



Medaille College

School of Adult and Graduate Education
Accelerated Learning Program

Medaille Online Experience Student Handbook

September 2010



Medaille College

www.medaille.edu

Buffalo Campus

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Buffalo, New York 14214

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1880 South Winton Road, Suite 1
Rochester, New York 14618

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Program Name

Hegis Code

Bachelor of Business Administration
Business Administration

0506

This handbook has been prepared as part of and in conjunction with the Medaille College Policy Manuals, Volumes 1 through IX; detailed or background information on some of the policies and procedures covered in this manual may be found by referencing other volumes. Medaille College has made every effort to provide in this publication accurate, up-to-date information regarding the programs, policies, personnel, and activities of the College. However, changes are likely to take place during the life of this Handbook which cannot be foreseen, and errors may occur. The College cannot be held responsible for information which becomes outdated or is printed in error.

September, 2010

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SECTION 1

INTRODUCTION

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

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

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

A Message from the President of Medaille College...

I am very pleased to welcome you to the Accelerated Learning Program of Medaille College. I congratulate you on your decision to continue your education in one of our programs.

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

We at Medaille are proud of our long tradition of serving the adult learner. The Accelerated Learning Program continues this tradition by providing an innovative, high quality learning experience specifically designed for the adult student.

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

Sincerely,



Richard T. Jurasek, Ph.D.
President

Greetings from the Academic Dean...

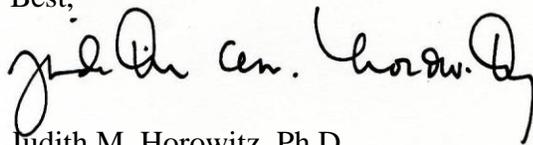
Welcome to the School of Adult and Graduate Education at Medaille College. Congratulations on making the choice to continue your education in our Accelerated Learning Program!

The Accelerated Learning Program was created especially to meet the needs of working adults. Medaille combines the convenience of small class sizes and personal attention with a high-quality educational experience that will prepare you to move up in your career.

Our programs focus on building strengths in five key areas: communication, ethics, technology, problem solving, and team skills. Using these five key themes as a foundation, the lessons you'll learn in the classroom are designed to help you meet the challenges you'll face in the real world.

Drawing upon the knowledge and experience of our faculty and the expertise of practitioners in the business world, Medaille is dedicated to providing you with the education that you need to succeed.

Best,



Judith M. Horowitz, Ph.D.
Dean, School of Adult and Graduate Education (SAGE)

Medaille College History

Medaille College is a dynamic private, four-year college committed to serving the higher education needs of Western and Central New York and Southern Ontario. The College is located within the historic Olmsted Crescent in the heart of Buffalo, New York, with branch campuses in Amherst and Rochester. Known for its flexible delivery systems and its commitment to meeting individual student needs, Medaille offers graduate and undergraduate degrees through both day and evening programs.

Medaille College traces its roots to 1875, when it was founded by the Sisters of St. Joseph as an Institute to prepare teachers. In 1937, the Institute received an absolute charter from New York State, was named Mount St. Joseph Teachers College, and was chartered to grant baccalaureate degrees in Education. In 1968, the Sisters of St. Joseph, led by Alice Huber, SSJ, Ph.D., initiated a change in the charter which would create a new college, accessible to all men and women. The State granted this charter and Medaille College was born.

Over the decades, Medaille evolved into a diverse and vibrant institution. Enrollment grew steadily as programs expanded to include veterinary technology, business, criminal justice, and media/communications, as well as education and liberal studies. With the emergence of a significant adult student population, the advent of two branch campuses, the implementation of graduate programs, and the maintenance of a robust traditional undergraduate program, the College is positioned to meet the educational needs of Western New York.

The Accelerated Learning Program (ALP) began offering classes in 1997, establishing Medaille's first branch campus in Amherst, New York. Initially a business degree completion program for working adult students, the Program soon grew to incorporate associate and graduate degrees as well. In January 2002, the first Rochester ALP students attended classes at the Rochester Campus in Corporate Woods. Enrollment and programs continued to grow. In 2007, the Amherst Campus expanded to a new location on Wilson Road which housed the newly-formed School of Adult and Graduate Education (SAGE); in 2009, the Rochester Campus opened enhanced facilities on South Winton Road. As programs and enrollments continued to diversify, ALP expanded into the online classroom; in September 2010, the first students were enrolled in the Medaille Online Experience (MOE).

As one of the fastest growing colleges in the country, Medaille continues to serve as an exciting institution, providing outstanding educational programs for men and women.

Medaille Mission and Goals

Medaille Mission

Medaille College concentrates on excellence in teaching, with an emphasis on personal attention to its diverse student body. Its curriculum provides a solid liberal arts and sciences foundation with early access to career-oriented education. The faculty and all of those involved in the mission of education challenge students and themselves to the highest possible standards of achievement, but that challenge is balanced by support for every individual student and a concern that each one succeeds.

