

*Master of Science in Education:
Elementary Education
Program*
STUDENT HANDBOOK

Medaille College

www.medaille.edu

Amherst Campus

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Williamsville, NY 14221

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Revised. Spring 2008
Developed by Dr. Robert A. Di Sibio & Mrs. Jacqueline Matheny

Medaille College

Master of Science degree in Education:

Elementary Education Program

Medaille College has made every effort to provide in this publication accurate, up-to-date information regarding the programs, policies, personnel, and activities of the College. However, changes are likely to take place during the life of this Handbook which cannot be foreseen, and errors may occur. The College cannot be held responsible for information which becomes outdated or is printed in error.

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Ms. Jacqueline Matheny

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SECTION 1

INTRODUCTION

Medaille College is committed to developing well-prepared, capable, forward-looking, and liberally educated women and men, who contribute productively in their careers and to live enriched lives. At Medaille, the learning experience includes close, positive interaction between faculty and students which develops and promotes an atmosphere of dialogue and intimacy. Within Medaille's rigorous academic framework, the students will find broad opportunities for challenge and growth. Thus, the College seeks to stretch the minds of its students, stimulate their inquisitiveness, and encourage the realization of their full potential as both educators and human beings.

In addition to the solid academic grounding the College offers, it seeks to bring together a richly diverse student body, composed of individuals of all races, creeds, ages and nationalities. Medaille fosters an atmosphere of mutual respect in which members of the College community enrich each other through the sharing of a wide spectrum of backgrounds and develop a sense of responsibility to the community as a whole.

The registration of a student in this program signifies the assumption of obligations between the student and the College. It is an agreement on the student's part to fulfill the terms of the contract for the program and indicates acceptance of financial and general regulations of the College. This Student Handbook provides you with information related to the College's *Elementary Education Program, grades 1-6*, program and corresponding policies and procedures. While every effort is made to provide accurate and current information, Medaille College reserves the right to change, without notice, statements in the Handbook concerning rules, policies, fees, curriculum, courses, calendar or other matters. Students enrolled at the College agree to comply with the College's rules and regulations and to accommodate any changes necessary.

A Message from the President of Medaille College

I am very pleased to welcome you to the *Master of Science in Education: Elementary Education Program* of Medaille College. I congratulate you for your decision to pursue a career in education.

I know that you will find that the curriculum, small classes, and excellent instruction create a learning environment that will stimulate you and support your learning objectives. Our faculty and staff are committed to helping you succeed.

We at Medaille are proud of our long tradition of serving the adult learner. The *Master of Science in Education: Elementary Education Program* continues this tradition by providing an innovative, high quality learning experience specifically designed for the Canadian student.

I wish you great success in this program. Your experience will challenge you, enhance your skills, and advance your career opportunities. We are pleased that you have joined the Medaille Community.

Sincerely,

Richard T. Jurasek, Ph.D.
President, Medaille College

Greetings from Dr. Robert A. Di Sibio...

On behalf of the Medaille College administration and faculty, welcome to our *Master of Science in Education: Elementary Education, grades 1-6*.

We are very excited about this additional dimension in serving adult students and paving the way for completion of your certification/graduate degree. You will find the format of the Canadian program unique, focusing on working adult student experiences, convenience of services and facilitative learning in the classroom setting.

This handbook has been prepared for you to use as a reference with regard to main campus and branch campus program offerings, student services, and academic policies and procedures. You should familiarize yourself with the contents of this handbook.

The staff of Medaille College, both in Amherst and Buffalo, is dedicated to assisting you as you work toward your program completion goals. Please contact any of us for information, consultation and support as you proceed through the program.

We look forward to your participation in our programs and expect a rewarding time ahead!

Sincerely,

Dr. Robert A. Di Sibio, Executive Director
Canadian Education Program

Medaille College

Medaille College is a private, coeducational institution serving the educational needs of the region's diverse population. The College offers associate, bachelor's, and master's degree programs through day, evening, and weekend studies.

The College traces its roots back to 1875 when the Sisters of St. Joseph founded an Institute to prepare members of the order for teaching in diocesan schools. In 1937, the Institute received an absolute charter from the Board of Regents of The University of the State of New York, was renamed Mount St. Joseph Teachers College, and was chartered to grant baccalaureate degrees in Education to women in religious orders. In 1967 the name of the institution was changed to Medaille College, and men and women were admitted.

Since 1978, Medaille has experienced rapid expansion. Student enrollment has doubled and the faculty has grown tremendously. The Downey Science Building opened in 1987, and the Sullivan Campus Center was completed in 1994, offering students a perfect setting for dining services, athletics, student activity offices, lounge areas, fitness room and indoor running track. The Center has become a hub of activity on campus, providing a great meeting space for students, faculty and staff. In 1997 Medaille opened its Amherst branch campus. Located at 30 Wilson Road in Williamsville, NY this campus houses classrooms and administrative offices for Medaille College.

Today Medaille College is a totally independent institution governed by a self-perpetuating Board of Trustees. The College grants graduate degrees in business and education, as well as undergraduate degrees in the liberal arts and a variety of career-related programs. Medaille truly is a college of opportunity, continuing to serve as an exciting institution, providing outstanding educational programs for men and women.

Medaille Mission

Chartered by the Board of Regents of The University of the State of New York, Medaille College is an independent, coeducational institution of higher learning. Its purpose is to make available to all qualified students post-secondary educational opportunities to meet their individual needs for lifelong intellectual and professional growth.

Medaille College concentrates on excellence in teaching, with an emphasis on personal attention to its diverse student body. Its curriculum provides a solid liberal arts and sciences foundation with early access to career-oriented education. The College offers cultural, economic, and community services as part of its educational mission.

Goals of the College

Goals for Student Development

1. To foster an excellent and intellectually stimulating liberal arts and sciences program.
2. To prepare students for meaningful and productive careers.
3. To assist students in developing their personal and social growth.
4. To develop social responsibility.
5. To encourage cultural awareness.

Goals for College Development

1. To ensure excellence in academic endeavors and institutional management.
2. To maintain and develop high quality programs and services with the quality facilities required to support them.
3. To continue to recruit and maintain student-oriented, professional faculty and staff.
4. To ensure that Medaille's academic experiences are accessible to all qualified students.
5. To recruit and retain a motivated, qualified, and diverse student body.
6. To continue to seek resources for the College.

Goals for Community Development

1. To work within the community to enhance the quality of life.
2. To offer lifelong learning opportunities to the community through its various academic units and programs.

Accreditation

Medaille College is chartered by the Board of Regents of The University of the State of New York. It is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and The Council for Higher Education Accreditation. The College's degree programs are registered by the New York State Education Department, Office of Higher Education, Cultural Education Center, Room 5B28, Albany, NY 12230, (518) 474-5851. Medaille College, through its Business Department, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE): the Master of Business Administration Degree; the Bachelor of Business Administration Degree; the Bachelor of Science Degree in Business Administration, in Financial Services, and in Sports Management; and the Associate in Science Degree in Business. Medaille College's Associate in Science Degree in Veterinary Technology is accredited by the American Veterinary Medical Association (AVMA). The College's memberships include the Commission on Independent Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and The Council of Independent Colleges.

Master of Science in Education: Elementary Education Program

Medaille College offers a *Master of Science in Education: Elementary Education Program* for students who hold a baccalaureate degree in an academic discipline other than elementary education. Students who enter the program are following the New York State Department of Education requirements for initial certification in grades 1-6.

Canadian students who successfully complete all the requirements for New York State Initial Certification will be recommended to the Ontario College of Teachers for a teaching certificate to teach primary and junior division grades.

PROGRAM REQUIREMENTS

LIBERAL ARTS AND SCIENCE REQUIREMENTS

- Baccalaureate degree with a satisfactory academic concentration of at least 30 credits of college level credit in one of the liberal arts and sciences.
- Successful completion of at least six credits at the college level in each of the following disciplines: English, Mathematics, Natural Sciences, and Social Sciences.
- One-year college level studies of a language, other than English (or minimum of 3-years of high school, grade 9 and higher).

EDUCATION COURSEWORK

Minimum of 30 credits of education coursework completed at the graduate level. Each course is 3 credits.

- Educational Explorations in Diversity
- Transitions from Education's Roots to Present
- The Core of Education
- Education Methods of Teaching: Math, Science and Technology
- Education Methods of Teaching: Arts, English, Language Arts and Social Studies
- Early Field Experiences/Seminar: Physical Education, Family/Consumer Sciences
- Developmental Literacy: Emergence to Fluency
- Literature for Children
- Assessment and Evaluation of Literacy
- Child Abuse Identification, Substance Awareness and School Violence
- Research in Education
- Teacher as Researcher

STUDENT TEACHING EXPERIENCE (6 credits)

Approximately 7 weeks in a Primary Placement....Grades 1-3

Approximately 7 weeks in a Junior Placement.....Grades 4-6

NEW YORK STATE TEACHER CERTIFICATION EXAMINATIONS

Liberal Arts and Science Test (LAST)

Assessment of Teaching Skills Written (ATS-W) – Elementary Education

Content Specialty Test (CST) – multi-subjects

SECTION 2

Admission Requirements

Admission requirements for Canadian Elementary Education Certification program are as follows:

1. A completed application for admission.
2. A one-page Philosophy of Teaching.
3. Submission of *official* transcripts from all universities and colleges (if applicable) attended.
4. A minimum overall undergraduate grade-point average (GPA) of 2.7 on a 4.0 scale.
5. Confirmation that the student has attended an Information Meeting.
6. Submission of two professional letters of recommendation from persons qualified to judge the applicant's professional expertise, character and capacity for college-level study (generally one recommendation should be from a work supervisor). Recommendations letters become property of the College and are not returnable to the student. Photocopies of recommendations are not permitted to be given to the student.
7. Applicants whose native language is not English must demonstrate the ability to read, write and understand English and submit evidence of proficiency in English by scoring at least 550 (paper) or 213 (computer) on the Test of English as a Foreign Language (TOEFL).

Program Requirements:

In order for an applicant to be considered for a New York State and Province of Ontario teaching certificate the student must successfully complete:

- A total of 36 credits of graduate education coursework with a minimum cumulative GPA of 3.0.
- All outstanding Liberal Arts and Science courses in areas of English, mathematics, natural sciences, social sciences and language, other than English.
- Student Teaching Experience
- Passage of the New York State Teacher Certification Examinations (LAST, ATSW, CST)

The Curriculum: Course Descriptions

EDL 550

Developmental Literacy: Emergence to Fluency

3 credits

This course will explore the concept of a balanced reading program from the emergent reader to a fluent reader. The students will study the elements of balanced reading which include read alouds, shared reading, guided reading, independent reading, phonemic awareness, word recognition strategies and comprehension strategies. Students will develop reading experiences for children based on the New York State Language Arts Standards. After learning these strategies and developing materials the student will have an opportunity to engage children in literacy experiences.

