3.0 and a 3.25 GPA as an English major or minor. Members of Sigma Tau Delta have the opportunity not only to be recognized for their outstanding achievements but also to be enriched in their education and helped in their careers.

Sigma Theta Tau is the International Honor Society of Nursing. The Mu Epsilon Chapter was chartered in 1989. The purpose of Mu Epsilon is to recognize superior achievement and leadership, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the nursing profession. Eligibility in Mu Epsilon is determined by several criteria including grade point average, leadership qualities, scholarship and contributions to the nursing profession. Membership in Mu Epsilon is by invitation to upper-class nursing students, faculty and community leaders in nursing.

Tau Upsilon Alpha is the national Honor Society for Human Services. The Alpha Omicron chapter was established at Mount Saint Mary College in 2012. Its mission is to honor academic excellence, to foster lifelong learning, leadership and development, and to promote excellence in service to humanity.

Honors Program

The Honors Program at Mount Saint Mary College offers high-achieving students the opportunity to work with their peers to enhance their educational experience. Admission into the program is by invitation from the Director of the Honors Program. Freshmen qualify on the basis of exemplary high school records, a composite score on college proficiency exams and SATs (or ACTs) that indicate the student's ability to meet the rigors and challenges of honors-level course work.

Students seeking to participate in the program after the fall term of the freshman year, as well as transfers students, qualify for consideration based on the following criteria: they have attained a GPA of 3.4 after a minimum of 15 credits taken at the Mount and they are recommended by a faculty member.

Oversight

The Honors Program is overseen by the Faculty Honors Council, the Director of the Honors Program and the Assistant VPAA. This council includes the Assistant VPAA, the Director of the Honors Program and faculty from each division, as well as a student representative. This student representative is an elected member of the Student Honors Council, a student-led organization that is the voice of Honors students on campus.

Types of Honors Courses

There are three types of Honors courses through which a student can earn Honors credit. First, HON designated courses are designed specifically for the Honors program, and the entire class is assumed to be in the Honors program. These courses are usually Honors versions of courses that fulfill requirements in the General Education curriculum (e.g. Introduction to Psychology, World Religions, etc.).

Second, Honors-by-Contract courses are those made through individual contracts between a faculty member and an Honors student in courses for which there is not an Honors section. Each contract must be developed by the student and faculty member and submitted for approval to the Associate VPAA before the Drop/Add date of the semester in which the course is taken.

Third, a student may register for an Honors Tutorial, which is associated with regularly-scheduled course, and which combines the advantages of dedicated Honors sections with the Honors-by-contract model. If offered during the term, students register a traditional version of the course and a separate zero-credit section of Honors Tutorial. In addition to meeting with the regular class, Honors students meet, as a group, with the instructor for at least an additional 10 hours over the course of the semester. In this type of course the Honors students benefit from the collective learning of a classroom in courses for which there are insufficient students to warrant a dedicated Honors section. (A minimum of five Honors students is required for this option.)

Academic Progress

The student is responsible for the selection of, enrollment in, and completion of a minimum of 18 Honors credits over four years. It is recommended that Honors students taking only the minimum number of credits to qualify for the completion of the program take 6-9 Honors credits in the freshman year and the remaining credits in subsequent years. Students must complete one interdisciplinary HON 3000-level theme-based course and one culminating 4000 level Honors research/project course to satisfy program requirements. The Registrar, in consultation with the VPAA and the Honors Program Director must approve Honors courses transferred from other institutions.

To maintain their status in the Honors Program, students will need to demonstrate that they are making "satisfactory progress" towards earning the 18 credits necessary for graduation from the Honors Program. This progress will be demonstrated not only through maintenance of a 3.4 GPA, but also through completion of Honors courses according to the schedule below:

Credits Earned	Required Honors Credits Earned
30	6
60	9
90	12
120	18

Note that the credit expectations outlined above are the minimums required to maintain status as a student in the Honors program; earning more credits in the first, second, and third years can reduce the requirement in the senior year.

During the junior and senior years, Honors students are required to take (1) a theme-based interdisciplinary studies course and (2) the culminating independent study research course, which may be centered in their major field of study. In identifying the topic, focus and scope of this independent research, the student is guided by an academic advisor/mentor, chosen by the student in consultation with the Director of the Honors Program.

Grade Point Average Requirements

The following table will be used as a guideline in determining academic standing based on cumulative GPA, but students will generally have at least one semester on probation as an opportunity to raise their GPAs before being academically dismissed.

Credits	Good Standing	Probation	Dismissal
0-30	$GPA \geq 3.40$	$3.40 > GPA \geq 3.00$	$GPA < 3.00$
31-60	$GPA \geq 3.40$	$3.40 > GPA \geq 3.10$	$GPA < 3.10$
61+	$GPA \geq 3.40$	$3.40 > GPA \geq 3.20$	$GPA < 3.20$

Along with satisfactory academic progress, there is a required GPA minimum of 3.40 to remain in the Honors Program. If a student's GPA falls below 3.40 at the end of a given semester, that student may be placed on Honors Probation, or may be dismissed from the Honors Program. A minimum grade requirement of "B" or better is required in a designated Honors course in order for the course to be recorded as an Honors course and for the Honor student to receive Honors credit. Should a student not receive a grade of "B" or better in a designated Honors course but still pass the course with a "D" or better, the student will not receive Honors credit but will receive liberal arts elective credits for the course.

