



MEDAILLE COLLEGE

POLICY MANUAL

VOLUME VI

SELECTED UNDERGRADUATE
ACADEMIC AND ENROLLMENT
POLICIES

January 2006

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Volume VI

Undergraduate Academic Policies

6.0 Introduction

This Volume VI of the Policy Manual has been written and designed to answer most of the questions that might be asked about academic and curricular policies at Medaille College. With the approval of the Dean of the Undergraduate College or the Vice President for Academic Affairs, the College reserves the right to add, amend, or repeal any of these regulations, policies, and programs, in whole or in part, at any time. In any such case, the College will give appropriate notice as reasonably practicable under the circumstances.

6.1 Academic Programs

Medaille College is a private, coeducational institution offering associate, bachelor's and master's degree programs through day, evening and weekend studies. The College grants undergraduate degrees in the liberal arts and a variety of career-related programs, and graduate degrees in business, education, mental health counseling, and psychology.

6.1.1 Certificate Programs

In certain areas, students may receive certificates approved by the State Education Department. To receive a certificate in any of the following areas, each course listed under that specific area must be completed. The last 12 credit hours for the certificates must be completed at Medaille and a student must have a minimum cumulative average of 2.00 or above to receive the certificate. In addition, an application for the certificate must be filed in the Office of the Registrar prior to registering for the last course required for the certificate. No retroactive certificates will be issued.

Alcohol and Substance Abuse Counselor Education
Chemical Dependency
Computer Crime Investigation
Disability Studies
E-business (Amherst and Rochester only)
Financial Planning
Human Resources
Interactive Multimedia
Public Relations (Amherst and Rochester only)
Services for Older Americans
Small Business Management

6.1.2 Undergraduate Degree Programs

Biology
Business (Degree offered at Medaille College's Amherst and Rochester branch campuses only)
Business Administration
Child and Youth Services
Computer Information Systems
Criminal Justice
Elementary Education: Childhood (1-6)
Education: Middle Childhood (5-9)
English
Financial Services
Health and Human Services
Human Resources
Liberal Studies (A.S. and B.S.)
Media/Communications
Psychology (B.A. and B.S.)
Social Sciences (B.A. and B.S.)
Sports Management
Veterinary Technology (A.S. and B.S.)
Visual and Digital Arts

6.1.3 Dual Degree (4+1) Programs

Business Administration (B.S.)/Business Administration (M.B.A.)
Sports Management (B.S.)/Business Administration (M.B.A.)

6.1.4 Graduate Degree Programs

Business Administration
Curriculum and Instruction
Education Preparation
Literacy, Birth-Grade 6
Mental Health Counseling
Organizational Leadership (Degree offered at Medaille College's Amherst and Rochester branch campuses only)
Psychology
Special Education

6.1.5 Adult Learning Programs in Amherst and Rochester

Medaille's Adult Learning Programs offer the following degrees: the Associate in Science (A.S.) in Business, the Bachelor of Business Administration (B.B.A.), the Master of Arts (M.A.) in Organizational Leadership, and the Master of Business Administration (M.B.A.). These unique programs are offered at the College's branch campuses at the Centerpointe Corporate Park in Amherst, New York and at the Corporate Woods Office Park in Rochester, New York.

The programs are designed for the ambitious working adult who has transferable undergraduate credit, and is seeking the challenge of a degree program that is oriented toward the real educational needs of the business world. The innovative schedule enables the student to complete one course at a time while retaining full-time student status for financial assistance. In addition, the student will master course content through student study group participation. A personal laptop computer is provided in all but the associate degree program.

Unlike traditional semester systems, classes begin five times per year, thus there is no waiting for months for the start of a new school year. The program's schedule is built around student needs, not vice versa. Upon enrollment in the program, students receive the Adult Learning Student Handbook. Students should refer to this handbook regarding program policies and procedures. For complete details on the Adult Learning Programs, including admission procedures, degree requirements, course descriptions, and financial information, contact the Amherst office at (716) 635-5033 or the Rochester office at (585) 272-0030.

6.1.6 Academic Minors

Academic minors are an option available to baccalaureate degree students. Each minor consists of 18-21 semester hours of course work. At least six credit hours in each minor must be completed at the College. Students may not elect a minor from the same discipline as their major program. A minor should be declared by the completion of 60 credit hours. Students wishing to declare minors must do so by the beginning of their junior year (completion of 60 credit hours). Students transferring in more than 60 credit hours must declare their minors by the end of the first semester at Medaille. Students can take a maximum of one concentration and/or two minors.

The following academic minors are available to baccalaureate degree students: Business, Computer Information Systems, Human Resources, Literature, Media/Communications, Pre-Law, Speech, and Writing.

6.1.7 Concentrations

Concentrations are an option available in certain baccalaureate degree programs. Each concentration consists of 15-24 semester hours of course work. A concentration must be declared by the completion of 60 credit hours. Students wishing to declare concentrations must do so no later than the beginning of their junior year (completion of 60 credit hours). Students transferring in more than 60 credit hours must declare their concentrations by the end of the first semester at Medaille. Students can take a maximum of one concentration and/or two minors.

6.1.8 Undeclared Program

Freshmen might not be sure which program of study matches their interests and abilities. Instead of declaring a major program immediately, students may remain "undeclared" for several semesters. This will afford the opportunity to explore courses in various majors and take advantage of interest inventories and other help available from a career counselor. Students may declare a major program of study anytime; however, they must declare it before completing 48 credit hours.

6.1.9 Student Success Program

The Student Success Program provides an exciting opportunity for students whose high school performance is not reflective of their ability but who have been identified as having potential for successful achievement. The Student Success Program is a combination of a curriculum tailored to meet the academic needs of students in the program and a variety of mandatory supplemental support services to assist students with the transition to the college experience. All courses are credit-bearing. The program features small classes, careful monitoring of each student's progress, and intensive interaction among faculty, counselors, tutors, and students.

6.1.10 College Scholars Program

6.1.10.1 Overview

The Medaille College Scholars Program is an innovative honors program in which students with strong academic credentials and high school records of active extracurricular participation can develop the skills needed to engage challenging issues. The College Scholars Program combines honors-level General Education Core courses with a suite of mentoring opportunities that aim to encourage vigorous intellectual inquiry, effective leadership ability, and solid social and moral commitment.

Students participating in the College Scholars Program register for special honors sections of nine interdisciplinary liberal arts and sciences courses that link together to reinforce fundamental skills and concepts. Mentoring opportunities include a variety of co-curricular activities that bring honors faculty, administrators, staff, and students together outside of the classroom; among these events is a unique Leadership Development Seminar that incorporates workshops, conferences, and service.

Benefits to students participating in the Program include:

1. Special honors scholarship awards;
2. A challenging and richly integrated honors curriculum in which courses are carefully designed to interconnect, reinforcing important critical thinking tools, communication skills, and scholarly ideas;
3. Unique opportunities for mentoring from honors faculty, administrators, and staff, including the Leadership Development Seminar and special honors receptions, presentations, and other events;
4. Flexible advisement and registration procedures to ensure enrollment in honors courses on schedule and in sequence;
5. Official recognition at commencement.

Furthermore, because the College Scholars Program is built around honors-level sections of Medaille's General Education Core courses, talented and committed full-time day students pursuing any of the College's baccalaureate degree programs are eligible to participate.

6.1.10.2 Invitation Requirements

6.1.10.2.1 Incoming First Year Students

Incoming first-year day baccalaureate students who have strong academic credentials and high school records of active extracurricular participation receive automatic consideration for the College Scholars Program by Medaille's Admissions Office. For further details on incoming first-year invitation requirements, prospective students are encouraged to contact the Director of Undergraduate Admissions, at (716) 880-2200.

6.1.10.2.2 Continuing Students

As space permits, the Program may also solicit and review applications from first-year students during the second half of the Fall semester. If this secondary application procedure is to be initiated during a given Fall semester, the Director will facilitate its announcement in the appropriate first-year General Education and Writing courses. After reviewing applications (which will include a personal statement and faculty references with midterm grades), a committee of honors faculty will then notify each student of its decision in the student's case before the conclusion of the Fall semester.

6.1.10.3 Curriculum: The Integrated Honors Sequence

The heart of the College Scholars Program is a sequence of nine honors-level liberal arts and sciences courses developed and taught by our dedicated and enthusiastic faculty. As General Education Core courses, these interdisciplinary courses satisfy important requirements for all of Medaille's baccalaureate degree programs.

Without question, the honors-level sections of these courses are rigorous; they are designed to fulfill the needs of students with the ability and the motivation to thrive in a challenging academic environment. They are also designed to fit together in a unique and richly integrated sequence. In the College Scholars Program, important skills and ideas are not just introduced once and then left behind, but are reinforced in multiple courses. Thus, the close collaboration of Program faculty has produced a distinctive curriculum aimed at developing a deep understanding of the General Education Core's leading ideas. Students seeking entry into competitive professional fields or graduate study programs will find these critical thinking tools and communication skills crucial to their success. See Appendix 6.1.10.3.1 for College Scholars Program Integrated Honors Sequence.