EDL 560

Literature for Children

3 credits

This course explores the role of children's literature in the elementary literacy program. Students will explore the various genre of literature both in the areas of fiction and nonfiction, narrative and expository. Students will read and develop activities using various types of trade books, to assist students in meeting the New York State English Language Arts Standards.

EDL 650

Assessment and Evaluation of Literacy

3 credits

This course is designed to investigate current practices and procedures in the evaluation of New York State and Ontario English Language Arts Standards (reading, writing, listening and speaking). The course will include instruction in the administration and analysis of running records, assessment of listening and speaking, concepts of print, word recognition, spelling development, phonemic awareness, comprehension, writing development, and modes of responding to literature. Students will also investigate the role of standardized test and testing programs in the assessment of reading and the other language arts areas. *Prerequisite: EDL 550*

EDU 500

The Core of Education

3 credits

This course provides study and application of methods and materials appropriate for understanding and implementation of a variety of Ageneric@ situations as they apply to the various disciplines of teaching in the early childhood/childhood and middle childhood classrooms. New scholarship as well as classic philosophies will be implemented into the pragmatic aspects of the classroom as they apply to these various levels of learning.

EDU 502**Education Methods of Teaching: Math, Science, and Technology***3 credits*

This course is designed to examine theories of learning and thinking as they interact with the elementary classroom disciplines of science, mathematics and technology. A practical application of these theories will be explored and incorporated for the teaching of these disciplines in the early childhood, childhood and middle childhood classroom setting.

EDU 503**Education Methods of Teaching: The Arts, English, Language Arts and Social Studies***3 credits*

This course is designed to examine theories of learning and thinking as they interact with the elementary classroom disciplines of arts, language arts and social studies. A practical application of these theories will be explored and incorporated for the teaching of these disciplines in the early childhood, childhood and middle childhood classroom setting.

EDU 504**Early Field Experience/Seminar: Physical Education, Family/Consumer Sciences***3 credits*

The course defines family/consumer sciences as well as physical education in light of daily living and societal expectations. It requires that the learner combine knowledge, attitudes, values and skills through a complex interplay of mind, materials, and social interactions. Through seminar training, early field/classroom participation and the use of action research, students will reflect upon that which they have learned and transform their knowledge into active and meaningful learning experiences.

EDU 505**Child Abuse Identification and Substance Awareness, Health Issues and School Violence***3 credits*

This course provides New York State certification in the identification and reporting of child abuse and teaching the awareness of substance prevention, health issues and school violence. It provides the student with opportunities to review literature for discussion or presentation and debate issues.

EDU 577**Student Teaching/Seminar: Career and Occupational Studies***6 credits*

This course provides students with on-site experience. The student will be assigned two situations, one at each level of their certification: primary (1-3) and junior (4-6). A professional portfolio and journal will be completed. Students will also, through seminars, become familiar with New York State/Ontario Learning Standards for Career Development and Occupational Studies. *Prerequisites: EDU 500,502,503,504,EDL 550,650 And a minimum 3.0 overall average.*

ECI 510**Research in Education***3 credits*

This course affords the graduate student an overview of the methods used in educational research. Students will study and apply different methods of quantitative and qualitative research. The course will further increase a student's understanding of research methodology and design. The central focus will be on action research which will lead to the culminating project within the Master's Program. At the completion of this course, students will have identified their thematic concerns and will have begun the cycle of action research.

ECI 530**Educational Explorations in Diversity***3 credits*

This course is designed to provide theoretical and applied knowledge of practical methods, strategies and techniques used to successfully meet the diverse needs of today's inclusive classroom.

ECI 610**Transitions from Educations Roots to the Present***3 credits*

This course provides a bridge from the works of past theorists and practioners to current ideas and innovative teaching procedures of present day educators. A core of influential thinkers such as Dewey, Skinner, Rogers, Piaget and Gardner, etc., will be used.

ECI 695**Seminar: Teacher as Researcher***3 credits*

This directed project requires student cohorts to become involved in the internal workings of an educational institution. In light of action research and using appropriate technology, the student cohorts will not only identify an educational problem or concern within the arena of education, but they will also reflect upon and research some of the solutions to that problem. The problem/concern will be identified early in the graduate program and carried to its required completion in this culminating activity as it is researched appropriately in lieu of the knowledge gained within the various required/selected courses throughout this graduate program.

SECTION 3

STUDENT SERVICES

A. Academic Advisement

Due to the nature of the program, students are expected to complete all courses within their program sequence with at least a 3.0 GPA. Students with individual questions or problems may contact their Academic Advisor. Academic advising occurs only after transcripts from all previous colleges have been received and the student is officially admitted to the program.

B. Library Services

The Medaille College Library is located on the Main Campus and maintains a qualified library staff to help with research needs, reserve information, or materials. A validated college ID card is necessary to take books out of the library. Hours may vary seasonally; additional information on library hours is available in the Appendix. Please call the Main Campus library at 800-292-1582 with your questions.

Students may also access the Medaille library on-line resources from any computer with an Internet connection. To do so, students will need an account name and the library barcode number from the back of their student ID. More information on library resources is available in the Library Orientation packet.

C. Student Services Centers

1. Academic Skills Center

The Main Campus Academic Skills Center offers a full range of learning services. Both peer and professional tutoring in a variety of disciplines are available at scheduled times and upon request. Computers with Internet access, study skills workshops, audio/visual resources, reference materials, and space for study sessions are all provided in the Main Campus Center. Tutoring on the undergraduate or remedial level is most readily available.

2. Career Planning and Placement

Students are encouraged to take advantage of career planning and personal counseling provided on the Main Campus at Medaille College, which includes a career library, full-time and part-time job listings, and group workshops. Please call for an appointment (800-292-1582 ext. 211). The location is in the Campus Center, room 208. Additional information on hours is available in the Appendix; summer hours may vary, so please call to confirm times.

3. Counseling Office

The Counseling Office is committed to diversity, personal attention, and the development of the whole person. Staffed by a professional counselor, this office provides services to improve self-esteem, organize one's time and life better, cope with difficult experiences, overcome self-defeating behaviors, and minimize distractions to academic success. Specific services include limited personal counseling, group counseling, self-improvement workshops, self-help information, and referrals to outside professionals.

Students may contact the Counseling Office at (800) 292-1582, ext 288.

4. Disability Services Office

The Disability Services Office endeavors to assist students with disabilities in all aspects of their college life. Students requesting services and/or accommodations must contact the Disability Services Office. The phone number is 1-800-292-1582, ext. 2391.

SECTION 4

ACADEMIC POLICIES AND PROCEDURES

A. Program/Course Registration

Canadian students register for courses at the beginning of each semester. A faculty member will provide students with a registration form listing their required courses for the upcoming semester. No auditing of courses is allowed. A student who fails to attend or complete any course for which he or she registered may receive an "F" and be billed for the course. In order to prevent such action, the student must either be granted a waiver for the course, take a leave of absence, or officially withdraw from the program. All forms are available from the Registrar's Office located at the Main Building. To prevent being billed for a class, the student must request a leave of absence before the first class meeting.

B. Class Attendance

Regular attendance is expected at all classes and academic activities related to a course (for example, field trips) unless otherwise specified. Medaille College subscribes to the Guidelines on Students and Religious Observance adopted by the Commission on Independent Colleges and Universities. Absence does not excuse a student from coursework and responsibility. Excessive absence is detrimental and it may affect certain types of financial aid. Discontinuance of attendance does not constitute an official withdrawal.

Missing more than one class meeting may be grounds for a student being dropped from the course in question. Grades should not be issued for a student who has missed more than one third of the scheduled class sessions unless a Completion of Course Requirements form is on file.

Emergency Class Cancellations

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes are postponed rather than cancelled.

Notification channels:

- In cases of inclement weather, the College will notify television and radio stations. Area radio stations are listed in the Appendix.
- If classes are cancelled at Medaille Main Campus or one of the branch campuses, students should not assume classes at other branch campuses are also canceled. Students may telephone the branch campus offices for closing information: Dr. Di Sibio at (716) 631-1061.

C. Grade Reports and Transcripts

At the end of each semester, the instructor submits grades for each student. Grades are recorded and mailed by the Registrar's Office. Payments must be up-to-date in order for grades to be issued. Students who require a duplicate grade report must request an official transcript. The student's official transcript is prepared by the Registrar's Office at the main campus. The transcript will show the courses, grades, credits and dates of instruction for each course. Grades cannot be faxed or released over the phone.

Requests for transcripts of coursework must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and be signed by the student. There is no charge for the first transcript request. There is a \$5.00 fee for each additional transcript. The fee must accompany the request.

Medaille College maintains official transcripts from other institutions that have been submitted for admissions and transfer credit purposes. They become the property of the College and are not released.

D. Grades

Formal grade reports are issued to the student upon completion of each semester. Grade reports indicate courses taken, credits received and grades assigned. Grades will not be issued to any student who has an outstanding College "hold".

Graduate programs require that students maintain at least a B (3.0) average for all courses taken in fulfillment of degree requirements at Medaille. The College uses the following grade point system to evaluate graduate student performance:

A	4.0	High distinction, exceptionally high achievement
A-	3.7	
B+	3.3	High achievement
B	3.0	Average, average achievement
B-	2.7	Pass, below average achievement
C+	2.3	
C	2.0	
F	0.0	Failure, unsatisfactory grade
W		Official withdrawal
I		Incomplete

Final grades are issued by the Registrar's Office.

E. Incompletes

Incompletes may be assigned if a student is unable (for valid reasons) to complete the course work, has a passing grade average and a well-defined plan to complete the remaining course work. Requests for an Incomplete must be made in writing to the course instructor no later than two weeks prior to the ending date of the course and, if granted, the Incomplete must be made up by the end of the following academic term. If the course work is not completed by the end of the following term, the grade becomes the designated alternate grade assigned by the course instructor or an "F".

Students are allowed to request a total of two (2) Incompletes during the course of their graduate study at Medaille College.

F. Academic Grievance Procedure

Academically related conflicts between a student and an instructor should be addressed promptly. The student must first attempt to resolve the conflict through direct contact and discussion with the instructor. If the conflict cannot be resolved between the student and instructor, the student should involve the Branch Campus Director. If the conflict is still not resolved, the student should submit a written explanation to the Dean for the School of Education and if necessary the appropriate academic administrator.