A student on Honors probation has up to two semesters to bring his or her GPA to a 3.40, with the Assistant VPAA's approval in consultation with the Faculty Honors Council and the Director of the Honors Program. A student who falls below the GPA mark for dismissal, as shown in the table, will be dismissed from the program. As a result, it is possible that a student could take 18 credits of Honors course work and still not complete the Honors Program, if that student's GPA is less than 3.40 by the time of graduation.

Readmission to the program will be up to the discretion of the Assistant VPAA in consultation with the Faculty Honors Council and the Director of the Honors Program. Appeals may be made within the semester of notification of dismissal or probationary status.

The Honors Program's academic agenda is complemented and reinforced by cultural and social activities. While designed for traditional undergraduate students, the program is open to non-traditional students. The Honors Program provides students with the opportunity to interact with faculty and other Honors students in courses and in social and cultural activities. Other benefits during the student's college career include early registration, Honors housing, and cultural trips as well as social activities planned throughout the year. Also, Honors program seniors, who have satisfactorily completed the program, are acknowledged at an Honors Program Recognition Event prior to graduation. Successful completion of the Honors Program is indicated on the student's official academic transcript.

Class Scheduling and Attendance

Attendance Policies

Course attendance requirements are determined by individual instructors. If a student misses classes, he or she must discuss these absences with the respective faculty members. The offices of Health Services, Student Affairs, and Athletics are not authorized to excuse students from classes. If a student knows in advance that he/she will be absent from a class, the instructor should be informed as soon as possible. The Dean of Student Affairs will inform the instructors and the Registrar. Students who miss classes remain responsible for work assignments and material covered in their absence. Students who withdraw from the College must inform the Registrar before departure. Consecutive absences will be reported to the Dean of Student Affairs by the instructor at mid-term and at term end.

Closings (Weather Line)

Should severe weather or other conditions make it necessary for the administration to suspend classes, such notification will usually be made at approximately 6 am. Students can consult the Weather Line (845-569-3500) or the College website, www.msmc.edu/weather, for school closings or delays; students should not call the switchboard or college personnel. Any canceled classes are required to make up any missed class time.

Auditing Courses

On December 16, 1976, the Board of Trustees approved a resolution from the Faculty Senate that provides for senior citizens (anyone 60 years or over) to audit courses free of charge, subject to permission of the instructor, available space and in accordance with college policy on auditing. The present policy on auditing is as follows:

A regularly enrolled student may audit courses with the permission of the instructor or the chair of the division in which the course is offered, the Registrar and/or the student's advisor. The instructor establishes the conditions under which the student may audit. In no case will a student receive credit for auditing, but the course audited will be counted in determining student load.

Tuition (generally 50% of the course costs) is charged for an audited course with the exception of senior citizens as described above.

Off-Semester Scheduling

January Interim

January Interim enables students to give exclusive attention to one course of study over a two- to three-week period before the spring semester. In order to meet the needs of a wide variety of students, courses of both a traditional and non-traditional nature are offered by the College faculty.

If a student pursues a course or courses abroad in another accredited institution of higher education, that credit is treated as a permission credit. In such a situation, the student pays his/her fee to the accredited institution abroad and that college is required to pay the salary of the instructor. Mount Saint Mary College merely records the course, grade, and credit on the student's transcript and does not get involved in an exchange of finances. However, if the Mount offers a course abroad and hires an instructor to teach the course, the student pays the Mount a fee for the credits taken and the College pays the instructor for teaching the course.

Participation in January Interim is entirely voluntary. Students may participate in anticipation of early graduation, as an alternative to the normal five-course study program in the spring and fall semesters or to take advantage of the many non-traditional course offerings that are common to the Interim.

A student may register for a maximum of one 3-credit seated class and one 3-credit online class during January Interim. Requests for exceptions to this policy will be forwarded to the Academic Standards Committee.

Summer Session

The college offers two 5-week summer sessions. Students who register for Summer Session courses are generally advised not to carry more than two courses per session.

Registrar Information

The Office of the Registrar is responsible for the following services:

- a. Maintaining the integrity of Mount Saint Mary College academic records by adhering to all college, state, and federal policies and procedures.
- b. Establishing registration procedures and editing all academic calendars and schedule of classes.
- c. Maintaining student authorization for release of education information via the FERPA Release form available in the registrar's office and on the student portal.
- d. Evaluating and recording of transfer credits on a student's academic record. The Student Information System will reflect the transfer courses accepted. Advisors have access to this system.
- e. Coordinating the evaluation of nontraditional credit programs.
- f. Processing independent study and internship forms, incomplete request forms, registration forms, add-drop forms, pass-fail registrations, FERPA verification, and all request forms to study outside of the Mount. All forms are available in Office of the Registrar and on the student portal.
- g. Maintaining academic progress reports for each student through the Student Information System. All mid-term and final grades are available via the Student Information System.
- h. Issuing official student transcripts at a student's written request. The cost is \$5 each. An unofficial copy of a student's transcript will be provided upon written request at no charge to currently enrolled students. Note: Official and unofficial transcripts will not be released if the Student Accounts Office or other college officials have initiated a "hold" on transcripts.