6.1.10.4 Mentoring

Medaille College is proud of its reputation for having small classes and a low student-to-faculty ratio. As Medaille students, therefore, it is natural for students participating in the College Scholars Program to maintain close contact with their professors. Mentoring opportunities are also fostered by a variety of special events that bring honors faculty, administrators, staff, and students together outside of the classroom. For instance, College Scholars students are encouraged to participate in receptions, presentations, and other co-curricular activities throughout the academic year. In addition, students participating in the College Scholars Program complete the Leadership Development Seminar incorporating workshops, conferences, and service.

6.1.10.5 Policies and Procedures

6.1.10.5.1 Scholarships

The College Scholars Program Scholarship is a scholarship awarded to students participating in the Program. For first-time freshmen, it is renewable for each of up to three years provided the student remains in good standing with the Program; for continuing students, it is renewable for the balance of the Program (up to each of six full semesters) provided the student remains in good standing with the Program.

6.1.10.5.2 Good Standing

All students in the Program will have their grades reviewed by the Director at the conclusion of each semester. To remain in good standing with the Program and maintain eligibility for the honors scholarship, students must continue to register in sequence for prescribed honors courses as part of a full-time schedule and maintain a minimum 3.0 per semester GPA in honors courses. Note that an F grade at any point in the honors sequence may result in dismissal from the Program. In addition, Scholars students must actively participate in mentoring activities, including the leadership development component, to maintain their good standing in the Program. To graduate with official honors recognition, students must also defend a capstone thesis (typically written for GEN 411) and achieve an overall cumulative GPA of at least 3.0, with a 3.0 cumulative GPA in honors courses, at commencement.

Students whose honors or cumulative GPA falls below 3.0 will have their academic standing evaluated by the Director in consultation with honors faculty. This evaluation may result in a one-semester probation. During this semester students will maintain scholarship eligibility. Following the probationary semester, student records will be evaluated again. A GPA of 3.0 or better and active participation in mentoring and leadership development activities will result in reinstatement of good academic standing. A GPA below 3.0 may result in dismissal from the Program or a second and final semester of probation. Continued GPA below 3.0 will result in dismissal from the Program and loss of scholarship.

Note that any decisions made by the College Academic Standards Committee take precedence over those made by the Program.

6.1.10.5.3 Advanced Placement and Transfer Credits

The earning of Advanced Placement (AP) or other transfer credits is a significant academic achievement that serves as excellent preparation for the Medaille College Scholars Program. Because of the uniquely integrated sequence at the heart of the Program, though, first-time freshmen must complete honors sections of all nine General Education courses in sequence, even if they are granted AP or transfer credit for one or more of these courses by the Registrar. Students should note that, in most cases, AP or transfer credits can still be applied to other major requirements (including Free Electives, Humanities Electives, Social Sciences Electives, and Liberal Arts & Sciences Electives). For additional guidance on this issue, please consult with the Academic Advisement Center, Registrar's Office, or Program Director.

6.1.10.5.4 Voluntary Withdrawal

Any student considering a withdrawal from the Medaille College Scholars Program is encouraged to meet at the earliest opportunity with the student's academic advisor and/ or the Program Director. In many cases, concerns that could motivate a withdrawal from the Program can be addressed through such discussions.

If, after such consultation, a student subsequently chooses to withdraw from the Program, the student must submit a resignation letter to the Program Director indicating the reasons for the withdrawal and acknowledging the loss of scholarship support and other Program benefits at the start of the following semester. (The Director will then forward this information to the Academic Advisement Center and the Financial Aid Office.) Note that a student is not eligible to return to the Program after voluntarily withdrawing.

6.1.10.6 Program Administration

The Program's administration and development are led by the College Scholars Program Academic Affairs Committee.

6.2 Academic Policies

6.2.1 Grading System

See Paragraph 6.2.6.2 for table listing the Medaille grading system.

6.2.1.1 Course Withdrawal (W)

In order to withdraw from a course after the drop/add period, a student must obtain a Course Withdrawal Form from the Office of the Registrar. The signature of the advisor should be obtained. If the student's advisor is not available, however, the student must write on the Withdrawal Form that the student takes full responsibility for withdrawing from the course, sign and date it. The completed form is returned to the Registrar's Office.

A student may withdraw from a course during the first two-thirds of a semester or module. See the Academic Calendar for specific dates. A grade of "W" appears on the transcript for an official withdrawal. No withdrawal is permitted after the deadline. Depending upon the withdrawal date and the number of credits a student is carrying during a particular semester, course withdrawal may affect tuition. (See Tuition Liability Policy in the Undergraduate Catalog.) There is the possibility of reduced financial aid if withdrawing from a course means the student would carry fewer than 12 credits.

Please note: Discontinuance of attendance in one or all classes does not constitute an official withdrawal. A student who does not follow the proper procedure or stops attending class is considered to be unofficially withdrawn, and will receive from the instructor the grade earned according to the student's performance.

6.2.1.2 Incomplete (I)

An Incomplete is given only for a good and sufficient reason as determined by the instructor. It is completed in a manner determined by mutual agreement of student and

instructor as indicated on the Incomplete Form, which must be signed by both student and instructor.

Incomplete Grade Forms may be obtained by the instructor in the Office of the Registrar. It is the responsibility of the student to complete the requirements of the Incomplete by the date stated on the form which is not to exceed the termination of the semester immediately following the initiation of the Incomplete. The student assumes the risk of not being able to complete the study if a faculty member is no longer at the College. All information must be complete when the form is submitted to the Office of the Registrar. If any part of the Incomplete Form is left unanswered, the form will be sent back to the instructor and no grade will be issued until the form is correctly filed.

An Incomplete must be removed from the student's record by the end of the semester following the semester in which the Incomplete was received. Exceptions will be made to this rule only prior to the stated deadline and under compelling circumstances with the approval of the Vice President for Academic Affairs. Any student receiving an Incomplete ("I") grade will not be considered for Dean's List or Merit List status during the semester in which the Incomplete was issued.

6.2.1.3 Pass/Fail (P/F)

Medaille offers the Pass/Fail grade primarily as an encouragement for students to take more challenging courses than they might without endangering their grade point average. Students earn credits, but not quality points, for courses in which they earn a "P" grade. A grade of "F" is punitive and is factored into the quality point average.

Students may take a limited number of courses on a Pass/Fail basis. Although there is no limit to the number of courses to be taken Pass/Fail during a single semester, no more than ten percent (10%) of the total degree or certificate program may be taken Pass/Fail. Students may not take General Education Core courses Pass/Fail. Students must consult their department office for a list of acceptable courses within their program.

Pass/Fail grades are student initiated. Forms are available in the Office of the Registrar. Arrangements must be made within the deadline prescribed. Students requesting to take a course on a Pass/Fail basis must sign and return the form to the Registrar. Arrangements to take a course on such a basis are final. Since colleges differ on acceptance of Pass/Fail grades, students interested in advanced study at other institutions should investigate the acceptance of such grades by specific graduate schools.

6.2.1.4 Satisfactory/Unsatisfactory (S/U)

Due to their nature, certain courses are offered only with grades of Satisfactory/Unsatisfactory. These "S/U" grades are instructor or department initiated; courses taught on this basis are not included in the limit for Pass/Fail.

6.2.1.5 Audit (AU)

A student desiring to audit a course must receive the approval of the appropriate instructor and complete the normal registration process. Only officially audited classes will appear on the transcript. Students who audit are expected to attend classes but their work is not

subject to review by the instructor and they will receive no grade at the completion of the class.

6.2.2 Academic Issues

6.2.2.1 Grade Appeal

Students who believe a final grade in a given course represents an inaccurate evaluation of their work have the right to appeal. This appeal must be submitted 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. The student should be prepared to demonstrate how the assigned grade fails to correspond with the instructor's stated course requirements and grading standards. If the student is unable to resolve the grade satisfactorily with the instructor, the student should forward the appeal to the instructor's department chairperson and, thereafter, the Vice President for Academic Affairs or a designee. The Vice President's decision is final.

6.2.2.2 Academic Warning

Students who are in danger of failing a course receive an academic warning from their instructor prior to the end of the course. Students who receive a warning should immediately talk with the instructor to find out how the grade can be improved.

6.2.2.3 Academic Alert

At the conclusion of each semester, all student grades are reviewed by the Registrar's Office. Any student experiencing academic difficulty (semester or cumulative grade point average below 2.0) is reviewed by the Academic Standards Committee for appropriate action. The Committee may consider making exceptions to the following policy only in unusual situations.