G. Student's Right to Grade Appeal

Students wishing to appeal a final grade in a course must do so in writing within 60 days of the semester's grade report. This written appeal should be directed to the instructor of the course in question. Next, the instructor's department chairperson and, thereafter, the Vice President for Academic Affairs.

H. Academic Integrity and Misconduct

Medaille College upholds the highest standards of academic work; these standards rest upon the academic integrity with which the student performs his or her work. The student's academic integrity is manifested in the uniqueness of his or her academic work, in his or her conduct during examinations, and by the proper attribution of his or her sources in preparation of written work. Submission of false data, falsification of transcripts or grades, misconduct during examinations, turning in group work as individual effort, and plagiarism are among the violations of academic integrity.

Medaille College does not condone such acts of academic misconduct. When a student is accused of an act of academic dishonesty, the appropriate action will be taken.

Actions and Appeals

When an instructor discovers a violation of academic integrity, the student will be notified as soon as possible. The instructor and the student will then meet to discuss the violation and to consider possible actions, such as the resubmission of an equivalent, but not identical assignment.

For all serious and substantiated violations of academic integrity which are judged by the instructor to be intentional, the institutional process described below will be followed:

- The instructor will present evidence to the Chairperson of the Education Department, who will decide within one week if the charge is warranted. If a charge is deemed unwarranted, the accusation will be rejected and no action will be taken. If the charge is warranted, the case will be presented to appropriate Academic administrator.
- The Academic administrator will inform the student in writing within one week that a charge has been filed.
- The Academic Administrator and the Dean or Department Chairperson will review the evidence, interview the student, and meet with the instructor. Within one week, they will render a decision to dismiss the charges, give a failing grade to the assignment, award a grade of F for the course, or suspend the student from the College. Suspension will be reserved for serious instances in which either premeditation or recidivism is present.

I. Academic Probation and Dismissal

Continuation in graduate studies requires satisfactory progress toward a graduate degree. Evidence of such progress includes maintenance of a minimum 3.0 cumulative grade point average each term. The progress of each student is reviewed each term by the Graduate Academic Standards Committee. Failure to maintain the minimum 3.0 cumulative grade point average will result in placement on probation.

Any student on probation must not only achieve a 3.0 cumulative average within two successively enrolled terms following the term in which the deficiency occurred, but must also maintain at least a 3.0 term average in any term in which he or she is on probation. Failure to meet either of these requirements will result in dismissal from graduate studies at Medaille.

Graduate students must have a minimum 3.0 cumulative grade point average in order to graduate. The computation of academic standing is based on hours earned each term.

Students placed on academic suspension may, upon signing a Probationary Contract with the Program Director, continue studies after the lapse of one regular (fall, spring) semester; those who have been dismissed may apply for readmission after the lapse of two regular semesters. Such students who then again are placed on probation must earn removal by the end of one semester or be subject to suspension or dismissal.

If a student wishes to appeal an academic standards decision, he/she may do so by appeal through the Academic Affairs Office. The initial appeal must be in writing within 14 calendar days of notification or by the end of the first week of the next semester (whichever comes first) and state, in specific terms, the student's case for appeal.

J. Student Leave of Absence (LOA)

A student may apply for a leave of absence from the College for either one or two consecutive semesters. The student must submit a completed Leave of Absence Form to the Office of the Registrar by the "Last Day/Evening to Withdraw" in order to receive "W's" (see [Academic Calendar](#)). The appropriate department chairperson will attempt to make contact with the student prior to registration week of each semester the student is on leave.

A student on leave for one or two consecutive academic semesters, who wishes to return, may register for classes with his/her advisor or department chairperson. A student on leave for more than two consecutive semesters will be readmitted to Medaille College through the Admissions Office and will be subject to all program requirements and policies in effect at the time of readmission.

K. Student Withdrawal

A student may drop a course prior to the first class and a full refund of tuition will be issued. A student withdrawing from the program is required to fill out a withdrawal form and return it to the Registrar's Office.

Any refund of tuition to which a student is entitled is given in accordance with the date that a properly completed withdrawal form is submitted to the Registrar's Office. Failure to complete the proper paperwork may result in a failing grade for the courses in which the student is enrolled.

NOTE: Students who have registered are liable for financial responsibilities and meet the College's formal withdrawal procedure.

L. Re-Entry Policy/Procedures

To return from a withdrawal, a student who has been away from the program for under a year must submit an application to the Admissions Office.

Students who were academically dismissed will be reviewed with regard to admission standards.

A student who has been away for a year or more must submit the following: a re-admit application, admissions packet, official transcripts for all colleges attended during the absence, and any associated fees. All students must meet admission standards.

M. Student Changes of Status

A student who changes name, address, place of employment or telephone number must fill out a change of status form and return it to the Registrar's Office.

N. End-of-Course Survey

At the end of each course students will have the opportunity to complete an evaluation regarding the teaching, instructional materials, and services they have received. Course surveys will be collected confidentially and reviewed by the appropriate Medaille administration; copies will be given to the instructor after grades have gone out. Medaille College welcomes comments and concerns on these forms, as it continually works to improve every aspect of student learning.

O. Degree Application

There is one graduation ceremony in May in which all students who have completed degree requirements during the year may participate. Students within twelve credit hours of graduation and who have registered to complete their degree before August 31 of that same year may also participate in this ceremony.

All applicants for degrees to be conferred must submit a graduation application to the Registrar's Office. Degrees are issued in May, August, and December, although there will be no graduation ceremony at those times, except for May. Students who receive degrees in August or January are welcome to participate in the annual May commencement ceremony. Please note that there is a \$50.00 graduation fee which must be submitted with the graduation application form. A student who completes all the requirements for a degree before formal graduation may request a degree-completion letter from the Registrar's Office. This letter will serve in the place of a diploma until the degree has been formally conferred.

"Official" college /university transcripts must be "in the hands" of the registrar's office no later than the conferred date [date the degree is posted] in order for the degree to be conferred. If transcripts arrive after the conferral date, student's conferral date is delayed.

P. Course Repeat Policy

In cases of repeated courses, only the last grade earned, whether higher or lower, is used in calculating the grade point average. All grades earned for courses taken at Medaille, however, remain a part of the student's permanent record. Students must complete and submit the appropriate form at the time of repeat. Forms can be obtained from the Registrar's Office.

Students should take note that unless the repeated class is required by the College, New York State will not allow the credit hours for the course to be counted in determining the minimum course load required for financial aid purposes.

Students may not take a Directed Study, Independent Study, Challenge Exam, or have a course transferred from another college to replace a course in which a failing grade was earned at Medaille College.

SECTION 5

GENERAL COLLEGE POLICIES

A. I.D. Cards

An official identification card is issued to each student prior to the end of the first course; it is valid for up to two years and allows students access to certain areas on the Medaille main and branch campus. A valid ID card allows students to borrow materials at the library, use the Computer Complex, gain entrance to most social events, and use the Campus Center during open hours. There is a \$5.00 replacement fee. Students who withdraw from the program should submit their ID cards to Student Services.

B. Immunizations

In compliance with the New York Department of Public Health, Law # 2165, all college students born on or after January 1, 1957 must show proof of immunization against measles, mumps, and rubella to register. The proof of immunity consists of a certificate of immunization signed by a physician or health care provider which documents measles, rubella and mumps immunization. Additionally, effective August 15, 2003, New York State Public Health Law # 2167 requires a response to receipt of meningococcal disease and vaccine information signed by the student. Forms will be given to each student, or are available from Student Services. Questions regarding your status should be directed to Student Health Center (Main Campus/ Medaille College) at (716) 884-3281, ext. 210 or 1-800-292-1582, ext 210.

C. Smoking Policy

Medaille College is a smoke-free campus and our branch campuses are also smoke-free. Any students finding it necessary to smoke must do so in an area designated for smoking (for example, the smoking shelter outside the building).

D. Children on Campus

Please note that College policy prohibits the unauthorized presence of children on any campus. This includes leaving children unsupervised in lounges, libraries, or empty classrooms. Children are not to be placed in classroom settings since their presence is not conducive to an optimal learning environment. Violations should be handled by the individual instructor and/or reported to the administrative office.

E. Pets on Campus

Dues to considerations of health, safety, cleanliness, and professionalism, faculty, administration, staff, students, and guests are not to bring pets onto any campus of Medaille College.

F. Contagious/Communicable Diseases

Any student or employee who is diagnosed as having a contagious/communicable condition is prohibited from entering the classroom or administrative offices. He/she may return to the college upon submission of written evidence from a doctor that the condition no longer exists. This should be presented to Dr. Robert A. Di Sibio.

G. Alcohol, Controlled Substances, Firearms, and Crime Prevention

Alcohol, controlled substances, and firearms are not permitted at the branch campus in Amherst or the Medaille College Main Campus. Medaille College provides educational programming related to substance abuse. Personal counseling for individual members of the College community is available through the Counseling Office (Main Campus) as well as referral to community agencies in the Buffalo or Rochester areas.

Any student or faculty member whose profession requires him/her to carry a firearm during class time must first notify Dr. Robert A. Di Sibio. Refusal to comply may result in dismissal from the College.

Medaille College's Security staff, Office of Student Affairs, and Campus Crime and Sexual Assault Committee work together to facilitate a pro-active approach to crime prevention on the Main Campus and the branch campus. Students are informed about security issues during the Orientation sessions, and a variety of educational programs are offered at the Main Campus to heighten awareness of public safety.

H. Disabled Students

In compliance with Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act of 1990, Medaille College does not discriminate on the basis of a disability.

Medaille College endeavors to assist students on an individual basis with concerns they may have as they learn at the branch campus site in Amherst. The Office of Disability Services is available to assist students with disabilities in all aspects of college life. The goal is to do as much as is reasonable to ensure that those with a disability achieve independence and fully participate in the mainstream of the educational process.

Students requesting services or accommodations must contact the Office of Disability Services directly at (716) 884-3281, ext. 280 or 1-800-292-1582, ext 280.

I. Intellectual Honesty

A student at Medaille College is expected to be honorable in all academic work and in his or her dealings with the College and to adhere to the highest standards of academic honesty and integrity. The practice of personal integrity:

- Encourages a strong sense of mutual responsibility, respect, trust and fairness among all members of the college community: students, faculty, and administration.
- Strengthens student leadership
- Promotes better scholarship
- Forms the basis for good living not only in the College community, but also in one's personal life.

Standards of academic honesty dictate that students will observe the following principles:

- The student's work shall be the result of one's own effort.
- In writing papers, the student shall give appropriate acknowledgment to the work of others included in the paper.