Add/Drop Policy

The add/drop period allows students the opportunity to alter their schedule without incurring a notation on their transcript or being charged tuition. For traditional courses, this period extends for the first week of the semester. For accelerated courses, this period ends after the first week of the class. To add a course, a student must submit their request to the Registrar, along with the signatures of the course instructor, the student's academic advisor and the chair of the Division/School in which the course resides. Requests to

add a course will not be considered after the second week of the semester or course. See the Academic Calendar for specific add/drop dates.

Students may not attend classes for which they have not officially registered. Students who attend class without the proper authorization from the Registrar will not receive a grade or credit for the class. A student can add courses to their schedule via the campus web module, or by submitting an add slip to the Registrar by the specified deadline.

Not attending a class does not, by itself, constitute an official drop from that course. To officially drop a course, students must use the campus web module or submit a drop slip to the Registrar by the specified deadline. Failure to take the appropriate action will result in a failing grade and a financial penalty.

After the end of the add/drop period, students still have the opportunity to withdraw from a class without incurring an academic penalty. See the withdrawal policy for further details.

Withdrawal from a Course

Students must submit a withdrawal slip to the Registrar to be dropped from a class and reduce the financial obligation. The date of withdrawal submission to the Registrar will determine any reimbursement. When a student withdraws during the period of the second week of class and three weeks after the mid-semester date, the symbol **W** will be entered on the individual's transcript. No credits or quality points will be given for the course work. When a student withdraws after the above period, the grade F will be entered on the individual's record.

Permission for Credits

The usual course load is 15 credits or five academic credit courses in a traditional semester. Full-time students with a minimum GPA of 3.0 may be permitted to register for more than five academic credit courses. (See course load limitations below.) These limits may not be exceeded without the approval of the Academic Standards Committee. Students should anticipate graduation, major and course requirements and submit appropriate requests in a timely manner. Freshmen in their first semester at Mount Saint Mary College are limited to five credit bearing courses.

Requests for course overloads must be submitted to the chair of the Academic Standards Committee before the start of the semester. All requests must be submitted and approved by the end of the add/drop period.

Course Load Limits

Student Status	Regular	Maximum Credits Per Fall/Spring Semester With Lab, Practicum, Physical Education
Probation, Monitored or Special Consideration	12 credits	13 credits
Students in Good Standing* With 15 MSMC credits	15 credits	17 credits
3.000-3.499 GPA	18 credits	20 credits
3.500-4.000 GPA	21 credits	23 credits
Seniors with 2.750-2.999 GPA for their final semester (or for any senior also completing student teaching)	18 credits	18 credits

*Students enrolled in the Adult Degree Completion program may take 18 credits per semester with a maximum of 20 credits with lab, practicum, or internship, providing they are in good academic standing.

Students, while matriculated at the Mount, may transfer credits and grades (of C or better; this does not include C- grades) toward degree requirements for course work taken at other institutions, provided prior permission for such courses has been granted by chair of the division offering the courses. In the case of juniors and seniors, course work should be taken at an institution granting the baccalaureate degree.

Students, while matriculated at the Mount, may transfer credits and grades (of C or better; this does not include C- grades) properly evaluated by New York State College Proficiency Examinations or the College Level Examination Program (CLEP). Mount Saint Mary College participates in the Visiting Student Program of the Association of Colleges and Universities in the State of New York.

Reports and Transcripts

Students' grades are available mid-term (traditional students) and at the end of the semester via the campus web module. Students may request a copy of their academic transcript by filling out a Transcript Request Form, or by submitting a written request to the Office of the Registrar. Fees: Official Transcript: \$5; Student Copy: \$3 (no charge for currently enrolled students); five copies to same address: \$20; 10 copies to same address: \$30. You can also access the link to the National Student Clearinghouse at <http://www.getmytranscript.com>

Transcript Notations

For students who, after a formal conduct procedure, have been found responsible for a crime of violence (including forcible and nonforcible sex offenses, robbery, aggravated assault, criminal homicide, burglary, motor vehicle theft, and arson), the College will make a notation on the transcript of such students that they were "*Suspended After a Finding of Responsibility for a Code of Conduct Violation*" or "*Expelled After a Finding of Responsibility for a Code of Conduct Violation*." For respondents who withdraw from the College while such conduct charges are pending, and decline to complete the disciplinary process, the College will make a notation on the transcript of such students that they "*Withdrew with Conduct Charges Pending*."