Students whose semester grade point averages fall below 2.0 but whose cumulative grade point averages remain at 2.0 and above for any given semester are given academic alerts. These official academic alerts are considered official warnings to recipients that continuation of such performance may lead to academic probation.

6.2.2.4 Academic Probation, Suspension and Dismissal

Seniors, juniors, and sophomores with cumulative grade point averages below 2.0 will be placed on academic probation. Freshmen with cumulative grade point averages below 1.7 are placed on academic probation. Two consecutive semesters on academic probation will result in academic suspension or academic dismissal.

All students on academic probation are limited to twelve credits per semester while on probation and are required to sign and adhere to a prescribed probationary contract. Failure to adhere to the prescribed conditions of the probationary contract will result in immediate academic suspension or academic dismissal. Any student with a 0.0 semester average will be subject to automatic academic dismissal.

Students may be dismissed for academic reasons following review of semester grades by the Academic Standards Committee. Students may be suspended rather than dismissed if the Committee judges that extenuating circumstances have been the cause for poor grades. Students placed on academic suspension may, upon signing a Probationary Contract with an Advisement Counselor, 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.

Students affected by the academic standards are contacted by the Academic Affairs Office and directed to meet with an Advisement Center representative. Counselors, academic advisors, and the Academic Skills Center staff work with students having academic difficulties to help solve problems that may be affecting their grades. If a student wishes to appeal a decision or policy of the Academic Standards Committee, the student may do so by appeal to the Committee 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.

6.2.2.5 Academic Integrity

All course syllabi contain the following statement:

“Medaille’s faculty and administration expect all students to complete their academic assignments with honesty and integrity. Students who engage in any form of academic dishonesty (e.g., plagiarism, cheating on a test, forging a signature or an entire College document) will be dealt with severely, with penalties ranging from an “F” on a given assignment to failing a course or even academic suspension.

6.2.2.5.1 Definition

Medaille College expects students to fulfill academic assignments independently and honestly. Any cheating, plagiarism or other forms of academic dishonesty at Medaille College will be penalized, with sanctions ranging from an “F” on a specific assignment to expulsion from the College.

1. Cheating refers to the use of unauthorized assistance on academic assignments. Unauthorized aid may include, but is not limited to, the use of printed material, equipment, personal notes or other people. Students should assume that assistance should not be used unless it has been expressly permitted. It is the students’ responsibility to know the limits of assistance, if any, permitted on any assignment.
2. The faculty of Medaille College abide by the definitions of plagiarism offered by James D. Lester in Writing Research Papers, 4th ed., pages 95-96 (Glenview, Illinois: Scott, Foresman and Company). The following is reprinted with permission of Scott, Foresman and Company:

“Fundamentally, plagiarism is the offering of words or ideas of another person as one’s own. While the most blatant violation is the use of other students’ work, the most common is the unintentional misuse of your reference sources. An obvious form of plagiarism is copying direct quotations from your source material without crediting the source. A more subtle form, but equally improper, is the paraphrasing of material or use of an original idea that is not properly introduced and documented. Your use of source materials requires you to conform to a few rules of conduct:

- a. *Acknowledge borrowed materials within your text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. This practice serves to indicate where the borrowed materials began.*
- b. *Enclose within quotation marks all quoted materials.*
- c. *Make certain that paraphrased material is rewritten in your own style and language. The simple rearrangement of sentence patterns is unacceptable.*
- d. *Provide specific documentation for each borrowed item.*
- e. *Provide an entry in [bibliography] for every book or journal [or Internet site] that is referred to in your paper.”*

3. Other possible examples of academic dishonesty include:

- a. falsely claiming to have done work or obtained data;
- b. misrepresenting reasons for not completing assignments or taking examinations as scheduled;
- c. submitting the same work in different courses without the prior approval of the instructor;
- d. forging a signature on any College document;
- e. damaging or stealing college documents and/or equipment from the library, computer center, classrooms, or other academic resources areas; and,
- f. cheating on a test or other in class assignments.

6.2.2.5.2 Student Charged with Academic Dishonesty – First Offense

1. An instructor who discovers evidence of cheating, plagiarism, or other forms of academic dishonesty will meet with the student and orally inform the student of the suspected violation and evidence upon which it is based as soon as possible after the offense is discovered.

This meeting affords the student an opportunity to present an explanation or defense and possibly resolve to the instructor’s satisfaction what may be a simple misunderstanding. After talking with the student, the instructor may choose not to pursue the matter or invoke any penalty. No formal charge may be filed against the student or a penalty imposed until the faculty member has met with the student (or made a reasonable effort to do so).

In situations where the suspected transgression is not discovered until after the close of a semester, the instructor should submit a grade of “Incomplete” and make

a reasonable effort to contact the student as soon as possible either by phone or letter to discuss the instructor's suspicion of academic dishonesty. If for some reason the student cannot be reached, or fails to respond within two weeks, an instructor may proceed to levy formal charges and impose course-related sanctions without having met with the student.

2. If still convinced that a violation of academic honesty has occurred, the faculty member will charge the student with academic dishonesty in a written statement that (a) details the specifics of the violation and (b) clearly states the course penalty(ies) to be imposed. The penalty may include an "F" for the specific assignment in question, an "F" for the entire course, or other course-related sanction deemed appropriate by the instructor. The instructor must report the action in writing to the appropriate department chair and the appropriate Dean.

The appropriate Dean will function as the College's records manager for cases of acknowledged and/or proven academic dishonesty. Each case of alleged academic dishonesty will be handled confidentially, with information shared on a limited, need-to-know basis. All records will be placed in the student's permanent official records file in the Registrar's Office.

6.2.2.5.3 Student Appeal Process

1. A student may accept an instructor's charge of academic dishonesty and the imposed course penalty(ies) or appeal the decision. In sequence, appeals may be made to the faculty member's department chair, the Academic Standards Committee and, finally, to the Dean. In cases where a department chairperson is the faculty member levying the charge of academic dishonesty, a student should appeal directly to the Academic Standards Committee through the Dean (as described below). At any stage of the appeal, the department chair, the Academic Standards Committee or the Dean may dismiss or reaffirm the charge based on interviews with all relevant parties and a thorough review of the evidence.

If the charges against the student are dismissed at any stage of the process, all the parties involved in the decision will be informed in writing. All parties have the right to appeal any decision except for the Dean, which is final.

2. To appeal an instructor's decision, the student must send a letter of appeal to the faculty member's department chairperson within five working days of receiving the instructor's written charge of academic dishonesty. After interviewing the student and instructor (and other relevant persons as needed) and reviewing the evidence, the chairperson will render a decision in writing within five working days of receiving the student's appeal letter. A copy of this letter will also be placed in the student's permanent, official file in the Registrar's Office.

The student's letter of appeal should contain:

- (a) the course name, number, and section
- (b) the instructor's name;
- (c) the nature of the violation;

- (d) reasons why the student believes academic dishonesty did not occur or a rationale explaining why the penalty imposed is too severe; and
- (e) supporting documentation.

A student intending to file an appeal is advised to consult with a faculty or staff member for assistance in composing an appeal letter.

3. To appeal a chairperson's decision, the student should notify the appropriate Dean of the student's intent to appeal in writing within five working days of receiving the department chair's written decision. The Dean will review the case evidence, meet with the student and decide whether or not to convene the Academic Standards Committee.

If the Dean determines the student has presented an insufficient basis for further appeal, the Dean will notify the student in writing of the Dean's decision to uphold the charge of academic dishonesty within five working days of meeting with the student. The faculty member levying the original charge and the department chairperson involved will receive copies of the Dean's letter. A copy of this letter will also be placed in the student's permanent, official record file in the Registrar's office.

With cases determined to warrant further consideration, the Dean will convene the Academic Standards Committee within ten working days after receiving the student's appeal. After conducting a thorough hearing and review of the evidence (not to exceed two weeks time), the Academic Standards Committee will render its decision in writing and communicate it to the Dean who will inform the student in writing of the Committee's decision within five working days after its receipt, with copies sent to the appropriate faculty member, department chairperson and the Registrar's Office.

At an Academic Standards Committee hearing on academic dishonesty, the student may be accompanied by anyone serving in an advisory capacity, and has the right to call witnesses. However, during the hearing, no party may be represented by legal counsel.

6.2.2.5.4 *Documentation in Student Records*

1. A final, official letter documenting a violation of the College's academic honesty policy will be placed in the student's confidential file in the Registrar's office in all instances of proven and/or acknowledged academic misconduct.
2. If a student is exonerated of a charge of academic dishonesty, the incident will not be documented as part of the student's permanent academic record, and all communication pertaining to the case will be destroyed.