J. Misconduct

Misconduct which is subject to disciplinary action includes but is not limited to the following:

4. Forgery, alteration, or misuse of college documents, records or identification
2. Knowingly furnishing false information to the College
3. Misrepresentation of one's self or of an organization as an agent of the College
4. Obstruction or disruption (while on or away from campus property) of the academic process, administration process, or other College function

5. Threatening to inflict or inflicting psychological or physical violence on the person or property of any member of the College community or to family members of that community
6. Theft, intentional destruction, damage, or unauthorized possession or use of College property or the property of any members of the College community.
7. Unauthorized entry into, or unauthorized use of any College building, structure, or facility

K. Bias-related Discrimination

In conformance with Title IX, 1972 Education Amendments, Medaille College does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin, sexual orientation, or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other institutionally administered programs.

L. Sexual Harassment

Sexual harassment is a continued pattern of unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning environment for employment or education.

Medaille College will not tolerate sexual harassment of students by College faculty or staff. Students are legally protected from such activity by both state and federal legislation and are asked to report any occurrence without fear of recrimination.

Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment. Schools are required by the Title IX regulations to have grievance procedures through which students can complain of alleged sex discrimination by other students, including sexual harassment. Students are asked to report any occurrence to Dr. Robert A. Di Sibio.

M. Student Complaint Procedure

A student encountering sexual harassment should report the situation to Dr. Robert A. Di Sibio, who will consult with the Dean of Students for investigation. If the evidence indicates a pattern of harassment as described above, the Dean of Students will report to the College President and the Office of Academic Affairs, who together will determine an appropriate resolution to the situation.

N. Academic Decorum

Medaille College does not tolerate sexual or racial harassment of students or employees by the College faculty, staff, or students. Students are legally protected from such activity by both state and federal legislation and are asked to report any occurrence to Dr. Robert A. Di Sibio without fear of recrimination.

The College does not tolerate immature or abusive behavior in the classroom setting. Upon receipt of a written complaint from the instructor, Dr. Di Sibio may immediately remove the student from class. Dr. Di Sibio and the Dean of Student Affairs will review the evidence and determine the appropriate course of action with regard to the future of the student in the program.

O. Student's Right to Privacy

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with FERPA, Medaille College will normally release directory information to third parties unless the student has requested that such information be withheld. Directory information is defined as the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

If non-disclosure is desired, the student should complete a non-disclosure form in the Registrar's Office. A student who wishes to review his/her records must contact the Registrar's Office.

FERPA affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's education records within forty-five days from the day the College receives a request for access.

As a student of Medaille or as the parent of a dependent student you have the right to inspect and review your education records within forty-five (45) days from the day the College receives your written request for access. You should submit your request to the Registrar's Office for academic records, to Financial Aid for financial aid records, and to the Business Office for records concerning your account. A request for any other education records

should be directed to the Registrar's Office. The written request must identify the record(s) that you wish to inspect.

The College official will make arrangements for access and notify you 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 you of the correct official to whom a request should be addressed.

2. **The right to request the amendment of the student's education records if the student believes them to be inaccurate or misleading.**
You may ask the College to amend an education record that you believe is inaccurate or misleading. You should write the College official responsible for the record, clearly identifying the part of the record you want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as you requested, the College will notify you of the decision. You have the right to request a hearing regarding the denial of your request for amendment to the education records.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**
One exception which permits disclosure of personally identifiable information contained in your education records without your consent is disclosure to College officials with legitimate educational interests. A school official is:
 - a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including campus police, security personal, and health staff);
 - a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent, temporary staffing agencies, and outsourced vendors). Outsourced vendors are those parties helping the college provide students access to services relating to their education. For example, the bookstore will be provided with course schedules to assist student with procuring textbooks and other course materials;
 - 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 college official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review your education record in order to fulfill his or her professional responsibilities.

The College may disclose your education records without your consent to officials of another school to which you have applied or in which you seek to enroll, upon their request.

4. The right to refuse to permit the college to designate disclosure of personally identifiable information about the student as Directory Information, which is not subject to the above restrictions on disclosure.

Another exception which permits disclosure without your consent is disclosure of personally identifiable information which the College has designated "Directory Information". The College may within its discretion release some or all categories of Directory Information, as it determines is appropriate. Directory Information includes the student's name; local address and telephone number; permanent address and telephone number; College e-mail address; date of birth; major and minor field(s) of study, including the department or program in which you are enrolled; classification as a freshman, sophomore, junior, senior, or graduate; course load (e.g. full-time or part-time); participation in officially recognized activities and sports; weight and height information of members of athletic teams; dates of attendance and graduation and degrees received; most recent previous educational institution attended; and honors and awards received, including selection to an Honors list or honorary organization and the grade point average of student selected for such honors and awards.

If you do not wish to have your information designated as Directory Information and disclosed to members of the College community and to requests from outside of the college, you must complete the Non-disclosure Form and return it to the Registrar's Office within two weeks of your start date.

Please note that your request to block the designation of your information as Directory Information will apply to all requests for Directory Information from within and outside the College community, including prospective employers. This notification will remain in effect until you inform the Registrar's Office in writing to remove the block to designation and disclosure.

5. 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, Washington, DC 20202-4605. Inquiries about the use of Directory Information or any other FERPA issues can be directed to Student Services.

6. The College has adopted a Policy on the Privacy of Student Records which was developed to comply with FERPA.

A copy of the policy may be obtained from Student Services.

P. Emergency Calls

During times when the branch campus administrative offices are closed, students and instructors should use the telephone in the classroom hallway for receiving emergency calls from home or for placing a local emergency call. The phone is **not** to be used for purposes other than emergencies.

If the emergency phone rings, the closest instructor should answer the phone and determine the name and cohort of the individual being sought. It may be necessary to check in each classroom to locate the correct student.

In case of an emergency that occurs during class time, please call 911 (if appropriate) and/or the Medaille Main Campus at (716) 880-2000 or 1-888-252-2235. State your name, the nature of the emergency and the branch campus location from which you are calling.

***Please note that in case of fire, do not call the Main Campus.
Pull the fire alarm and exit the building immediately.***

The emergency phone is limited to local calls only. The telephone number is:

Amherst Campus	716-631-1061
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Q. Electronic Mail Policy

This policy is provided for faculty, administrators, staff and registered students of Medaille College. It sets forth the proper use of Medaille College's E-Mail System. The College reserves the right to change these policies at any time.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. You are expected to be ethical and responsible in your use. You are to comply with all applicable local, state, and federal laws, and other College policies.

1. Proper Use

Users need to demonstrate responsibility when using their E-Mail accounts. Violations include, but are not limited to, the following:

Transmitting, retrieving or storing of any communications of an unlawfully discriminatory or harassing nature; or any that are defamatory to any individual or group.

- Using E-Mail in an obscene, X-rated, defamatory or threatening manner.
- Initiating or forwarding of "chain letters".
- Using E-Mail for a purpose which is illegal or against College

policy.

- Using a false E-Mail address (i.e., mail "spoofing"- deliberately sending mail with a misleading or false E-Mail address).
- Attempting to disrupt another person's ability to use his/her computer account.
- Using Medaille's computer systems to support a "for-profit" activity.
- Violating copyright laws. (Computer software which is protected under the copyright laws will not be transmitted via the network or stored on a school computer without the express written permission of the copyright owner.)
- Soliciting or gambling.
- Using E-mail and other institutional computer technology for the purposes of academic dishonesty.

2. Security/Privacy

Every effort will be made to adhere to the confidentiality of an individual's E-Mail account. However such confidentiality may be compromised by applicability of law or policy, by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Users, therefore, should exercise caution in using E-Mail to communicate confidential or sensitive matters.

Users should be aware that on occasion network and computer operations personnel and system administrators might, during the performance of their duties, inadvertently see the contents of E-Mail messages. These individuals, though, are not permitted to do so intentionally or disclose or otherwise use what they have seen.

Each time the information technology hardware, software, and service environment changes, the level of security may be affected.

You must respect the confidentiality of other people's electronic mail and must not attempt to read, or hack into other systems or other people's login, hack passwords, or breach computer or network security measures.

3. Management

E-Mail accounts will be deleted when a user is no longer affiliated with

Medaille College.

Accounts will be deactivated for the infringement of any written or implied policy.

4. Revocation

Violators of this policy will be subject to the existing student or employee disciplinary procedures of Medaille College and consequences may include the loss of computing privileges. Illegal acts involving Medaille College's computing resources may also subject users to prosecution by state and federal authorities.

R. Policy for Publishing Web Pages

1. Purpose

This policy is provided for faculty, administrators, staff, and registered students of Medaille College who intend to publish an individual web page, or submit information for their departments to be used on Medaille College's Home Page.

Computers and network systems can enhance communication among the members of Medaille College and the communities outside of the college setting. However, unlawful or inappropriate use of these tools can infringe on the rights of others. Therefore, the College expects all members to use electronic communications in a responsible manner.

Violators of this policy will be subject to existing student or employee disciplinary procedures of Medaille College.

Medaille College reserves the right to change this policy at any time.

2. Content

Responsibility

The author of a web page is responsible for the content, and it is up to the individual to make sure that the material within the web page does not violate any college policies or any federal, state, and local laws.

Ownership

Medaille College's Home Page is an official publication of Medaille College. Therefore, all materials (including text and photographs) appearing on the Home Page or the Home Pages of specific departments of the college are copyrighted and should not be reproduced without written permission from the Office of Public Relations.

Individual faculty, administrators, staff, or registered students who create their own home pages own the copyright for their original material, but must be aware of copyright infringement. Rather than duplicating the work of others, incorporate links to the work of others into your own

pages, when appropriate.

Any computer software which is protected under copyright laws will not be transmitted via the network or stored on any school computer without expressed written permission of the copyright owner.

Other Content Considerations:

No user may, under any circumstances, use Medaille College's computers or networks to libel, slander, or harass any other person.

Medaille College's computers or networks may not be used for commercial use or any unlawful activity. For example, there would be no soliciting sales or conducting a business, no advertising or selling a service, no posting of an advertisement to a news group.

The server is the property of Medaille College. Therefore, if necessary, the college has the right to periodically and randomly review the documents residing on the college's server.

3. **Editorial and Design**

Because **Medaille College's Home Page** is an official publication of the College, the Director of Public Relations reviews any information to be entered on the Home Page.

Medaille College's Departmental Home Pages (Academic and Administrative):

Every division that has a link on the home page will have a steward, who will maintain, monitor, and update the information for that particular department.

Upon receiving approval from the Department Chair, the steward can implement changes to the particular department's section on the Home Page.