Students may seek the removal of a transcript notation for a suspension in accordance with the procedures outlined in Article III, The Student Conduct Hearing of the Student Code of Conduct, located in Section IX of the Student Handbook, except that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Family Educational Rights and Privacy Act

Among the Education Amendments Act of 1974 was one amendment sponsored by Senator James Buckley of New York entitled the Family Educational Rights and Privacy Act (FERPA), which became effective in November 1974.

In summary, the Buckley Amendment governs access to, and release of, records maintained by certain educational institutions and agencies. Educational records may not be released to third parties (with some exceptions) without the student's prior, written permission. Eligible Mount Saint Mary College students who have been in attendance have access to their educational records.

Educational records are defined broadly to include records, files, documents and other materials that contain information directly related to a student and are maintained by this college or by a person acting for this college.

The following educational records are maintained by the Registrar as indicated:

- Academic Probation and Dismissal Letters
- Acceptance Letters

- Admissions Application
- Advanced Placement Reports
- Appeal and Re-admission Letters\
- College-level Exams Reports
- Computer Data Form
- Grade Changes
- High School Transcript
- Incomplete Grade Requests
- Independent Study Requests
- Internship Requests
- Pass/Fail Requests for Grades
- Permission Forms for Study Outside Mount Saint Mary College
- Proficiency Examination Results
- Secondary School Reports
- Student Transcript
- Student Directories
- Transfer Evaluations and Supporting Transcripts
- Veterans' Administration Forms
- Withdrawal Forms

The Office of Student Affairs maintains medical records and disciplinary records.

The Career Center maintains student and alumni placement files.

Upon request, a student may obtain an unofficial transcript of courses. No official transcript is issued to proper authority without the expressed, written consent of the student. A student's academic advisor may request an evaluation of transfer credits for advisory purposes.

Reports of proficiency examinations, advanced placement tests, and college level examinations are also evaluated by the division chair.

Access to Records

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

- a. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar, Associate VPAA, or chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate

- educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.
 - e. The right of access shall include:
 1. List of records kept by the College that are directly related to the student;
 2. Right of inspection and review;
 3. Right to obtain copies but at the individual's own expense (cost of reproduction: \$3 for unofficial transcript, \$5 per official transcript, 10 cents per page for other educational records);
 4. Right to reasonable explanation of records;
 5. Right to hearing to challenge the content of records.

Eligible students do not have a right of access in the following cases:

- a. Financial records of parents;
- b. Confidential materials or recommendations submitted before January 1, 1975;
- c. Where there has been a waiver concerning confidential recommendations - admissions, employment, and honor awards.

Challenges to the Contents of Records

Eligible students shall have the right to a hearing to ensure that records are not inaccurate, misleading, or otherwise violate privacy. The opportunity to correct or delete information where appropriate shall be provided. In addition, an opportunity to submit a written explanation when deemed necessary by the challenger is provided.

Student/Alumni Directory Information

Student Directory Information is standard information that the College may release for public consumption without prior authorization. It includes: student's name, address, telephone listing, college email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Mount students may request that directory information not be released without their written consent by contacting the Office of the Registrar. Mount graduates may likewise request a ban of release of directory information in the Alumni Directory before publication by sending a written request to the Office of Alumni Affairs.

Office of Graduate and Adult Degree Completion Programs

The Office of Graduate and Adult Degree Completion Programs welcomes and assists all just starting or resuming academic studies in our evening/weekend format to acquire new work-related competencies or pursue interests that enrich their lives. The Mount offers seven bachelor's degree programs and three master's degree programs in business, education, and nursing. More information can be obtained by visiting the Mount's website at www.msmc.edu, or by visiting the campus and speaking to one of our representatives.

Students matriculated in the College's accelerated or traditional undergraduate and graduate programs may avail themselves of the Mount's Career Center and other campus services.

Contact the Office of Admissions for Graduate and Adult Degree Completion Programs at 845-569-3223, or send an email to adultstudentadmissions@msmc.edu for more information or to speak with an advisor. Candidates for the master's degree program may send an inquiry to graduateadmissions@msmc.edu

Adult Degree Completion Programs

Adult Degree Completion programs provide busy adult students the chance to complete a bachelor's degree in two and a half years. For pre-licensure nursing majors, the program takes three and a half years. Students may pursue a degree at a chosen pace, and may elect to "stop out" for a period as family or work demands dictate.

The ADC program offers in-classroom, hybrid, and fully online courses to provide greater flexibility for the non-traditional student. It offers several programs of study: accounting, business, human services, interdisciplinary degree toward education, nursing, online RN to BS in nursing, and psychology. By participating fully in this flexible program, a student may earn up to 54 credits per year.

The academic year is divided into shorter sessions, with courses offered Monday/Wednesday, Tuesday/Thursday evenings, or Saturdays. Hybrid courses and online learning are being incorporated into academic offerings to maximize student convenience and flexibility. The combination of hybrid courses and online learning with the Mount's personalized advisement and adaptable scheduling allows more adults to obtain a bachelor's degree in the shortest time period. Through individualized counseling, students are encouraged to establish a realistic educational plan that suits their long-term goals while fulfilling their family and job responsibilities.