6.2.2.5.5 *Note on Sanctions*

An individual instructor's sanctions for a specific case of academic dishonesty are limited to course-related penalties; however if a student's violation is determined to be extremely serious, an instructor may request that the appropriate Dean's Office review the case and

send it to the Academic Standards Committee for recommendations on further sanctions, including expulsion from the College.

6.2.2.5.6 Repeat Offenses

As described in detail below, the process for handling cases of alleged academic dishonesty involving previous offenders omits the involvement of department chairperson, although they will be informed of the matter. All alleged repeat offenses and student appeals, if any, go directly to the Academic Standards Committee for a full hearing.

1. When the Dean, as the institution's records manager for cases of academic misconduct, becomes aware of a second (or more) reported charge of alleged academic dishonesty, the Dean will immediately contact both the student charged and the faculty member bringing the charge and inform them of the date and time of a mandatory Academic Standards Committee hearing to adjudicate the current charge of academic misconduct. The Dean will convene the Academic Standards Committee within ten working days after receipt of the most recent charge.
2. The Academic Standards committee will conduct a hearing to review the case and hear the student's appeal, if any, of the charges and course-related sanctions imposed already by the instructor. The student may be accompanied by anyone serving in an advisory capacity, and has the right to call witnesses. However, during the hearing no party may be represented by legal counsel.

If the Academic Standards Committee dismisses the charge, the student and the faculty member bringing the charge will be informed in writing. The faculty member has the right to appeal the Committee's decision. If the Academic Standards Committee finds the student guilty, it may either simply affirm the instructor's course-related sanctions, impose an additional penalty or it may recommend that the Vice President for Academic Affairs dismiss the student from the College.

The Academic Standards Committee will render its recommendation in writing to the Vice President for Academic Affairs within five working days after completing its hearing. The Vice President for Academic Affairs will communicate the Vice President for Academic Affairs' decision about penalties in writing within ten working days of the Academic Standards Committee hearing, with copies sent to the appropriate faculty member, department chairperson, and the Registrar's Office.

3. A final, official letter documenting a second or additional act of acknowledged or proven academic dishonesty will be placed in the student's confidential file in the Registrar's Office.
4. A student dismissed for academic dishonesty may appeal for reinstatement to Medaille College through the Vice President for Academic Affairs after a period no less than one full academic year after the time of dismissal. The Vice President for Academic Affairs will consult with the Academic Standards Committee before making a decision on reinstatement.

6.2.2.6 Academic Grievance Procedure

Should a student wish to resolve an academically related conflict with an instructor other than as delineated above, the Academic Grievance Procedure should be followed. The student should attempt to resolve the conflict directly with the instructor, if possible. If the conflict cannot be resolved between student and instructor, the student should bring the problem to the chairperson of the instructor's department. If still not resolved, the Vice President for Academic Affairs should be contacted in writing. The decision of the Vice President for Academic Affairs is final for all academic matters.

6.2.2.7 Transcript of Academic Record

A transcript of an academic record includes all courses taken at Medaille College and credit hours earned at Medaille, as well as earned credit hours accepted as transfer credit. Extraneous information from other colleges or from high school records is not included on the Medaille College record.

A student request for a transcript of the student's academic record must be filed in writing in the Office of the Registrar at least 48 hours in advance of the date it is required. Transcript requests are processed in the order they are received. During times of particularly high-volume activity such as periods of registration, grade reporting or commencement, transcript requests may not be processed immediately.

College policy does not permit an official transcript be presented to a student. Official transcripts bearing the College seal must be issued directly to the institution or individual indicated by the student. Transcripts clearly labeled "Unofficial (for student's use only)" may be given directly to the student for personal use. No fee is assessed for the first transcript requested; however, a \$5.00 charge is applied to each additional copy. Transcripts will not be released until all financial obligations to the College have been satisfied.

6.2.3 Academic Alternative Credit

The total number of credits earned through any of the following academic alternatives or combination thereof cannot exceed 60 for the baccalaureate degree or 30 for the associate degree.

6.2.3.1 Prior Learning Assessment (PLA)

The College recognizes the educational value of and awards credit for many types of life experience related to its degree programs. Each program may decide which of its requirements may be fulfilled by PLA. No student will be allowed to receive credit for Prior Learning Assessment to replace a course in which a failing grade was earned.

Students applying for such credit must be matriculated at Medaille either part- or full-time before application. Credits for Prior Learning Assessment are considered as transfer credits. All students working for the baccalaureate degree must earn the last 30 credits in course work at Medaille; for the associate degree, the last 15. Each student applying for PLA prepares, in consultation with the Portfolio Advisor, a portfolio showing evidence in support of the application.

A Faculty Evaluator reviews the portfolio submitted and makes a recommendation to the Vice President for Academic Affairs regarding credit. The schedule of fees is listed under Financial Information in the Undergraduate Catalog. More information and application packets can be obtained from the Senior Director of Special Academic Services, the Executive Director of ACCELerated Learning Programs, or the Academic Alternatives Committee Chairperson.

PLA Deadlines

January Graduates

File on or before: March 15

Submit on or before: April 15

May & August Graduates

File on or before: October 1

Submit on or before: November 1

6.2.3.2 Challenge Exams

Any student enrolled at Medaille College may apply for Challenge Exams. The Senior Director of Special Academic Services will have a list of available exams from department chairpersons. No student will be allowed to take a Challenge Exam to replace a course in which a failing grade was earned. The College does not guarantee that a Challenge Exam will be available for a particular course in any given semester. In general, the College will not offer tests already offered through the College Level Examination Program. A student successfully completing a Challenge Exam receives credit; no grade is issued.

Application packets are available from the Senior Director of Special Academic Services. A non-refundable fee of \$100 for each Challenge Exam is paid in the Business Office. Attach original receipt of payment to your completed application and return it to the Senior Director of Special Academic Services. A test for any particular course will be given only once to an individual student.

Challenge Exam Deadlines

January Graduates

File on or before: May 1

Take on or before: December 15

May Graduates

File on or before: November

Take on or before: May 1

August Graduates

File on or before: February 1

Take on or before: August 1

6.2.3.3 Other Academic Alternatives

Medaille offers the DANTES (Defense Activity for Non-Traditional Education Support) exams at a fee of \$100 per examination. All other alternatives are options taken at other institutions and are eligible for possible transfer credit at Medaille. They are as follows: Excelsior College Examinations, CLEP (College Level Examination Program), AP

(Advanced Placement), ACE/CCRS (American Council on Education College Credit Recommendation Service), and ACE/Military.

The College records will indicate that transfer credit has been earned and from which source. The number of credits to be accepted will be determined on an individual basis. Credit by examination granted through other colleges will be subject to review by the Vice President for Academic Affairs. Additional information can be obtained from the Senior Director of Special Academic Services.

6.2.4 *Alternative Study (Academic Alternative Credit)*

6.2.4.1 *Independent Study*

Independent Study is the student's self-directed pursuit of academic competence in an autonomous manner which requires a rigorous search into a specified body of knowledge in which the course content, learning activities, and evaluative criteria are developed by the student in collaboration with the faculty mentor. It is a demonstration which provides evidence of capability in self-directed learning. Independent Study is limited to four courses per baccalaureate degree and normally no more than one may be undertaken at a time. Also, freshmen and sophomores will not be allowed to take an Independent Study.

Generally, applications will be approved for students who have GPAs above 2.7 and who have demonstrated the ability to pursue a topic in an academically rigorous manner. The faculty and College do not guarantee that this is available during any particular semester. Students may not take an Independent Study to replace a course in which a failing grade was earned.

6.2.4.2 *Directed Study*

Directed Study is individualized instruction identical in regard to the title, course objectives, course content, and evaluative criteria of the course. Directed Study is generally limited to two courses per baccalaureate degree and is usually implemented to fulfill a graduation requirement. Application approval will usually be granted to seniors for courses required for graduation provided that the course(s) is not otherwise available to the student. GPAs of 2.0 are required of students who wish to undertake Directed Study. The faculty and College do not guarantee that this is available during any particular semester. Students may not take a Directed Study to replace a course in which a failing grade was earned.

Before completing an application, a student should discuss the matter with the appropriate instructor. The instructor should be aware of what the student intends to accomplish and be willing to direct the study. The student and the instructor must agree on the time that will be devoted to supervision and the manner in which the instructor will evaluate the study.

6.2.4.3 *Field Experience*

Medaille's curriculum stresses the importance of gaining work experience that is related to a student's major program of study. Consequently, most programs offer field experience. These field experiences not only give academic credit, but they also increase practical skills and preparedness for future employment. Depending on the program, the student

would be placed in an appropriate work situation in the Buffalo area. More information and a complete description of each program's field experience requirements are available from department chairpersons.

6.2.4.3.1 Field Experience Minimum GPA Requirement

A College minimum of 2.0 cumulative grade point average is required for any undergraduate student seeking entry into field experiences. Individual programs may establish their own minimum cumulative grade point requirements with the College minimum as a base.