Note: Whoever initiates any additions, deletions, or changes must complete the required form from the Information Services and Technology Department and obtain the required Division Head signature.

Individual Faculty, Administrators, Staff, or Registered Students' Home Pages:

An individual may create his or her own Home Page, but each individual's Home Page shall include the following disclaimer:

Neither the page contents nor the link identifiers on this Home Page are monitored, reviewed, or endorsed by Medaille College.

To set up your Home Page contact the Office of Information Services and Technology to receive the required form.

The Office of Information Services and Technology, upon request, will provide the necessary link. ***Please note: the College is only responsible for providing the link.***

Each individual is responsible for creating, maintaining, monitoring, and updating his or her own Home Page (including back-up copies).

If you want your personal home page to have a link to Medaille 's web site for employee listing, contact the Office of Public Relations.

If there is reason to believe that an individual's Home Page is being used in violation of law or College policy, or in any way that threatens to disrupt service to other users, the Office of Information Services and Technology may restrict or suspend the use of the Home Page until it is reasonably assured that the illegal or disruptive use of the Home Page has ceased.

4. Privacy

Once your web page is published, it is available for anyone to see. It is recommended that you use caution in publishing very personal information about yourself. Keep in mind that just as you can link other people's pages, others will link to your web page.

S. Computing Policy

General Policy for Computers and Network Systems at Medaille College

Medaille College provides access to computers and network systems for all members of the Medaille Community. By using Medaille College 's facilities, an individual is acknowledging that he or she will abide by the broadest interpretation of this policy and all other computing policies.

All members of the Medaille community are to comply with all applicable local, state, and federal laws and any other College policies.

Engaging in, or attempting to engage in, any of the following violates College policy. Violations include, but are not limited to the following activities:

Hacking or Interference with any Computer System:

Endangering or interfering with the operation of any computer system.

Unauthorized changing of hardware or software configurations on campus computers or networks.

Modifying, destroying, or damaging hardware, software, or data/databases for which you are not authorized.

Violating computer security systems.

Using unauthorized computer accounts, access codes, or identification codes.

Viruses:

Creating, participating in, or intentionally promulgating any virus or other destructive or interfering files or commands.

Pirating/Theft of Software/Copyright Violations:

Copying, downloading, or otherwise making a duplication of any part of copyrighted software, beyond the license agreement.

Copying site-licensed software for use at locations not covered under the terms of the license agreement.

Violators of this policy will be subject to the existing student or employee disciplinary procedures of Medaille College and consequences may include the loss of computing privileges. Illegal acts involving Medaille College's computing resources may also subject users to prosecution by state and federal authorities.

SECTION 6

FINANCIAL OBLIGATIONS

A. Fee Structure/other fees

In order to be OFFICIALLY REGISTERED for class, every student must complete the registration process including arrangements for payment of tuition and fees (i.e., completing a Financial Clearance Form/Promissory Note/Payment Arrangement). Failure to do so will result in deletion of your registration and grades and credits will not be issued for that semester.

Tuition and assessments are due and payable prior to the first scheduled class each semester. Payment may be made in cash, by check, or with certain credit cards as indicated below. Checks should be made payable to Medaille College and mailed or brought to the Business Office. There is a \$30 charge for any returned check. The College accepts MasterCard, Visa, Discover, and American Express. Alternatively, the College recommends all students utilize the service of Tuition Management Systems (TMS), an outside financial services company, which allows tuition to be spread over the school year. There is a \$55 annual fee but no interest charge for use of this service. Students who fail to establish payment arrangements for tuition and fees prior to the first scheduled class each semester are subject to a \$150 late fee. A late fee of one percent (1%) per month will be assessed on all overdue accounts. Also students are responsible for all costs relating to the collection of an overdue account. These costs are charged at 33% of the student account balance.

- Course textbooks. Approximately \$100.00 U.S. /course
- Student teaching handbooks totaling \$35.00
- Teacher certification fees for Ontario and NY totaling approximately \$500.00
- Tuition costs. Contact business office for details. Tuition payments due no later than first day of classes without financial penalty.

B. Tuition Liability

Tuition liability adjustment will be made only in the case of an official leave of absence or withdrawal and the Withdrawal Form must be filed in person at the Registrar's Office. The amount of any adjustment will be determined using the date of filing and the schedule below. An alternate schedule may apply in the case of Federal financial aid recipients.

NO ADJUSTMENT WILL BE MADE IN THE CASE OF AN UNAUTHORIZED WITHDRAWAL.

The College schedule of tuition liability for the Fall and Spring semesters is as follows:

Day/Evening/Weekend/Full Semester Classes	Tuition Liability
If the official withdrawal date is:	
Prior to start of 2nd week	0%
After start of 2nd week	40%
after start of 3rd week	60%
After start of 4th week	80%
After start of 5th week	100%

C. Financial Aid

The Office of Financial Aid can provide information about the following topics: financial aid programs (including eligibility requirements, selection procedures, and disbursement schedules), satisfactory progress, rights and responsibilities of students receiving financial aid, loan repayment, costs of attending Medaille, and the liability policy at Medaille. The Medaille College Financial Aid Office will assist students with the paperwork necessary to apply for OSAP funding.

D. Satisfactory Academic Progress Policy

1. Attendance

Regular attendance is expected at all classes and academic activities related to a course (for example, field trips) unless otherwise specified. Medaille College subscribes to the "Guidelines on Students and Religious Observance" adopted by the [Commission on Independent Colleges and Universities](#). Absence does not excuse a student from course work and responsibility. Excessive absence is detrimental and it may affect certain types of financial aid. Discontinuance of attendance does not constitute an official withdrawal.

2. Grade Point Average

Grades received earn quality points as indicated on the preceding table. A grade point average is computed by dividing the number of quality points earned by the total number of credit hours for which you were registered. Grade point averages may be computed for one semester's courses or on a cumulative basis. To compute a semester grade point average, multiply the number of quality points earned for the grade (see preceding table) by the

number of credits awarded for the course; add the quality points and divide by the number of quality credits for the semester.

3. Satisfactory Progress

Graduate students must maintain a minimum grade point average of 3.0 or above throughout the duration of their program

Academic Program Information

1. In order to be able to receive your New York State and Province of Ontario teaching certificate, teacher education program requirements must be successfully completed, i.e., liberal arts/sciences, graduate coursework, student teaching, passage of LAST, ATSW, and CST examinations.
2. Liberal arts/sciences and academic concentration requirements can be fulfilled via CLEP, challenge exams, correspondence/on-line courses, by taking courses at U.S. and /or Canadian colleges and universities. Written pre-approval is required through the Registrar's Office before taking any off-campus courses.
3. Program should be completed within time frame of when you entered the program. You will be responsible for any OCT and/or SED regulations that may occur after your planned program of completion date.
4. Academic advisement and course registration is the responsibility of the student and Dr. Robert A. Di Sibio.

QUESTIONS/CLARIFICATION

Contact: Dr. Robert A. Di Sibio
Email: rdisibio@medaille.edu

ELEMENTARY EDUCATION PROGRAM INFORMATION (GRADES 1-6)

Degree Conferred: Master of Science in Education (M.S. in Ed.)

The Elementary Education program affords students the opportunity to receive a Master of Science Degree in Education. The program does not require students to participate in EDU 577 (student teaching) to receive the degree; however, it is a requirement for New York State Teacher Certification.

Program of Study:

The Elementary Education program provides a course of study that consists of methodologies, educational philosophy, literacy, research and application. New York also requires that all students have from a regionally accredited college:

- a minimum of 30 hour concentration in one of the liberal arts and sciences
- a minimum of 6 credits each in English, social sciences, mathematics, and science and a minimum of 6 credits in a language other than English (or 3 years of high school foreign language)

Core Courses

This area includes seven core courses, including three courses in literacy.

Research Course

The central focus is in Action Research as preparation for addressing classroom concerns and leading to the culminating capstone project.

Capstone

A capstone course, requiring students to complete an action research project, integrates and summarizes the program.

Academic Performance Requirements

The average of the grades for all courses taken in fulfillment of degree requirements at Medaille must be at least a B (3.0). It is the student's responsibility to monitor his or her cumulative grade point average, ensuring that any grades falling below B are offset by corresponding grades above B. A student whose grade point average falls below a 3.0 is automatically placed on academic probation

Program of Study

Master of Science in Education		Credit Hours
ECI 510	Research in Education	3
ECI 530	Educational Explorations in Diversity	3
ECI 610	Transitions from Educations Roots to the Present	3
ECI 695	Seminar: Teacher as Researcher	3
EDL 550	Developmental Literacy: Emergence to Fluency	3
EDL 560	Literature for Children	3

EDL 650	Assessment and Evaluation of Literacy	3
EDU 500	The Core of Education	3
EDU 502	Education Methods of Teaching: Math, Science, Technology	3
EDU 503	Education Methods of Teaching: The Arts, English, Language Arts, and Social Studies	3
EDU 504	Early Field Experience/Seminar: Physical Educations, Family/Consumer Sciences	3
EDU 505	Child Abuse Identification, Substance Awareness, Health Issues and School Violence	3
Total Credits		36
EDU 577	Student Teaching/Seminar: Career and Occupational Studies	6
Total Credits		42

Total credits for eligibility to apply for teaching certificate = 36 credits
Total credits for the Master of Science degree = 42 credits

A minimum grade point average of 3.0 is required prior to participation in a student teaching field experience. Students must also have successfully completed the following courses prior to student teaching: EDU 500, 502, 503, 504 and EDL 550, and EDL 650.

Class attendance and field attendance are mandatory. Excessive absenteeism will affect the successful completion of all courses, especially student teaching.

For teachers trained outside of the Province of Ontario, it is important for you to obtain a copy of the registration guide that provides you with the necessary information and application for an Ontario teaching certificate. This guide is available through the Ontario College of Teachers (OCT) www.oct.ca.

One of the documents that is listed to be forwarded to the OCT is a photocopy of teaching certificate(s) for all jurisdictions. In your case, this means submitting a copy of a New York State teaching certificate along with your application for an Ontario teaching certificate. OCT requires that the New York teaching certificate be included in your documents forwarded, thus Canadian education students must apply online for a New York State teaching certification.

Further information concerning certification should be directed to the Director of Field Experience at 1-716-880-2542.