Adult Students in the Traditional Undergraduate Program

Adult students may choose the traditional undergraduate program that offers a wider choice of majors and courses, and the opportunity to pursue New York State Teacher Certification as part of their undergraduate degree.

Traditional Students in Adult Degree Completion courses

Students enrolled in the traditional program who have earned fewer than 60 credits are not allowed to enroll in 8-week accelerated courses that overlap with the traditional fall or spring semesters. Traditional students with 60 or more earned credits and a GPA of 2.75 may enroll in one 8-week accelerated course during the traditional fall or spring semester after they have completed one semester of full-time (12 credits) coursework in the traditional day program. Any exceptions require the approval of the Academic Standards Committee.

Desmond Campus for Adult Enrichment

The Desmond Campus for Adult Enrichment in Balmville (2 miles north of the main campus) provides noncredit courses and educational programs for adults of all ages to expand their skills, knowledge, and understanding, from art to computer skills to yoga. LIFE (Learning Is Forever Enriching) is an educational and social program for adult learners, aged 55 and older. Courses are taught during daytime hours by volunteer instructors. Full-length courses, short courses, and day trips are offered through the program. There are three sessions per year: March-June; July-October; and November-February, with separate catalogs for each. A minimal membership fee applies for each session.

Since 1997, the Desmond staff have organized the Mount's participation in the Road Scholars program, which is held every year during the summer. Each one-week session includes classroom instruction and related field trips. The program is offered to those 55 years old and over on a resident or commuter basis. For more information about any of these programs, call the Desmond Campus for Adult Enrichment at 845-565-2076, or send an email to desmondcampus@msmc.edu.

Life experience plus credit by examination may not exceed 45 credits.

Prior Learning Assessment

Prior Learning Assessment (PLA) is the evaluation of any learning that did not take place in a traditional college classroom or that was garnered outside of traditional college courses. This can include, but is not limited to, on the job training, community service, voluntary service, independent study or hobbies, professional development courses, and training at conference seminars or workshops. Students demonstrate the college level learning they have acquired through any of these methods, or a combination of one or more, and are assessed through a portfolio of prior learning experience.

In addition, reflecting on prior learning experience and relating it to college level learning is a valuable exercise unto itself; it provides the student with the opportunity to analyze what they have learned. PLA goes hand in hand with the non-traditional format of the Adult Degree Completion Program. The student can identify potential learning experiences and use that learning where it would fit best: to fulfill requirements within their major, or as liberal arts electives.

Credits are granted by the institution to students who can prove the level of knowledge they have acquired outside of academia over an extended period of time. In addition, credits are granted not based upon the experience itself, but the level of learning and knowledge obtained through the experience, which is presented through a well-crafted portfolio.

Credit by Examination

The New York State College Proficiency Examination Program (NYSCPEP), the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), other national proficiency examination programs and select teacher-made exams are designed to enable undergraduates to earn college credits. Life experience plus credit by examination may not exceed 45 credits.

Mount Saint Mary College requires that:

- a. The CLEP General Examinations and subject examinations selected must be consistent with the College's general curriculum. Students should see their advisors or the Office of the Registrar for additional information. Students are responsible for any costs associated with these examinations.
- b. Applicant's credits will be evaluated as transfer credits from other institutions.
- c. No more than 45 credits may be awarded for credit by examination, only nine of which may be in a student's major area, excepting registered nurses seeking advanced placement and military LPN's enrolled through the AMEDD program. Registered nurses matriculating in the nursing program may earn up to 24 credits in nursing by examination.
- d. Examinations equivalent to lower level division work at Mount Saint Mary College will be counted with the transfer credits of two-year institutions. Generally, a maximum of 60 credits is allowed; however, students completing an associate's degree will be allowed to transfer the number of credits (maximum of 66 credits for courses with C or better grades) required to attain that degree at the two-year institution. If the examinations are equivalent to upper level division work, the credits will be counted in the 90-credit authorization of four-year institutions.

Credits granted by examination will be indicated on the student's transcript and will not be granted in a subject area below the level of work for which course credit has been previously awarded. When a student is awarded credit by examination after matriculation at Mount Saint Mary College, the grade received will be indicated on the student's transcript and will be included in the cumulative index.

Mount Saint Mary College Challenge Examinations provide a way for students to meet certain requirements of the College:

- a. A Challenge Examination may be taken for waiver of a course without getting credit for a course (for example, to satisfy a prerequisite). The examination may be taken to receive full credit for the

course. The fees associated with these examinations may be found under Tuition and Fees in this catalog.