6.2.5 Graduation

6.2.5.1 Pre-Graduation Review

A pre-graduation review listing outstanding requirements, a Program Requirement Form, and a Diploma Information Form will be mailed to all potential graduates in August preceding the May commencement. These forms are sent to all baccalaureate degree candidates and associate degree candidates who apply for the upcoming graduation. A potential graduate who does not receive this material on or before September 15 should notify the Office of the Registrar immediately.

6.2.5.2 General Requirements for College Degrees

Graduation from the College with the award of the appropriate degree will be granted upon fulfillment of the following general requirements:

1. The student must complete all prescribed courses in a specific program and sufficient elective credits to make up the minimum total required credit hours with a cumulative grade point average of at least 2.0. A minimum 2.0 grade point average is also required of students in their major (core and elective courses). Any student pursuing a Bachelor of Science in Education degree must attain a minimum 2.5 cumulative grade point average for graduation.
2. Please note: The average of the grades for all graduate-level courses in fulfillment of degree requirements for the B.S./M.B.A. Dual Degree (4+1) program must be at least a B (3.0).
3. The student must earn all final 30 credits at Medaille if enrolled in a bachelor's degree program and all final 15 credits at Medaille if enrolled in an associate degree program.
4. All College property on loan to the student must be returned in satisfactory condition to the College and all financial obligations to the College must be met prior to degree conferral and transcript release.

Any person who wishes to participate in the annual commencement, held during the month of May each year, must complete all academic requirements for graduation in order to participate, except for: (1) those students in the process of completing requirements in the semester during which commencement takes place and; (2) those students lacking one to

six credit hours who, prior to the ceremony, register to take those outstanding credits during the Summer Session of their graduation year.

6.2.5.3 Dual Major

The following are guidelines for Dual Major status:

1. All requirements for both majors must be fulfilled to graduate with Dual Major status.
2. A Dual Major generally occurs when the student pursues a second program leading to one degree.
3. A Liberal Studies Degree may not be part of a Dual Major.

6.2.5.4 Dual Degree

The following are guidelines for Dual Degree status:

1. Dual Degree status is distinguished by the pursuance of two separate and unrelated fields of study in which two degrees are awarded during the same year upon successful completion of each program.
2. A student seeking a second baccalaureate degree must complete an additional minimum of thirty (30) Medaille credit hours of study beyond the work taken for the initial baccalaureate degree.
3. A student seeking a second associate degree must complete an additional minimum of fifteen (15) Medaille credit hours of study beyond the work taken for the initial associate degree.
4. In all cases, all academic course requirements for both degree programs must be satisfied to qualify for Dual Degree award.

6.2.6 Other General Academic Policies

6.2.6.1 Unit of Academic Credit

Generally, one credit represents the equivalent of one hour of lecture or recitation or at least two hours of laboratory work each week and at least 30 hours of supplementary assignments for one semester term or its equivalent.

6.2.6.2 Grade Point Average (GPA)

Grades received earn quality points as indicated on the table below. A grade point average is computed by dividing the number of quality points earned by the total number of credit hours for which a student was 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 by the number of credits awarded for the course; add the quality points and divide by the number of quality credits for the semester.

The cumulative GPA is computed for all of the courses taken at Medaille. It changes whenever a new semester's grades are calculated and is a reflection of how students are doing in all of their work. In cases of repeated courses, only the last grade earned is utilized in the cumulative GPA calculations.

The following system of grading has been adopted by the College:

	<u>Grades</u>	<u>Quality Points</u>
High distinction, an exceptionally high achievement	A	4.0
	A-	3.7
	B+	3.3
High achievement	B	3.0
	B-	2.7
	C+	2.3
Average, average achievement	C	2.0
	C-	1.7
	D+	1.3
Pass, below average achievement	D	1.0
	D-	0.7
Failure, unsatisfactory grade	F	0.0
Official withdrawal	W	
Incomplete	I	
Pass/Fail	P/F	
Satisfactory/Unsatisfactory	S/U	
Audit	AU	

6.2.6.3 Course Prerequisites

Students who for extraordinary circumstances wish to register for a course without the required prerequisite(s) should first consult with their advisor regarding the viability of this action. Students pursuing such action do so at their own risk and upon registration must complete the Course Prerequisite Disclaimer Form available in the Registrar's Office.

6.2.6.4 Class Load

The normal class load of a full-time undergraduate student each semester is 12-18 hours. A student must meet the criteria listed below to carry more than 18 hours during one semester or more than 9 hours during one module. A student is not allowed to carry more than 21 credits in any one semester. All students will be charged additional tuition for those semester hours over 18 during one semester.

The overload policy is as follows:

Freshmen – no overload permitted.

Sophomores – no overload permitted.

Juniors and Seniors – must have GPA of 3.0 or higher.

The student's academic advisor will certify, on the student's registration form, that the student meets the criteria for an overload by: (1) stating that the student is a junior or senior and; (2) recording the student's GPA.

6.2.6.5 Syllabus

At the beginning of every course, the instructor distributes a syllabus to all students taking the course. The syllabus describes the objectives and content for the course and the method by which students' work will be evaluated for grades. Students are urged to keep all syllabi in order to refer to them throughout the semester.

Department Chairs are charged with the responsibility of seeing that all departmental faculty prepare a syllabus and course outline for each course. The syllabus shall clearly specify all course requirements and should include course goals and objectives, required readings and reports, testing dates and procedures, grading plan, student disability statement, a statement of plagiarism/dishonesty, and other course expectations. Copies of these syllabi/outlines are to be distributed to students at the first class or within the first two weeks of the semester. Copies must also be filed with the appropriate Department Chair and with the Office of Academic Affairs.

6.2.6.6 Evaluation of Student Work

An evaluation system is required for each course. Examinations are ordinarily part of the evaluation system, but alternative methods of overall evaluation may be employed. At the first class period of the semester or module, the instructor will inform students through the course syllabus of the type of evaluation system that will be used for that course throughout the semester.

6.2.6.7 Repeating a Course

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 registration.

Students should take note that if the repetition is not 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.

6.2.6.8 Change in Degree Pursuit

Undergraduate students may matriculate for either an associate or baccalaureate degree. Those who initially matriculate for an associate degree and successfully complete the requirements are entitled to apply for one of the baccalaureate programs. Those who initially matriculate for a baccalaureate degree may apply for an associate degree by completing a Change of Status Form. This must be done prior to the student completing 45 credit hours and, if applicable, the student may be required to meet the pertinent cumulative grade point average. The student's advisor must sign the Change of Status

Form, enter on it the number of credits earned by the student as well as the student's GPA. The signature of the new department chairperson also is required.

6.2.6.9 Residence Requirement

All undergraduate students working toward the bachelor's degree must earn the last 30 credits in course work at Medaille; for the associate degree, the last 15.

6.2.6.10 Policy Waiver

Deviation from a prescribed policy will be permitted only under extraordinary circumstances. An academic policy waiver must be approved by the student's academic advisor (where appropriate), department chairperson, the Registrar, and the Vice President for Academic Affairs (or designee). If the waiver is approved, the student will receive a copy of the completed Policy Waiver Form. No policy waiver will be granted retroactively.

6.3 Core Curriculum

6.3.1 Description of the Core

The overarching purpose of higher education is to broaden the intellectual horizon of individual students – to expose them to new perspectives and challenge preconceived notions. A second, equally important mission, is to equip students with the critical thinking and communication skills that will permit them to be thoughtful, engaged participants in social, political and moral life. Those willing to expand their understanding of the world, to respond to it both creatively and logically, prepare themselves to act effectively in it and draw fully from it.

At Medaille College, the General Education Core actively promotes these goals. An integrated set of liberal arts courses, it strives to ensure that all baccalaureate degree students, regardless of their program or major, achieve certain basic competencies and are exposed to disciplinary fields that, in the opinion of the College's faculty, serve as important elements in the development of accomplished and educated men and women.

6.3.2 Goals of the Core

1. Encourage students' pursuit and enjoyment of an expanded intellectual life.
2. Expand and enhance students' critical thinking skills.
3. Expand and enhance students' communication skills (both oral and written).
4. Assist students to analyze and interpret information and experiences through major perspectives and tools of the disciplines represented in the core's courses.
5. Assist students in creating a conceptual framework based on an integrated set of analytical skills that foster interdisciplinary investigation.
6. Enhance students' abilities to identify, organize and synthesize complex and differing viewpoints.