In order for an applicant to be considered for a New York State and Province of Ontario teaching certificate, the student must successfully complete:

- ✚ All graduate education coursework and student teaching
- ✚ A minimum of 6 credits of college level studies in **each** of the following areas:
English, math, natural sciences, and social studies
- ✚ A minimum of 6 credits of college level studies or its equivalent of a language other than English
- ✚ Passage of sections of the New York State Teacher Certification Examinations:
LAST, ATSW-elementary education, and CST-multi-subjects
 - Students who complete the master's degree/certification program are eligible to participate in graduation activities, receive a diploma and will have the MS Ed degree conferred.
 - As a student, you entered the Medaille education program in the twelve (12) month weekday format or the fifteen (15) month weekend format. It is expected that you would complete the program during the 12 or 15 month period. If however, you are unable to do so and need additional time to complete the program, this is acceptable. Note however, that if there are program changes/additions as dictated by the College, the State or the Ontario College of Teachers, that you would be responsible to fulfill the requirements.

Sample Weekday Program for Fall Semester Starts

FALL SEMESTER

EDU 500 The Core of Education
EDU 502 Methods: Math, Science, Technology
EDU 504 Early Field Experiences
ECI 510 Research in Education
EDL 550 Developmental Literacy

SPRING SEMESTER

*EDL 650 Assessment/Evaluation of Literacy
*EDU 503 Methods: Arts, Lang. Arts, Social Studies
EDU 577 Student Teaching

*Mini courses completed prior to student teaching

SUMMER SESSION

ECI 530 Educational Explorations in Diversity
ECI 610 Transitions: Roots to Present
EDL 560 Literature for Children
EDU 505 Child Abuse Identification
ECI 695 Seminar: Teacher as Researcher

*All courses are offered at the Amherst Campus.

Sample Weekday Program for Spring Semester Starts

SPRING SEMESTER

EDU 500 The Core of Education
EDU 502 Methods: Math, Science, Technology
EDU 504 Early Field Experiences
ECI 510 Research in Education
EDL 550 Developmental Literacy

SUMMER SESSION

EDL 650 Assessment/Evaluation of Literacy
EDU 503 Methods: Arts, Lang. Arts, Social Studies
EDU 505 Child Abuse Identification
EDL 560 Literature for Children

FALL SEMESTER

*ECI 530 Educational Explorations in Diversity
*ECI 610 Transitions: Roots to Present
EDU 577 Student Teaching
ECI 695 Seminar: Teacher as Researcher

*Mini courses completed prior to student teaching

**All courses are offered at the Amherst Campus

Sample Weekday Program for Summer Session Starts

SUMMER SESSION

EDU 500 The Core of Education
EDU 504 Early Field Experiences
EDU 505 Child Abuse Identification
ECI 510 Research in Education
EDL 550 Developmental Literacy

FALL SEMESTER

EDU 502 Methods: Math, Science, Technology
EDU 503 Methods: Arts, Lang. Arts, Social Studies
EDL 560 Literature for Children
EDL 650 Assessment and Evaluation of Literacy

SPRING SEMESTER

*ECI 530 Educational Explorations in Diversity
*ECI 610 Transitions: Roots to Present
EDU 577 Student Teaching
ECI 695 Seminar: Teacher as Researcher

*Mini courses completed prior to student teaching

**All course are offered at the Amherst Campus

Sample Program for Weekend Program: Fall Semester Starts (Saturday/Sunday)

FALL SEMESTER

ECI 510 Research in Education
EDU 504 Early Field Experiences
EDL 550 Developmental Literacy
EDU 500 The Core of Education

SPRING SEMESTER

EDU 502 Methods: Math, Science, Technology
EDL 650 Assessment/Evaluation of Literacy
EDU 503 Methods: Arts, Lang, Arts, Social Studies

SUMMER SESSION

EDU 505 Child Abuse, Identification
ECI 610 Transitions: Roots to Present
EDU 560 Literature for Children

FALL SEMESTER

*ECI 530 Educational Explorations in Diversity
EDU 577 Student Teaching

*Mini course completed prior to student teaching

**All courses are offered at the Amherst Campus

Sample Program for Weekend Program: Spring Semester Starts (Saturday/Sunday)

SPRING SEMESTER

EDU 504 Early Field Experiences
EDL 550 Developmental Literacy
EDU 500 The Core of Education
ECI 510 Research in Education

SUMMER SESSION

EDU 505 Child Abuse Identification
EDL 560 Literature for Children
ECI 610 Transitions: Roots to Present

SUMMER SESSION

EDU 502 Methods: Math, Science, Technology
EDL 650 Assessment/Evaluation of Literacy
EDU 503 Methods: Arts, Lang, Arts, Social Studies

FALL SEMESTER

*ECI 530 Educational Explorations in Diversity
EDU 577 Student Teaching
ECI 695 Seminar: Teacher as Researcher

* Mini course completed prior to student teaching

* * All courses are offered at the Amherst Campus

Sample Program for Weekend Program: Summer Session Starts (Saturday/Sunday)

SUMMER SESSION

EDL 550 Developmental Literacy
EDU 500 The Core of Education
ECI 510 Research in Education
EDL 560 Literature for Children

FALL SEMESTER

EDU 504 Early Field Experiences
EDL 650 Assessment and Evaluation of Literacy
EDU 502 Methods: Math, Science, Technology

SPRING SEMESTER

EDU 503 Methods: Arts, Language Arts, & Social Studies
EDU 577 Student Teaching

SUMMER SESSION

*ECI 610 Transitions: Roots to Present
EDU 505 Child Abuse Identification
ECI 530 Education Explorations in Diversity
ECI 695 Seminar: Teacher as Researcher

*Mini courses completed prior to student teaching

**All courses are offered at the Amherst Campus

Mini-Courses in Education

- Mini-courses are the courses that students take in late August or early January as part of the education program.
- A mini-course day is normally 8:30 am – 12:00 and 1:00 pm – 5:00 pm.
- Each class meets for five days; Monday, Tuesday, Wednesday, Thursday, and Friday with Saturday listed as a snow day for the January classes.
- Each day of class is equivalent to three weeks.
- Students must attend all class sessions. Absences, whether excused or unexcused will result in a student's final mark being lowered.

General Information about the NYSTCE – The New York State Teacher Certification Examination.

What Is the New York State Teacher Certification Examinations Programs?

In 1989, the New York State Board of Regents adopted requirements for certification of teachers in the following certificate areas:

- Common branch subjects in childhood education grade one through grade six
- Academic subjects English, a language other than English, mathematics, natural science [biology, chemistry, earth science, physics], and social studies in adolescence education, grades 7 through 12

As part of the requirements, candidates for teacher certification must pass a series of assessments for teacher certification called the New York State Teacher Certification Examinations (NYSTCE). The purpose of these assessments is to help identify candidates for certification who have demonstrated the level of knowledge and skills required to teach in the classroom.

What Tests are Included in the NYSTCE Program?

The NYSTCE program consists of tests required for initial certification and tests required for permanent certification in New York State.

Tests Required for Initial Certification

Prospective elementary school teachers of the common branch subjects (PreK-6) and teachers of secondary academic subjects (7-12) are required to achieve a passing score on the following two assessments in order to receive an initial teaching certificate, which is valid for five years in New York State.

- 🚩 Liberal Arts and Science Test (LAST). The Liberal Arts and Science Tests consists of approximately 80 multiple-choice questions and a written assignment. Candidates taking the test are asked to demonstrate conceptual and analytical skills, critical thinking and communication skills, and multicultural awareness. The test covers scientific and mathematical processes, historical and social scientific awareness, artistic expression and the humanities, communication skills, and written analysis and expression.
- 🚩 Elementary Education Version of the Assessment of Teaching Skills-Written (ATS-W). There are two versions of the Assessment of Teaching Skills Written (ATS-W). The Elementary ATS-W should be taken by individuals seeing a 1-6 teaching certificate. Each version of the ATS-W consists of 80 multiple-choice questions and a written assignment.

These tests address knowledge of the learner, instructional planning and assessment, instructional delivery, and the professional environment.

- ✚ Content Specialty Test (multi-subjects). The CST focuses on the subject which the certificate grants authorization to teach.

When should I take the Tests?

The tests can be taken as early as desired. **You may find it advantageous to take the LAST prior to entering our program but normally no later than the first semester that you attend Medaille College.**

It is recommended that a student write the ATSW – elementary education test during one’s second semester at Medaille College.

The CST or Content Specialty Test- (multi subjects) is recommended to be written prior to one’s student teaching semester or early in one’s student teaching semester.

Important Insights

1. Each examination costs approximately \$88.00 (US funds)(current fee for 2007-2008)
2. A minimum passing score of 220 out of a possible 300 is required in order to pass each examination.
3. Any of the examinations may be retaken if a passing score is not achieved. Students, of course, will incur additional costs to retake examinations.

Suggested Books To Help You Prepare:

NYSTCE: Complete Prep for the LAST and ATS-W (Kaplan Publishing Co.)

How to Prepare to the LAST/ATS-W: How to prepare for the Liberal Arts and Sciences Test Assessment of Teaching Skills-Written (Barrons Publishing Co.)

For more information:

<http://www.highered.nysed.gov/tcert/certificate/vertexaminfo.htm>

<http://www.nystce.nesinc.com>

TO: New Canadian education students who entered program Spring Semester 2008

FROM: Dr. Robert A. Di Sibio

RE: Important Program Information Brief

A. How to contact Dr. Robert A. Di Sibio

Office: 716-932-2548

Toll Free: 1-888-252-2235, ext. 2548

Email: rdisibio@medaille.edu

Mailing Address:

Medaille College-Canadian Education Program

30 Wilson Road

Williamsville, NY 14221

B. Canadian Education Handbook

The Canadian education program handbook developed by Dr. Robert A. Di Sibio and Ms. Jackie Matheny, is available online for new incoming and continuing students.

The handbook provides students with information regarding the program, teacher certification, etc...

C. Medaille College Canadian Community...New!

Website:

<http://groups.msn.com/MedailleCollegeCanadianCommunity>

This is a wonderful Canadian Community website that was created by Ms. Jackie Matheny of the Graduate Admissions Office for the purpose of

preparing students for the Medaille College experience.

Students can locate a variety of information such as schedules, student contacts (interacting with other students, begin arranging carpools), NYSTCE Examinations, student visas, a message board (post messages to other Medaille students), registration information, and lodging information.

D. The First Weeks of Classes

During the first week of classes a college orientation will be held. Several individuals will visit classes of new incoming students to discuss college advisees.

Week	Area	Information
#1	Library Services	<ul style="list-style-type: none">• To discuss on-campus services and on-line services
#1	ECI 510 Research in Education	<ul style="list-style-type: none">• Access to College websites, etc• Information on this online course
#2 or 3	Public Safety	<ul style="list-style-type: none">• To take college photo ID's and provide college-parking stickers
#2 or 3	Student Teaching	<ul style="list-style-type: none">• To discuss student teaching placements

E. Academic Advisement/Registration

Academic Advisement is handled by Dr. Di Sibio who will be visiting classrooms each semester to distribute paperwork for student registration. Registration is online and is the student's responsibility.