- b. Teacher-designed Challenge Examinations may be given for any course that contributes to the major at the discretion of the division for that major. Divisions are not required to provide Challenge Examinations but may do so for all, some or none of their courses, as appropriate to their requirements and Academic Standards.
- c. Teacher-designed Challenge Examinations for general education courses are approved only for those courses for which there does not already exist a nationally recognized assessment examination such as CLEP.
- d. Teacher-designed tests are not subject to limitations on transfer credits (for example, a student who has already transferred 60 credits may still gain credit by a Challenge Examination). No more than 6 credits can be granted by Mount Saint Mary College Credit Examinations. These credits do not count toward the 30-credit residency requirement for a degree from the College. There is no limit on the number of courses a student may waive via Challenge Examinations.
- e. Challenge examinations can be taken just one time for any given course.
- f. A grade corresponding to a C is the minimum requirement to pass a Challenge Examination. However, only the Pass grade will be awarded.
- g. Students should be aware that other institutions may not accept credits earned by Challenge Examinations for transfer.

Campus Resources

Career Center

Located in Aquinas Hall, the Career Center offers students information and services to assist them in career preparation. These services include career planning, career interest assessment, resume/cover letter reviews, graduate school guidance, and job search assistance. Additionally, internships, shadow opportunities, and study abroad experiences are facilitated through the Career Center. Workshops cover a variety of relevant topics and issues that prepare students for post-graduate success.

Internship and Shadow Opportunities

Experiential education includes internship and shadow opportunities that enable students to apply their classroom knowledge to practical workplace experiences. Many businesses, schools, healthcare facilities, laboratories, social service agencies, public relations, and media companies employ students in enriching part or full time real world experiences that offer students the opportunity to develop professional skills and explore career choices. Internships give students the opportunity to earn academic credit in their majors while they participate in certain paid or unpaid work experiences. The number of credits available for internship experiences varies by academic division. Faculty must approve the internship job description as worthy of academic credit before a student may register for credit. Students are required to complete a minimum of 45 hours of work to earn one academic credit. Students are responsible for finding a full-time faculty member who is willing to serve as their internship mentor. Students must register for internship credits before the start of the experience to ensure that they are covered by the College's liability insurance. Credit will not be awarded for work completed before registration for an internship. Grading will be on a Pass or Fail basis.

International internships provide Mount students with the opportunity to participate in an internship abroad. An internship abroad prepares students as world citizens and helps them develop a global perspective. Opportunities are available in many countries including Australia, China, England, Ireland, and Spain.

In addition, the Career Center staff will also assist students in finding appropriate shadow experiences that satisfy admission requirements for professional schools such as physical therapy, physician's assistant, speech language pathology, and veterinary medicine.

To participate in these experiential education opportunities, students must work with the Career Center staff to complete their professional portfolios and have their resumes reviewed and approved. Students must register on the Career Center's Knight Network at <http://www.msmc.edu/knightnetwork>. In consultation with a Career Center staff member, students will identify their work preferences in order to be referred for an experiential education opportunity. Students who are pursuing programs of study in finance, human services, psychology, physical therapy/psychology, sports management, and technology and digital media are required to participate in this program to obtain their prescribed internship. Students must meet the requirements for participation in any experience one semester before they expect to intern.

Participation is optional for most majors except as noted above. Internships are open to all matriculated Mount students who are in good academic standing and are compliant with the Student Code of Conduct, who have completed their freshman year and have earned 30 credits, are carrying at least six credits per semester and have earned a minimum cumulative grade point average of 2.5 (or a 2.0 cumulative GPA for programs of study in finance, human services, psychology, physical therapy/psychology, sports management, and technology and digital media).

Students must apply to participate in internships, volunteer and shadow experiences and may do so by visiting the Career Center (Aquinas Hall Room 151) to obtain further details.

Career Development

All traditional and non-traditional students, as well as alumni, may utilize the opportunities for career exploration and decision making that are available through individual counseling and group workshops. These include career assessment testing, resume and cover letter writing, job search strategies, interview skills, applying to graduate school, and other career related topics. Job seekers may search for job opportunities by registering on the Career Center Knight Network at www.msmc.edu/knightnetwork and download the KnightNetwork app in the App Store or Google Play.

Study Abroad

The Career Center assists students pursuing an academic year, semester, summer, or January Interim program abroad. Study abroad enhances the college experience for students by providing opportunities in academic achievement, global competence, and personal growth through international education. Students may opt to study with Mount Saint Mary College faculty in short-term programs or with outside providers in January interim, summer, semester, or year-long programs.

The Mount sponsors its own short-term summer, spring break, and interim study abroad programs. While these Mount-based programs are primarily directed toward its own student body, students from other colleges and universities are welcome to participate. Preference is given first to Mount students with a minimum 2.5 Grade Point Average; secondly, to students from member institutions in the Lower Hudson Valley Catholic Colleges Consortium; and thirdly, to students from other colleges and universities.

In order to participate in a program abroad, students must have sophomore standing and a minimum 2.5 overall GPA or a 3.0 within their major field, be in good academic and social standing, and be making satisfactory progress toward his/her degree. Students must fully complete an application to be accepted into the program. Students must be off academic probation for one full semester prior to travel and be free of any disciplinary action during the time of travel. A satisfactory interview with the Director of the Career Center may also be required.