6.3.3 Requirements of the Core for All Baccalaureate-Degree Students

6.3.3.1 General Education Requirements

GEN 110 Ideas and Experiences: Introduction to Critical Thought and Expression

GEN 220 Colonial N. America: Case Study in Cultural Interaction

GEN 230 Creative Expression

GEN 240 Scientific Discovery

GEN 240 L Scientific Discovery Lab

GEN 410 Baccalaureate Capstone I

GEN 411 Baccalaureate Capstone II

Students are advised that courses in the General Education Core may not be taken on a Pass/Fail basis.

6.3.3.2 Humanities Requirements

SPE 130 Fundamentals of Public Speaking

WRT 175 College Writing II

WRT 200 Analytical Writing

Any course approved in place of courses in the General Education Core must be in the discipline of the required course and be at or above its course level. Transfer students for whom GEN 110 is waived must satisfy the requirement set by their degree program; check program requirements.

6.3.3.3 Mathematics Requirement

The College requires that all baccalaureate students achieve a competency in mathematics that includes intermediate algebra and statistics. The algebra requirement may be satisfied through an appropriate score on the math placement test, MAT 114, or equivalent course work. The statistics competency may be satisfied through MAT 201, BIO 301, or equivalent course work. Students are advised that degree programs may require specific math courses and/or a specific number of math credits. Check program requirements.

6.3.3.4 Computer Literacy

The College encourages all students to achieve the competency in computer skills required for successful completion of college study and entrance into their professional fields. Students are advised that degree programs may require specific computer courses; check program requirements.

6.4 Academic Honors and Honor Societies

6.4.1 Academic Honors

6.4.1.1 Dean's List

At the end of each semester, the College announces the names of the full-time students who are recorded on the Dean's List. Students who take a minimum of 12 credit hours, and who earn a grade point average of 3.5 or higher for all credit hours carried during that semester, are placed on the Dean's List. Pass ("P") and Satisfactory ("S") grades are not included in the minimum 12 credit hours required for Dean's List qualification. Any student receiving an Incomplete ("I") grade will not be considered for Dean's List status during the semester in which the Incomplete was issued. A student who attains Dean's List status for four semesters is eligible for the Medaille Medal, which is awarded at the College's annual Honors Convocation.

6.4.1.2 Merit List

At the end of each semester, the College announces the names of the part-time students who are recorded on the Merit List. Students who take a minimum of 6 but no more than 11 credit hours, and who earn a grade point average of 3.5 or higher for all credit hours carried during that semester, are placed on the Merit List. Pass ("P") and Satisfactory ("S") grades are not included in the minimum 6 credit hours required for Merit List qualification. Any student receiving an Incomplete ("I") grade will not be considered for Merit List status during the semester in which the Incomplete was issued.

6.4.1.3 Graduation Honors

The cumulative grade point average determines graduation honors. A student must have 48 credits in residence for baccalaureate degree graduation honors and 24 credits in residence for associate degree graduation honors. If a student has a cumulative GPA for all course work of 3.5, the student is eligible for Cum Laude; an average of 3.7, Magna Cum Laude; an average of 3.9, Summa Cum Laude. Students who qualify for honors at the end of the fall semester preceding commencement will have these honors announced during the graduation ceremony.

6.4.1.4 Status Determination

Full- and part-time status for academic honors is determined at the conclusion of the drop/add deadline.

6.4.2 Honor Societies

6.4.2.1 Alpha Chi Honor Society

Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among college students and to honor those achieving such distinction. Juniors and seniors who rank in the top ten percent of their class and have achieved at least

a 3.5 average with no Incomplete (“I”) grades outstanding are selected each fall semester based upon their academic accomplishment.

6.4.2.2 Phi Theta Kappa Honor Society

Phi Theta Kappa’s purpose is to recognize and encourage scholarship among associate degree students. The four hallmarks of this honor society are scholarship, leadership, service, and fellowship. Membership is extended by the Chapter each semester to students without advanced degrees who have completed at least 12 hours of course work leading to an associate degree in which they have a GPA of at least 3.5 with no Incomplete (“I”) grades outstanding.

6.5 Registrar’s Policies

6.5.1 Class Standing

Class standing is determined by the number of semester hours undergraduate students have completed in their program of study. For sophomore standing, a student must have a minimum of 30 semester hours of accumulated credits; for junior standing, a minimum of 60 hours; for senior standing, a minimum of 90 hours. The student should consult the Registrar concerning any questions pertaining to class standing.

6.5.2 Course Numbering

Course numbers indicate the following:

100-299 undergraduate, lower division courses, primarily for freshmen and sophomores

300-499 undergraduate, upper division courses, primarily for juniors and seniors

500-599 graduate, primarily foundation courses

600-699 graduate, advanced courses

6.5.3 Academic Records

6.5.3.1 Student Records

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act of 1974. Thus, with some exceptions, all student records are made available for review upon request by that student and the right to challenge the content is provided. No records are released to third persons except as provided in the Family Educational Rights and Privacy Act. Detailed information on the maintenance and availability of student records is available in the Office of the Registrar. Normally the College will disclose whether or not an individual is now or has been enrolled as a student at the College. This information may include dates of attendance and a student’s last known home address, if requested.

6.5.3.2 Grade Reports

Grades are mailed to the student's permanent address at the end of each semester. Grades are not given out over the telephone or in person at the Office of the Registrar. Copies of a student's grade report are also sent to the department chairperson. Please note: On the grade reports, IP indicates the course is still in progress; NR indicates a grade has not yet been recorded.

6.5.4 Registration Changes

6.5.4.1 Course Substitution

Deviation from a prescribed curriculum will be permitted only under extraordinary circumstances. A course substitution must be approved by the student's academic advisor, department chairperson, the Registrar, and the Vice President for Academic Affairs (or designee). No student should begin attendance in a requested substitution unless a copy of the approved Course Substitution Form has been received by the student. No course substitution will be granted retroactively. Students graduating in May must have course substitutions approved by December 1 of the preceding year.

6.5.4.2 Course Change (Drop/Add)

A student may not drop or add courses within any particular semester or module after the dates indicated on the Academic Calendar. There is the possibility of reduced financial aid if dropping a course means the student would carry fewer than 12 credits. Drop/Add Forms are available in the Registrar's Office. To add a course, the signature of the student's advisor is required. To drop a course, the advisor's signature should be obtained. If the student's advisor is not available to sign the Drop Form, however, the student must write on the form that the student takes full responsibility for dropping the course, sign and date it. The completed form is returned to the Registrar's Office. Any course dropped within the published drop/add deadlines is removed from the student's record and no charges are assessed for the dropped course work.

6.5.4.3 Change of Name or Address

Students are required to notify the Registrar promptly in writing of any change of name or address. Fill out a Change of Name/Address Form provided by the Registrar.

6.5.4.4 Declaring a Major Program of Study

An undeclared student must declare a major program upon completing 48 credit hours. Students should discuss their choice of program with their present advisor and the chairperson of the program of interest to them. Students should obtain a Change of Status Form from the Registrar, have both the advisor and new department chairperson sign the form, then return it to the Registrar's Office.

6.5.4.5 Transfer from One Program to Another

Forms for changing from one major program to another may be obtained in the Office of the Registrar and must have the appropriate signatures before the change is approved. A student may not transfer to another program during the last 12 credit hours required for degree completion.

6.5.4.6 Leave of Absence

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). An Advisement Center representative 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 the student’s advisor. A student who leaves 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 re-admittance.

6.5.4.7 College Withdrawal

A student must submit written notification of intention to permanently withdraw from the College. Forms, which are available in the Registrar’s Office and the Advisement Center, must be completed and returned to the Registrar’s Office. Failure to provide written notice on an official form means the student will be liable for full tuition and fees originally incurred. A student will receive “W’s” if the Withdrawal Form is submitted to the Registrar’s Office by the “Last Day/Evening to Withdraw” (see Academic Calendar). Any student who officially withdraws from the College must reapply through the Admissions Office and is subject to all program requirements and policies in effect at the time of re-admittance.

6.5.5 Academic Fresh Start Policy

6.5.5.1 Eligibility

After a minimum absence of five consecutive years, students suspended or dismissed for academic reasons or who voluntarily withdrew because of unsatisfactory academic performance may seek re-admission to the College through this policy.

The policy offers a second chance for students who previously experienced serious academic difficulty to earn a baccalaureate degree through a fresh start.

The request to be re-admitted through the Fresh Start policy should be made to the Registrar’s Office. Requests will be referred to the Office of Academic Affairs for a decision.

Individuals seeking re-admission under this policy must present, in letter form, a thoughtful educational plan that includes educational and career goals, strategies for achieving them, and evidence of personal growth and change since their previous enrollment. The plan

should also include evidence of academic preparedness to succeed (e.g., learning through work experience or community service, transcript of college-level courses completed at other accredited postsecondary institutions, private tutoring).