Please make sure that if you have a "hold" with the Business Office, Health Office, or the Admissions Office, that the "holds" have been cleared prior to the advisement/registration week. "Holds" will not provide students access to registration procedures.

F. Application for a teaching certificate

The specific requirements that need to be fulfilled in order for a student to be recommended for a Province of Ontario and New York State teaching certificate are enumerated below.

- A minimum of 30 college credits in a liberal arts and sciences academic concentration.
- A minimum of 6 college credits in each of these areas: English, mathematics, natural sciences, social studies and a language other than English.
- Graduate education coursework
- Student teaching
- Passage of the three New York State Teacher Certification Examinations (NYSTCE)
 - i. LAST (Liberal Arts and Sciences Test)
 - ii. ATSW (Assessment of Teaching Skills Written-Elementary Education)
 - iii. CST (Content Specialty Test-Multi-subjects)
- Apply for a New York State teaching certificate to include submission of fingerprinting paperwork mandated by the New York State Education Department (effective March 1, 2007) [Maria Weimer, Director or Field Experiences will provide you with information and material regarding applying for a New York State and Province of Ontario teaching certificate and fingerprinting].
- Apply for a Province of Ontario teaching certificate

G. NYSTCE Examinations

Three examinations, the LAST, ATSW-elementary education, and the CST-Multi-subjects written and passed. On-line registration is available at www.nystce.nesinc.com

Recommended sequence to write examinations for new Spring Semester Day Students:

<u>Test</u>	<u>Test date</u>
LAST	February or April
ATSW - Elementary Edu.	April or May

CST - Multi-subjects July or September

Recommended sequence to write examinations for new Spring Semester
Weekend Students:

<u>Test</u>	<u>Test date</u>
LAST	February or April
ATSW - Elementary Edu.	July or August
CST - Multi-subjects	August or October

Recommended sequence to write examinations for new Fall Semester Day
Students:

<u>Test</u>	<u>Test date</u>
LAST	August, October, December
ATSW - Elementary Edu.	February, April
CST - Multi-subjects	April, May, July

Recommended sequence to write examinations for new Fall Semester
Weekend Students

<u>Test</u>	<u>Test date</u>
LAST	August, October, December
ATSW - Elementary Edu.	April, May, July
CST - Multi-subjects	July, August, October

Recommended sequence to write examinations for new Summer Session
Day Students:

<u>Test</u>	<u>Test date</u>
LAST	April, May, July
ATSW - Elementary Edu.	October, December
CST - Multi-subjects	February, April

Recommended sequence to write examinations for new Summer Session
Weekend Students:

<u>Test</u>	<u>Test date</u>
LAST	April, May, July, October
ATSW - Elementary Edu.	December, February
CST - Multi-subjects	February, April

H. School Board Requirements for Police Record Checks

You are encouraged to process a "police record check " prior to beginning your studies at Medaille College, since during the first semester you will be expected to perform pre-teaching services with children.

Boards are requiring that students who are expected to participate in any pre-student teaching and student teaching experiences complete a satisfactory police record check prior to having direct contact with students. [You will need this check clearance in order to enter the schools and work with children. The clearance is not to be given to Medaille College].

When submitting the appropriate form, please ask that the police check be valid from the beginning of your program to its conclusion (12 months for the day students and 15 months for the Weekend Program students). This clearance will be valid only for that particular board and is not transferable to another board.

I. Permission to take courses "off-campus"

- a. E-mail m.carolyn.panetski@medaille.edu, in the Registrar's Office or fax to 716-884-0291, attention: Registrar's Office.
- b. Forward the course description, number of credits, number of contact hours, College/University you wish to attend and days/hours that class meets, if applicable.
- c. Note that a three (3)-credit course is equivalent to a minimum of $37 \frac{1}{4}$ contact hours (actual hours in class).
- d. Processing of a course request takes approximately 2 weeks. Please re-email Ms. Panetski if you have not heard from her after two weeks.
- e. Once student receives **written confirmation of approval**, student may register for the off-campus course(s).
- f. A course taken without prior written approval from the College's Registrar's Office is not acceptable toward fulfilling needed liberal arts and sciences course requirements.

Note 1: Online for example; [ontariolearn.com] and correspondence courses are also considered permissible to take to satisfy missing liberal arts

and sciences requirements. These courses must also receive written approval from the Registrar's Office before taking the course.

Note 2: The College does offer challenge examinations that can be taken to satisfy credits needed in the liberal arts and sciences areas. A student needs to contact the appropriate department for challenge examination details, costs, deadline dates, etc.

Students choosing the challenge examination option must also receive written approval from the Registrar's Office before writing the challenge examination.

Note 3: A student may also choose to write a CLEP test (College Level Examination Program) to satisfy credits needed in order to fulfill liberal arts, and sciences requirements. For further details, go to the website (<http://tas.buffalo.edu/clep.htm>). Prior written approval from the Registrar's Office is required before you write an examination.

Note 4: Only off-campus courses with grades of C or higher are accepted to fulfill program requirements.

J. Important.....Important.....Important

Students taking courses at the Amherst Campus during the day or weekend program may provide the appropriate office with any payments, off-campus course requests, OSAP information etc.

K. COURSE TEXTBOOK ORDERING

Course textbooks for all students are available for ordering online at MBS Books.

You may telephone your order by calling 1-800-325-3252 or go to then MBS Direct website- <http://direct.mbsbooks.com/medaille.htm>. It will be necessary to have your schedule available when ordering since course members/sections are required.

Your course textbooks should be sent **TO YOU** at:

YOUR NAME
Medaille College
30 Wilson Road
Williamsville, NY 14221

Note1: Order textbooks only for the semester you are taking during a particular semester.

Note 2: Textbooks will be distributed to students by Dr. Di Sibio during the first and his secretary during the first week of class. Textbooks ordered late most likely will experience a delay in delivery.

L. Instructional Technology Needs:

MedailleOne Student Account: It is very important that you go to <http://accounts.medaille.edu>, click the link "click here to pick-up your first accounts" and follow the directions to pick up your student account username and password so that you will be able to access course materials, participate in the New Student Orientation sessions, email an college wide information. Please write your user name and password in the boxes and keep them in a safe place for use on the first day of classes.

Student ID # (It starts with 100)
User Name:
Password:

Removable Hard Drive or Flash Drive: This is a necessary supply so that you have a safe and reliable place to save documents, assignments and course presentation materials. The campus computers are updated nightly and any materials saved to the desktop will be lost.

Laptop Usage: The Amherst campus has wireless access. Although a laptop is not necessary, if you plan to use one, please bring it on the first day of classes. IT technicians will be providing assistance with the computer connection process during the orientation session.

Class Presentations: Our classrooms are multimedia and Technology enabled. There are LCD projectors in every classroom. The keys for wireless mice and keyboard may be signed out at the front desk from Public Safety. There is a "Teacher

Station" in every room. Saving your presentation to your removable hard drive is the safest and most efficient way to utilize this technology. You simply plug your removable hard drive into the USB port of the computer and access your presentation materials.

M. Computer and Library Services

The Amherst Campus houses a computer lab that is available to students, faculty, and staff. Library services are available via on-line.

The Main Campus houses the college library and computer labs available for students, faculty and staff. Please check schedule of opening /closing hours. Both the library and computer labs have a "generous" schedule.

N. Computers: Amherst Campus Only

Computers are available for your usage by 8:00 am daily.

O. Graduation

Only students who complete the M.S. degree are eligible to participate in the college's graduation ceremony. The ceremony occurs annually in May.

P. Food Services

There are also numerous restaurants within a very short distance from Amherst Campus. The College provides food to be purchased during the lunch period and students normally eat in the classroom areas.

Q. Students IDs and Parking Permits

College student IDs and automobile college window stickers must be processed and obtained within the first 3 weeks of one's semester at the college.

Students taking courses at the Amherst Campus will be processed for ID's and permits at the Amherst Campus, normally during the third week of the semester.

R. Smoking

The Amherst Campus and Main Campus are smoke-free environments. At the Amherst Campus, smoking is only permitted in the designated area.

S. Television/ Radio closing of the College

Classes close independently for the day, evening and weekend programs at the Amherst Campus and the Main Campus.

Snow-closing information will be announced as follows:

Local Area: Western New York

Radio: WBEN-AM (930)
WGR-AM (550)
WGRF-FM (95.5)
WKSE-FM (98.5)
WTSS-FM (102.5)
WEDG-FM (103.3)
WHTT-FM (104.4)

Canadian Stations

Radio: CHUM-AM/FM
CHAM-AM
CISS 92.0 FM

Television:

WGRZ-TV- Channel 2 or wgrz.com
WIBV-TV Channel 4 or wivb.com
WKBW-TV Channel 7 or wkbw.com

Radio: www.wgrz.com

Note: Students may also telephone the college switchboard at 1-716-880-2000.

T. Driving directions to Amherst Campus, Williamsville NY

From Rainbow Bridge, Niagara Falls

- Rainbow Bridge becomes Niagara Street
- Turn right onto Rainbow Blvd S/NY-384 South
- Take the Robert Moses Parkway ramp
- Merge onto New York State Thruway/I-190 South
- Merge onto the I-290 East/Youngman Expressway via Exit #16
- towards I-90/Tonawanda/Rochester
- Merge onto NY-5 East/Main Street via Exit #7B
- Turn right onto Youngs Road
- Turn right onto Wilson Road
- The campus is a large corporate building on the left at the end of the lane.

From Peace Bridge

- Peace Bridge becomes Moore Drive
- Turn slight right onto Porter Avenue
- Merge onto I-190 North
- Merge onto I-290 East/Youngman Expressway via Exit 16
- toward I-90/Tonawanda/Rochester
- Merge onto NY-5 East/Main Street via Exit #7B
- Turn right on Youngs Road
- Turn right onto Wilson Road
- The campus is a large corporate building on the left at the end of the lane.