Short-term programs are led by Mount faculty and run anywhere from 10 days to four weeks. Students earn Mount Saint Mary College credits while studying and living abroad in locations such as New Zealand, Italy, China, London, Australia, Spain, etc.

Semester-long programs allow students to study abroad for an entire semester or an academic year. These experiences are arranged on an individual student basis with our third party providers. Courses and programs of study must be approved by the Career Center, faculty advisor, and Registrar. Students are responsible for all provider fees including housing, living costs and airfare, and pay tuition directly to Mount Saint Mary College. Provider tuition fees must not exceed the costs of Mount tuition. Mount students have recently studied abroad in Morocco, Ireland, Japan, Costa Rica, Thailand, England, South Korea, Italy, etc.

Note: In order for credits to transfer from abroad from a foreign institution or another American college, students must achieve the equivalent of a C grade or better. All academic coursework is approved prior to travel to assure that appropriate degree progress is being met.

Programmed Events

Throughout the academic year, the Career Center presents a number of events designed to help students prepare for their professional lives, including professional networking, mock interviews, and dining etiquette. These programs help students enhance their professional image and develop skills that will serve them throughout their lives. Additional events include an annual teacher recruitment fair, a graduating senior networking series, and a graduate school fair, among others. Representatives of companies and organizations also recruit on campus and enjoy speaking with students about career opportunities.

More information, including resources and a calendar of events, is available on the Career Center portal page at <https://portal.msmc.edu/ICS/Offices/CC/EE/>. Kindly contact the Career Center at 845-569-3175, or stop into the office in Aquinas 151, if you have any questions or if you would like to schedule an appointment with a staff member.

The Library

The Kaplan Family Library and Learning Center is the hub of information and research at Mount Saint Mary College. Located on the first two floors of the Dominican Center, the library plays an integral role in the academic experience of every student.

The newly designed library space, which opened in January 2014, offers a wide variety of seating and workspace options where students can work together or individually on all aspects of their projects and assignments. In addition to designated quiet study areas in the stacks, the library offers space for discussion and collaborative work. There are also six study/presentation rooms equipped with the latest in presentation and collaboration technology, where students can practice presentations, work on group projects, or study in solitude. These rooms can be reserved online in advance or used on a drop-in basis.

Library faculty and staff offer MSMC students expert assistance with research and information technology. Librarians teach information literacy skills through the First Year Experience program, course-integrated instruction, individual assistance at the Information Desk, and in-depth, one-on-one research consultations tailored to a student's specific needs.

The library collection includes close to 80,000 books, more than 8,000 videos/dvd's, and 200+ current journal subscriptions. In addition, the library web page (<http://www.msmc.edu/library>) provides access to approximately 75 online research databases, 11,000+ e-books, and 50,000+ full-text journals, newspapers, and magazines. The site also guides students through the research process and helps them prepare bibliographies, evaluate information sources, and avoid plagiarism. The library web page serves as a portal to many library services, including the online library catalog, electronic reserves, online interlibrary loan requests, research assistance via e-mail, and online study room reservations.

The Kaplan Family Library and Learning Center supports student learning by providing a technology-rich learning environment, as well as traditional research resources and services, within a comfortable space specifically tailored to the needs of today's students. There are more than 70 internet workstations located throughout the library, as well as five high-volume, high-speed printers.

The Curriculum Materials Center (CMC) is located on the first floor of the library. It provides print, electronic, and media resources to support the curriculum and instructional activities of the MSMC education program. The emphasis of the CMC is on practical materials that can be used for curriculum planning, lesson preparation and teaching, and pupil assessment. The collection of nearly 9,000 items includes books for children and young adults, textbooks, educational games, models, mathematics and science manipulatives, assessment tools, and New York State curriculum guides. Computer workstations in the CMC permit students to do research as well as use specialized educational software.

Kaplan Library is open until midnight five nights/week when classes are in session and until 2:00 a.m. during exam periods. The south wing of the library (including the computer lab, café seating, and other seating areas) is open to all students 24 hours a day during the regular spring and fall semesters. The complete schedule of hours can be found on the library web page. The library can also be reached by phone at 845-569-3600.

A valid MSMC ID card is required to borrow books and other items. As an incentive for the timely return of library materials, and in recognition of the library as a shared resource for the entire campus, fines are charged for overdue and lost materials, including reserve items. Theft of or damage to library materials may result in disciplinary action. Students are expected to comply with all library policies in order to retain library borrowing privileges.

The Writing Center

The Writing Center offers free, one-on-one tutoring and writing-related guidance to all Mount students in any stage of the writing process. Students can schedule a 50-minute appointment with one of the Writing Center's specially trained tutors in order to discuss their writing and writing assignments. During a writing consultation, students will work with a Writing Center tutor to discuss any concerns about their writing, read through their draft (or discuss strategies for getting started if there is no draft), and identify strategies for improvement that they can apply to all their future writing assignments.

Students can make an appointment at the Writing Center by visiting the Writing Center site on the my.msmc.edu portal, which also houses lots of writing resources. Students are also encouraged to follow the Writing Center on social media for ongoing writing tips and updates.