6.5.5.2 Policy Conditions

A student re-admitted under the Fresh Start policy is subject to the following conditions, without exception:

1. The student begins her/his new re-entry coursework with a GPA of 0.00.
2. Previous grades will **not** be calculated into the student's cumulative reentry GPA **except** for purposes of calculating student eligibility for College honors (see item 12).
3. All prior coursework and grades remain a permanent part of the student's official Medaille College transcript.
4. The beginning date of the Fresh Start will be entered on the student's official transcript.
5. The student must complete all the current, published College-wide and program-specific matriculation requirements in effect at the time of her/his re-admission.
6. Previous credits earned with a C– or higher grade will be counted toward the fulfillment of current degree requirements, if applicable.
7. Academic Fresh Start may be granted only once.
8. Students re-admitted under Fresh Start are subject to all other existing academic policies and practices, including those governing academic alert, probation, suspension, and dismissal. However, instances of probation, suspension, or dismissal prior to Fresh Start reentry will not be counted in future decisions regarding the student's academic status.
9. The policy does not apply to a student's financial aid history and eligibility.
10. Students should be aware that many graduate and professional schools will compute an applicant's cumulative undergraduate GPA on all hours attempted, not just those completed under Fresh Start.
11. Students who are granted the privilege of Fresh Start **must** complete a **minimum of 30 credits** in new or repeated courses at Medaille prior to graduation.
12. All courses taken at Medaille will be used to calculate eligibility for College honors at commencement.
13. The Office of Academic Affairs reserves the right to rescind the Fresh Start policy if a student fails to meet minimum academic progress standards or violates any of the conditions of this policy.

6.6 Registration Procedures for Undergraduate Students

Please consult the Fall, Spring, and Summer master course schedules and cancellation policy on the Medaille College web site.

Returning student registration is conducted exclusively online during the published dates for a given semester.

To register, students should complete the following steps:

1. Access the current Master Course Schedule on the College's Website through Medaille One, the College's intranet portal. Type in the following URL in the address box of your web browser for Banner Web: <http://one.medaille.edu/>. (Students are responsible for activating their Medaille One account.)
2. Students should review their program evaluation form, develop a tentative course schedule, and schedule a meeting with their academic advisor to finalize an appropriate course schedule. Advisors serve as an important resource for students in educational planning and course scheduling, but students are responsible for active participation in decision-making and for the final choices they make when registering. Students bear final responsibility for completing all curricular requirements for graduation in an appropriate sequence and timely manner.
3. Students must meet with their academic advisor every semester before pre-registration. Students failing to review their schedule with an advisor will be ineligible to register.
4. After developing a course schedule in consultation with an academic advisor, students may register online at <http://one.medaille.edu/> during the appropriate, designated timeframe provided.
5. Students with any kind of hold on their account must make appropriate arrangements for its removal with the College office(s) placing the hold before they are cleared to register for classes. Students should click on the Check Your Registration Information tab on Medaille One for complete information about their status, including holds.

Because the master course schedule is subject to change based on enrollment figures and other institutional considerations, students must regularly check their registration status and contact their advisor about any changes that affect their schedule so that appropriate action can be taken.

6.6.1 Cross-Registration

Medaille College belongs to the Western New York Consortium of Higher Education, which permits full-time students to register for individual courses in any of the participant colleges or universities. A student may only cross register for one course per semester. Cross-registration is valid only during the fall and spring semesters. There is no additional fee for courses taken through the Consortium, provided the student's total class load does not exceed 18 hours, at least 12 of which are being taken at Medaille. Forms for cross-registration are obtained from the Office of the Registrar. Students wishing to earn credits at other colleges have the responsibility of checking to see if those credits form an acceptable part of their degree program prior to registration. They also have the responsibility to request that a transcript of those credits be sent to the Registrar of Medaille.

6.6.2 Registration at Alternate Colleges

Medaille students, who have been accepted as matriculated students, may take course work from other colleges if they have prior written approval from their advisor and department chairperson. The form to request this permission is available in the Registrar's Office. A student must receive a grade of "C" or better to transfer credit for the course back to Medaille. The permission is granted for one semester only.

6.7 Academic Services

6.7.1 Special Academic Services Office

The Special Academic Services Office coordinates academic support services that assist all students with many transitions that occur during a college career. Student success is a special focus of this office as the Senior Director of Special Academic Services is a liaison for students and is able to answer questions or address concerns or complaints that students may have. Both day and evening hours are available.

6.7.2 Academic Advisement Center

Advisement counselors are available during both day and evening hours on weekdays to provide a wide variety of academic advisement services. If you require assistance with advisement, need to obtain college forms, or have any questions, please stop at the Advisement Center. If services are unable to be rendered at the Center, appropriate referrals will be made. The Advisement Center is located in the lower level of the Main Building.

6.7.3 Academic Skills Center (ASC)

The Academic Skills Center (ASC) is a vital component of Medaille College's commitment to academic excellence and to the success of its students. The ASC offers a wide range of services to assist students in achieving their academic goals, including peer or professional tutors in a variety of subject areas, computers with Internet access, a quiet place for study or a place where study groups can meet. The ASC has learning strategy guides and handouts available plus study skills videos and power points on a variety of topics. The ASC is located in room M321 and can be reached at ext. 214.

6.7.3.1 TRIO Office

The TRIO Office, located in the Academic Skills Center, is a federally-funded student support services program established to assist eligible students in achieving their academic goals through tutoring, academic and career counseling, and participation in a variety of cultural activities. The relationship between TRIO and the general college environment is designed to maximize students' potential and growth during their college experience.

6.7.4 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 directly.

6.8 Advising Policies

Each student matriculating at Medaille is assigned an academic advisor who will assist the student in developing realistic educational, career, and life goals. Working together, the student and advisor will evaluate and modify these goals as needed throughout the student's course of study. Advisors are available throughout the academic year so that students are able to work closely with their advisors to address any academic need and register for classes.

6.8.1 Advisor Roles and Responsibilities

1. To assist students in developing an academic plan that satisfies graduation requirements.
2. To monitor student progress and help students make appropriate program adaptations.
3. To discuss academic, career, and life goals with advisees.
4. To become personally acquainted with advisees.
5. To refer advisees, when necessary, to proper services.
6. To have access to information related to College programs, policies, and services.
7. To inform advisees of changes in their course of study.
8. To maintain regular and adequate office hours and keep appointments with advisees.
9. To collect and distribute student data as needed.

6.8.2 Advisee Roles and Responsibilities

1. To meet with advisor during the academic year to work through academic, career, and life goals.
2. To make use of appropriate campus and community services to meet goals.
3. To read the College Catalog and Master Schedule in order to select courses.
4. To make and keep appointments with advisor concerning educational needs and goals and course selection.
5. To know the requirements for the chosen program of study.
6. To make certain that requirements are met for that program.
7. To become an active participant in the advisor/advisee relationship and to become increasingly self-directing.

8. To maintain personal records of academic progress.

6.9 Classroom Management Policies

6.9.1 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.

6.9.2 Academic Decorum

Medaille College does not tolerate sexual or racial harassment of students or employees by 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 the Academic Affairs Office without fear of recrimination. See Volume II, Subsection 2.1.3, for the Institutional Policy on Discrimination and Harassment.

The College does not tolerate immature or abusive behavior in the classroom setting. Upon receipt of a written complaint from the instructor, the Vice President for Academic Affairs may immediately remove the student from the class. The Vice President for Academic Affairs or designee will review the evidence and render a final decision within 30 days.

6.10 Admissions Policies

6.10.1 Admission

Medaille College accepts students whose academic and extracurricular records, personal background, and demonstrated life experience indicate they have the potential to succeed. Admission to the College does not automatically entitle the student to admission into any particular program. In conformance with Title IX, 1972 Education Amendments, the College does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin or age in the administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other institutionally administered programs.

6.10.1.1 When to Apply

See the College’s Academic Calendar in the catalog to find out when each semester or enrollment segment begins. Contact the Admissions Office to find out the application deadline for each semester and module.

6.10.1.2 How to Apply to Medaille

1. Applicants are strongly encouraged to obtain an application online at www.medaille.edu. You may also obtain an application by visiting the Admissions

Office, telephoning toll-free 1-800-292-1582, or writing the Admissions Office, Medaille College, Agassiz Circle, Buffalo, New York 14214; (716) 884-3281.

2. Completed applications received online may be submitted without charge. Paper applications must be submitted with a \$25 processing fee.
3. Submit transcripts. First-time college students should request their high school transcript be sent, along with a completed High School Recommendation Form, to Medaille's Admissions Office. Students who have been out of high school for over two years do not need to submit a High School Recommendation Form.

Transfer students should submit official transcripts from all colleges previously attended as well as their high school transcript.