From Amherst Campus in Williamsville to Grand Island from Wilson Road

- Turn right onto Wilson Road
 - Turn left onto Youngs Road
 - Turn left onto NY-5 West, Main Street
 - Get on Route 290 West
 - Take 190 North (pay bridge toll)

U. Lodging

Lodging
Information While Attending
Medaille College Amherst Campus

Buffalo/Airport Howard Johnson Express Inn
6619 Transit Road
Williamsville, NY 14221
716-633-1011

The Econo Lodge in Williamsville
7200 Transit Road
Williamsville, NY 14221
716-634-1500

Fairfield Inn
52 Freeman Drive
Williamsville, NY 14221
716-626-1500

The Microtel Inn
50 Freeman Road
Williamsville, NY 14221
716-633-6200

The Marriot Residence Inn
100 Maple Road
Williamsville, NY 14221
716-632-6622

Homewood Suites
1138 Millersport Highway
Amherst, NY 14228
716-833-2277

Red Roof Inn-Airport
146 Maple Ave
Bowmansville, NY 14026
716-633-1100

Best Western Norstar Inn

4630 Genesee Street
Cheektowaga, NY 14225
1-800-528-1234

Holiday Inn-Buffalo International Airport

4600 Genesee Street
Cheektowaga, NY 14225
1-800-465-4329

Quality Inn Airport

4217 Genesee Street
Buffalo, NY 14225
716-633-5500

Residence Inn

100 Maple Road
Williamsville, NY 14221
716-632-6622

Millennium Hotel

2040 Walden Ave
Cheektowaga, NY 14225
716-681-2400

Sleep Inn

100 Holtz Drive
Cheektowaga, NY 14225
716-626-4000

Who To Contact For

For:	Amherst Campus	Main Campus
Absence from class	The instructor	The Instructor
Class Cancellation (weather related)	Listen to radio/TV stations	Listen to radio/TV stations
Degree completion planning	Dr. Di Sibio	Dr. Di Sibio
Diploma Information	Registrar's Office	Registrar's Office
Financial Aid Information	Financial Aid	Financial Aid Office
Transcripts	Registrar's Office	Registrar's Office
Library Information	Medaille College Library	Medaille College Library
Leave of Absence / Withdrawal Info	Dr. Di Sibio	Dr. Di Sibio

Important Information Regarding Your Student Visa (I-20)

Federal Immigration and Naturalization laws require that any student studying in the United States whose citizenship is not U.S. must have a valid foreign student visa. This applies to students commuting from Canada and those taking residence in the United States.

To obtain an I-20 you must meet the following two criteria:

1. Be accepted for full-time study.
2. Provide financial documentation of your ability to pay for school and live in the U.S. (if appropriate).

This documentation must come in the form of a letter from a bank and must show a minimum of \$16,300.00 in U.S. funds.

This money can be from another source, i.e. relative, friend, etc. If that is the case, a letter must accompany the bank letter to the effect that the money is available for your education.

After your financial documentation is received, Medaille College will issue the I-20 and mail it to you. It is in effect 30 days before the first day of classes. You may not start school without a valid foreign student visa. You will be prohibited from entering the United States for the purposes of attending school.

COLLEGE CLOSING POLICY

TO: Faculty, Administration, Staff and Students
FROM: Richard Jurasek, Ph.D., President
DATE: January 2008

- **CLASSES CLOSE INDEPENDENTLY FOR THE DAY, EVENING, SATURDAY AND AT THE AMHERST CAMPUS ***

(If day classes are canceled, **do not** assume evening classes are canceled.)

DAYTIME CLOSING:

1. Prior to 6:00 a.m. each morning, Ron Christopher will evaluate the condition of the roads and parking lots, and make the decision regarding closing.
2. If the decision is to close, Ron Christopher will contact the various radio/television stations.
3. In case of closing, Campus Enhancement personnel will be expected to reach the College and proceed with snow removal. Also, food service personnel will report.

EVENING CLOSING:

1. Closing of the evening classes will be the responsibility of the Vice President for Academic Affairs, in consultation with Ron Christopher, who will notify the Senior Director of Communications of his decision prior to 3:30 p.m. on class days so that radio/television stations can be notified. In the absence of the Senior Director of Communications, Ron Christopher will notify the radio/television stations.
2. If day classes have been canceled, but evening classes are to be held, the Vice President for Academic Affairs will so notify the Senior Director of Communications. If he cannot be contacted, Ron Christopher will notify the radio/television stations.

CLOSING DURING CLASSES:

1. If the College must be closed after classes have begun, the order of leaving will be: first, students; next, faculty and staff; next, administrators.

SATURDAY CLASSES:

1. The policy and procedure for determining the closing of Saturday classes is the same as for daytime closing.
2. If the decision is made to close Saturday classes, which should be determined prior to 6:00 a.m. the same as for daytime closing, Ron Christopher will contact the various radio/television stations.

Classes at the Amherst Campus:

1. Closing of classes at the Amherst Campus will be the responsibility of Jenifer Bavifard, Executive Director of Accelerated Learning Programs after consultation with Dr. Di Sibio.

COLLEGE CLOSING ANNOUNCEMENTS

- **CLASSES CLOSE INDEPENDENTLY FOR THE DAY, EVENING, SATURDAY, AND AT THE AMHERST CAMPUS ***

SNOW-CLOSING INFORMATION WILL BE ANNOUNCED AS FOLLOWS:

NOTE: In addition to the following station announcements, you may call Medaille College's Campus Public Safety at 332-7000 for an update on closing information and/or class cancellations due to inclement weather. Or, watch the Medaille web page for snow closing details.

LOCAL AREA STUDENTS

RADIO

WBLK-FM (93.7) / WECK-AM (1230) / WJYE-FM (96.1) / WYRK-FM (106.5)

WGR-AM (550) / WBEN-AM (930) / WTSS-FM (102.5) / WKSE-FM (98.5)
or www.WGRZ.com

WGRF-FM (96.9) / WEDG-FM (103.3) / WHTT-FM (104.1)

TELEVISION

WGRZ-TV Channel 2 News or wgrz.com

WIVB-TV Channel 4 News or wivb.com

WKBW-TV News Channel 7 or wkbw.com

Amherst Branch Campus FAQs

- Q.** Why do I need my student ID card?
- A.** Your student ID card allows you to access all services available on both the Main and Amherst campuses and will provide access to Medaille On-Line Library resources.
- Q.** Where can I legally park on both campuses?
- A.** You will receive a parking tag which will allow you to park in designated lots on the Main campus; parking at the Amherst campus is also designated. A note of caution: although we are not aware of any security problems at the Amherst Campus, it is always wise to take precautions. Lock your car before coming to class. Do not leave valuables –especially a laptop – in your car or classroom.
- Q.** What services are available to me as a Medaille College student?
- A.** All the services available to Main campus students are also available to you. These include: the library; the Academic Skills Center for extra tutoring or academic support; the Counseling Office for personal well-being; the Career Planning and Placement Center for career counseling; the Office of Disabilities Services; the Computer Complex; the Multimedia Studio; and the recreational facilities, including the gym and work-out equipment on the Main campus.
- Q.** How can someone get in touch with me while I am in class?
- A.** An emergency phone is located in the classroom hallway for receiving call after the administrative offices are closed. Please make sure your family has the appropriate phone number in case of emergency:
716-631-1061 *This phone is for emergency purposes only.*
- Q.** Why do I need to read Canadian Student Handbook?
- A.** Your Student Handbook describes the policies, procedures, services, financial obligations that affect you while you are part of the Education program. As preparation for the program, you must read through the Handbook. Feel free to highlight the sections you think are important.
- Q.** Where can I find access to a desktop computer and printer?
- A.** There are ten computers and a printer in the computer classroom for student use. At the Main campus, the Multimedia Studio and computer labs are available to all Medaille students.

ADDITIONAL SERVICES AT MAIN CAMPUS

Computer Complex - Main Campus, Huber Hall, Room 209, 884-3281, ext. 290

Hours: Monday - Thursday 8:00am - 10:30pm

Friday 8:00am - 8:30pm

Saturday 8:00am - 2:00pm

Take advantage of the computer facilities consisting of three rooms of IBM compatible class microcomputers that can run Microsoft's DOS or Windows programs and are networked to the Novell network servers.

Multimedia Studio - Main Campus, Main Building, Room M-033, 884-3281, ext. 279

Hours: Monday - Thursday 10:00am - 6:00pm

Additional hours by appointment

Explore cyberspace! Learn about image and graphics, music manipulation, video editing, web sites, and CD-ROM.

Academic Services Center - Main Campus, Main Building, Room 321, 884-3281, ext. 214

Hours: Monday - Thursday 8:00am - 8:00pm

Friday 8:00am - 5:00pm

Saturday Hours vary; please call ahead

The Academic Services Center provides assistance in studies, including tutoring, consultation, reading, writing, critical thinking, research, and study skills.

Recreation Areas - Main Campus, Campus Center, 884-3281, ext. 218

As a branch campus student, you are entitled to participate in campus functions, as well as use the campus facilities. The Campus Center houses a food service area, bookstore, gymnasium, running track, weight room, and lounges. Please bring your college I.D. to use the facilities.

Registrar's Office - Main Campus, Main Building, 1st Floor, 8843281, ext. 260

Hours: Monday and Tuesday 8:00am - 8:15pm

Wednesday and Thursday 8:00am - 6:00pm

Friday 8:00am - 4:00pm

This office will issue official transcripts of the course work you have done at Medaille College. The first request is free, and additional requests are \$5.00. Please call to have a request form sent to you.

Library - Main Campus, Huber Hall, 1st Floor, 884-3281, ext. 283

Hours: Monday - Thursday 8:00am - 10:30pm
Friday 8:00am - 4:00pm
Saturday 10:00am - 4:00pm
Sunday 1:00pm - 7:00pm

Career Planning and Placement - Main Campus, Campus Center, 2nd Floor, 884-3281, ext. 211

Hours: Monday - Thursday 8:00am - 8:00pm
Friday 8:00am - 4:00pm

NOTE: Summer hours may vary for services on the Main Campus. Please call ahead.

1. Course textbooks will be available to order via the internet.
2. Parking – You will need a parking hang tag for you car to park at the Amherst Campus. There will be designated parking spaces. Tickets will Be given.
3. Smoking is only permitted in the back of the Amherst Campus building to the left of the back door, as designated. No smoking is permitted in front of the building.
4. Students are permitted to eat in designated classrooms or in the back of the building. No eating or lounging in front of the building.
5. If you have a laptop and wireless card access you will be able to use your computer at the Amherst campus. If not, you may use the computers in the computer classroom or at the Main campus in the computer labs.
6. There is an emergency telephone available in the classroom area in the hallway. It is for local emergency calls only.
7. College closing policy and decisions are usually made by 6:00 am.

Radio: CHUM – AM/FM	550,930,1230
CHAM – AM	93.7,96.1,96.9
CISS –FM 92.0	98.5,102.5.103.3,104.1

Local TV: Channels 2, 4, 7