- [Facebook](#): @msmcwritingcenter
- [Twitter](#): @msmc_writing
- [Instagram](#): @msmcwritingcenter

In addition to providing free writing help through our writing consultations, the Writing Center strives to be the home for writing on campus. The center sponsors on-campus events, celebrates good writing, and collaborates with all members of the campus community (students, faculty, and staff) to make Mount Saint Mary College a place where writing is a part of our shared culture.

The Writing Center is located on the first floor of the Dominican Center (suite 118) and can be reached by phone: 845-569-3413 and email: writing.center@msmc.edu

Tutoring

The Office of Student Success offers free tutorial assistance in major subject areas and skill areas (reading, writing, study and research methods).

Campus Ministry

Campus Ministry is at the service of all faculty, staff, and especially students of all faiths. The offices are located in Hudson Hall. Rooted in the rich Catholic tradition and Mount Saint Mary College's Dominican tradition, Campus Ministry helps to build a community of faith through prayer, community, study, and service. The sacramental life of the Catholic Church is offered to all through Mass, offered daily and Sundays, the Sacrament of Reconciliation offered weekly and by appointment, and the Rite of Initiation of Christian Adults program. Campus Ministry also offers a variety of activities such as prayer services, retreats, and service programs. Campus Ministry collaborates with other departments and student clubs on campus both within and outside of Student Affairs. In keeping with the Dominican heritage of Mount Saint Mary College, Campus Ministry works closely with the Catholic and Dominican Institute supporting and directing a variety of programs that help the students come to know and appreciate the Mount's history and mission.

Health Services

Mount Saint Mary College has a Health Services Wellness Center located in Guzman Hall that is open during the day on weekdays. It is available to all full-time undergraduate students. Staffing includes a nurse practitioner, registered nurses, a receptionist, and two on-call consulting physicians. The physicians also hold office hours on Friday afternoons. No appointment is necessary for most routine care. The Health Services Clinic is designed to provide treatment for acute illness and injury and is not designed to take the place of the student's personal physician or to treat illness or injury of a serious or lasting nature.

Health Services maintains student health records for all students. The MSMC Health Form is available for download from the college's Health Services website and must be completed and returned to Health Services before the beginning of the semester or session. New York State Public Health laws require that all

students born on or after January 1, 1957 who wish to enroll in six or more credits in any one semester provide proof of immunity to measles, mumps, and rubella (MMR). Students may submit an official immunization record from their health care provider or complete an MSMC Immunization Record. The immunization record must be signed and stamped by the student's health care provider. In addition, all students, regardless of age, must sign and return the Meningitis Information Response Form indicating that they either have had or wish to waive the Meningococcal vaccine. The college also requires full-time students to submit documentation of a current physical and PPD (TB test), performed within the past year, which can be recorded on the health form. Students who do not comply with these requirements will be subject to withdrawal from the college.

All full-time undergraduate students pay a Health Service Fee and an Accident Insurance Fee. The Health Service Fee covers all routine in-office care provided by the nurses, nurse practitioner and physicians, as well as over-the-counter medications. Laboratory tests (strep test, mono test, PPD, urinalysis) and many prescription medications are also available and have a minimal co-pay which is billed to the student's account. In some circumstances, a referral will need to be made to an appropriate off-campus medical facility. In these cases, costs are the responsibility of the student or guardian. Students are encouraged to have medical insurance coverage, to carry a copy of their insurance card, and to know how to access care if needed. The college is located within four blocks of St. Luke's Cornwall Hospital, where students can receive urgent care after hours. Transportation for such care can be provided by MSMC Security.

The Accident Insurance Fee covers loss resulting from accidental bodily injuries sustained during the policy period. The insurance plan provides coverage 24 hours a day, whether the student is involved in college activities, traveling, or at home. Claim forms are available in Health Services. It is the student's responsibility to submit bills and to respond to correspondence from the insurance company.

The Health Services Wellness Center also offers wellness programs throughout the year and encourages students to learn about and participate in healthy lifestyles. Topics include stress management, smoking cessation, healthy eating, and exercise, among others. This information is provided through individual student visits, collaborative presentations with Residence Assistants in the residence halls, bi-monthly wellness tables, and an annual Health Fair. Students are also encouraged to utilize the Stress-Less Room that is available for their use whenever the Health Services Wellness Center is open.

For further information about Health Services call 845-569-3152, or email healthservices@msmc.edu.

Residence Life

The Mount offers a variety of residence life settings. The College's residential facilities (Sakac Hall, Guzman Hall, Dominican Center, Garden Apartments, College Courts, and 35 Elmwood) consist of 15 buildings, each housing between 24 and 252 students. Specific buildings are reserved for first year students in single sex facilities. Other buildings house sophomores, juniors, and seniors together and are single sex or co-ed by floor.

The Director of Residence Life and staff are responsible for the development of the residential living program. They plan, implement, and enforce rules pertaining to life on campus.