4. Standardized tests. Students applying to Medaille directly from high school must submit SAT or ACT scores.
5. The review by Medaille. Applications will be reviewed by Admissions once steps 1 through 4 are completed. Applications and all supportive credentials become the property of Medaille College and will not be returned to the applicant.
6. Notification/acceptance. Medaille College follows a policy of "rolling admissions." Applicants will be notified of admissions decisions within two weeks of completion of the application process. Acceptance is conditional until final semester/year grades have been submitted.
7. The tuition deposit. To confirm acceptance at Medaille College, individuals will be required to pay a \$100 tuition deposit no later than May 1. The deposit is non-refundable and will be credited to the first semester's tuition. After acceptance, resident students will be required to pay an additional \$100 deposit in order to reserve on-campus housing.
8. Testing. Upon acceptance, freshmen and some transfer students will be scheduled to take College placement tests in reading, writing, and mathematics. The scores will be used to place students in appropriate courses. All students should refer to their specific program sections in this catalog for possible additional testing requirements.
9. Proof of immunization. New York State law requires that any college student born after January 1957 must provide medical proof of immunization for measles, mumps, and rubella (MMR vaccine) prior to enrollment. Contact the Student Affairs Office for further information.

6.10.1.3 GED

Medaille College also accepts the General Equivalency Diploma (GED) for eligible students interested in returning to school.

6.10.2 Student Classification

A full-time undergraduate student is one who carries a minimum of 12 credit hours per semester. A part-time student is one carrying fewer than 12 credit hours per semester.

A matriculated student is one following a prescribed program of study. A non-degree or non-matriculated student is one taking classes but not applying for a degree or certificate. A student must matriculate after completing 15 credit hours.

6.10.3 *Matriculation/Non-matriculation Status*

When an individual is accepted by the College as a candidate for a degree or certificate in a specific program, they are considered to be matriculated. However, students may take up to 15 credit hours at Medaille without being a candidate for a degree or certificate; in this case they are considered non-matriculated. Financial Aid is not available to non-matriculating students. If students wish to take courses with non-matriculated status, it is not necessary to submit transcripts. However, they need to apply and register for course(s) through the Admissions Office. After acquiring 15 credit hours, students must officially apply to the College for matriculation in a specific program.

6.10.4 *Early Admissions*

Medaille offers an Early Admissions Program in order to provide increased educational opportunities for qualified high school students. The admissions policy for the program is based primarily on the New York State Education Department Early Admissions Guidelines. Two types of early admissions are available:

1. Non-matriculated, in which the student retains the student's high school status; and
2. Matriculated, in which the student studies full-time under supervision at the college level before completing formal course work for the high school diploma.

A high school guidance counselor or a Medaille admissions counselor can provide further information on Early Admissions.

6.10.5 *Advanced Placement*

High school students may earn Medaille College credit by taking college-level courses in their high schools. This program is sponsored by the College Entrance Board. High school guidance counselors can provide information on how to obtain Advanced Placement.

6.10.6 *Adult Learning Programs in Amherst and Rochester*

Application to the Adult Learning Programs is a separate process. See Section 6.1.5. For complete details on these programs, including admission procedures, degree requirements, course descriptions, and financial information, contact the Amherst office at (716) 635-5033 or the Rochester office at (585) 272-0030.

6.10.7 *Adult Re-Entry Program*

Medaille College will waive tuition for one course to any prospective student who meets all of the following conditions:

1. out of school for five or more years;
2. does not have a college degree or more than 12 credit hours;
3. the course is selected in advisement with the College; and

4. the student may not take more than one other course that semester. (Please note: The adult re-entry student may be responsible for the cost of the second course.)

This program is for adult students who would like to try college but are apprehensive. Contact the Admissions Office to find out if you qualify for this program.

6.10.8 Transfer Credits

Medaille's transfer policy permits acceptance of credit earned at other regionally accredited colleges and institutions of higher learning. The acceptance of credit for a core course which is over 20 years old will be determined by the department chairperson in consultation with appropriate department faculty. Students who wish to have credits earned at other institutions applied toward fulfillment of their course of study at Medaille should check with the Admissions Office and the Registrar's Office for an evaluation of these credentials.

A maximum of 90 credit hours may be transferred toward a baccalaureate degree from other regionally accredited institutions; however, no more than 72 hours may be transferred from two-year colleges. A maximum of 45 credit hours toward an associate degree may be accepted in transfer from other regionally accredited institutions. Only those credits are accepted that relate to the degree program they will enter. In the area of a student's major program of study only grades of "C" or better are transferable. Medaille may accept in transfer up to 12 credit hours of "D" grades as liberal arts electives or free electives provided that the overall transfer average is at least 2.0. Only credit is transferable; grades, quality points, and cumulative averages do not transfer.

6.10.9 Reserve Officers' Training Corps (ROTC)

Medaille College has a special cross-enrollment, tuition free arrangement with Canisius College for students desiring leadership education through the Reserve Officers' Training Corps (ROTC) Program. For more details, as well as scholarship and other financial assistance information on this program, contact the Canisius College Professor of Military Science (PMS) at 888-2769 or 888-3239.

6.10.10 Servicemember's Opportunity College

Medaille College has been identified as a Servicemember's Opportunity College (SOC) providing educational assistance to active duty servicemembers. An SOC institution offers the following benefits for servicemembers:

1. Use of admissions procedures which ensure access to higher education for academically qualified military personnel;
2. Evaluation of learning gained through military experiences and academic credit awarded where applicable to the servicemember's program of study;
3. Evaluation of non-traditional learning and awarding of academic credit for such learning where applicable to the servicemember's program of study;
4. Evaluation of request for inter-institutional transfer of credits and acceptance of such credits whenever they are appropriate to the servicemember's program and are consistent with the College's curriculum;

5. Flexibility to servicemembers in satisfying residence requirements by making adjustments for military students who transfer when there are other assurances of program balance;
6. Designation of personnel with appropriate academic qualifications and experience to administer and supervise SOC-related activities and to develop policies and procedures appropriate to the scope of their voluntary education programs;
7. Educational services for veterans.

6.10.11 *International Students*

International students must meet the standard admission criteria of Medaille College. In addition, they must present evidence that they have command of the English language. A minimum score of 550 (paper-based exam) or 213 (computer-based exam) is required on the Test of English as a Foreign Language (TOEFL). Certified transcripts of secondary and college work must be submitted. When not in English, the transcript should include certified translations. Since federal and/or state financial aid is not available to international students, they are required to present certified evidence of sufficient funding to cover their educational expenses.

6.10.12 *Articulation Agreements*

Medaille College welcomes transfer students and values the rich experience and diversity they bring to our academic community. Medaille maintains transfer articulation agreements with several regional institutions, including program-specific dual enrollment agreements with two-year colleges. Students may contact either the Registrar's Office or the Office of Academic Affairs for information about current agreements. Information also appears on the College website.

6.10.13 *Transfer Students Holding an Associate's Degrees*

Medaille College will ordinarily grant full credit (a minimum of 60 credits) for completed coursework to transfer students from two-year colleges who have successfully earned an A.A. or A.S. degree. As necessary and appropriate, the College will grant credit for transfer courses with C– or D grades and will count these courses toward the completion of matriculation requirements. In certain instances, College policy regarding an acceptable passing grade in a required and/or prerequisite course may necessitate that a student repeat a course in order to meet the minimum standard required of all Medaille students.

Appendix 6.1.10.3.1: College Scholars Program Integrated Honors Sequence

	Fall	Spring
1st year	GEN 110 (honors) <i>Introduction to Critical Thought and Expression</i> ¹ (prerequisite: none) WRT 175 (honors) <i>College Writing II</i> ² (prerequisite: suitable placement score) + major courses and electives	GEN 220 (honors) <i>Colonial North America: A Case Study in Cultural Interaction</i> (prerequisite: GEN 110 & WRT 175) SPE 130 (honors) <i>Fundamentals of Public Speaking</i> ² (prerequisite: none) + major courses and electives
2nd year	WRT 200 (honors) <i>Analytical Writing</i> ² (prerequisite: WRT 175) + major courses and electives	GEN 230 (honors) <i>Creative Expression</i> (prerequisite: GEN 110 & WRT 175) + major courses and electives
3rd year	GEN 240 (honors) <i>Scientific Discovery</i> ³ (prerequisite: GEN 110 & WRT 175) + major courses and electives	GEN 410 (honors) <i>Baccalaureate Capstone I</i> (prerequisite: Jr. standing & completion of all lower-level Gen. Ed. Requirements) + major courses and electives
4th year	GEN 411 (honors) <i>Baccalaureate Capstone II</i> (prerequisite: GEN 410) + major courses and electives	remaining major courses and electives

¹ GEN 110 is required of all first-year students at Medaille.

² WRT 175, WRT 200, and SPE 130 must be completed during a student's first 45 hours at Medaille.

³ Scholars students pursuing baccalaureate degrees in Biology or Veterinary Technology should consult with their academic advisors before registering for GEN 240.