Medaille Goals

Goals for Student Development

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

Goals for College Development

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

Goals for Community Development

- To work within the community to enhance the quality of life.
- To offer lifelong learning opportunities to the community through its various academic units and programs.
- To offer career-oriented programs and services which are responsive to the employment needs of the community.

Accreditation

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

Medaille College is an affirmative action/equal opportunity employer. Further, it admits students of any race, color, national and ethnic origin, and age to all rights, privileges, programs, and activities generally accorded its students. In conformance with Title IX, 1972 Education Amendments, it 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.

The Accelerated Learning Program

Mission

Sharing in the mission of Medaille College, the Accelerated Learning Program provides high quality, non-traditional adult degree or certification programs. Based on Medaille's liberal arts and career-oriented programs, an Accelerated Learning Program education is structured around self-directed and collaborative learning situations, the meaningful integration of theory and practice, an emphasis on meeting individual student needs, and a commitment to innovative instructional methods and technology.

Furthermore, we are dedicated to excellence in teaching and professional and student development, as well as to serving both the College and the community. The program is committed to the maximum development of its human resources - students and faculty - and strives to create an atmosphere characterized by inquiry, openness, and professionalism. We are actively engaged in providing high quality degrees that develop lifelong, pro-active, adult learning skills through applied instruction and in cultivating and sustaining partnerships with the academic, business, and public communities.

Accelerated Learning Program Goals

- To provide a relevant and innovative education which prepares individuals for professional careers and lifelong learning.
- To develop in all students the interpersonal skills necessary for effective participation in teams and groups.
- To enhance the analytical, critical thinking, and decision-making skills of each individual student.
- To develop and cultivate a sense of purpose, responsibility, and ethical behavior among individuals.
- To enhance the student's written and spoken communication skills.
- To develop proficiency in the application of computer technologies.

Online Education in the Accelerated Learning Program

Five characteristics distinguish the Accelerated Learning Program's online education:

- A. *Acceleration:* The accelerated pace of the program meets the needs of today's online student. Successful online learners tend to be motivated and organized, thus much of the responsibility for learning has been placed with the student. Students are expected to spend considerable time each week preparing for class. Because courses run for only seven weeks, learning activities are clearly spelled out as the course begins and it is imperative that students make every effort not to fall behind.
- B. *Virtual Classroom Interaction:* Communication among online students has been shown to be key in student success and persistence. For that reason, MOE classes have been designed with the virtual discussion board in a central position. Each week, students share their research, articulate their ideas, explain their conclusions, and comment on one another's progress. Students should envisage the class discussion board as the heart of their online classroom.
- C. *Collaborative Learning:* Online collaborative learning activities play an important role in all MOE courses. Students become part of online learning teams to investigate challenging problems, share experiences, and provide support and encouragement. Collaboration facilitates efficient learning, high student motivation, effective teamwork, and increased self-confidence. Students learn from classmates and help them to learn.
- D. *Comprehensive Resources and Support:* MOE has assembled a collection of support services and online resources that meet the needs of online students and the virtual classroom. Student services, technical support, library resources, registration, and advisement have been developed to meet the needs of
- E. *Variety of Online Instructional Experiences:* Based on a clear understanding of self-directed learning, the MOE curriculum uses an online course blueprint to translate familiar educational activities into interesting and appropriate virtual learning experiences. Discussion boards and collaborative learning provide core instruction and are complemented by online seminars, simulations, presentations, case studies and research projects.

Fundamentals of Medaille Online Experience (MOE)

Medaille College has designed the online experience to capitalize on our non-traditional learning model, adapting it to function within the virtual walls of the online classroom. MOE education is based on these fundamental concepts:

- the use of academically qualified business professionals to teach courses which integrate theory and practice in a meaningful way;
- emphasis on an instructional model that uses small groups of experienced adults in collaborative learning situations to solve experiential problems;
- reliance on self-directed learning and highly motivated adult learners;
- a standardized sequence of courses and established curriculum that is regularly reviewed and updated by Medaille faculty and other business professionals;
- special emphasis on meeting individual student needs; and
- a commitment to innovation and non-traditional instructional methods and technology.

SECTION 2

PROGRAM DESCRIPTION

A. Program Summary

The Medaille Online Experience (MOE) offers a Bachelor of Business Administration in Information Systems (BBA IS), as well as a range of multi-purpose online electives which may be used to meet specific general education requirements or to fulfill required credits in general electives. MOE is part of Medaille's Accelerated Learning Program (ALP) which offers a variety of on-ground degrees and certificates; both MOE and ALP are designed for highly motivated, nontraditional students. Our students may be working adults who have acquired learning through career experiences, professional or military schools, college or university courses, and in-service training; they may also be students of a more traditional age who are simply interested in completing their degree requirements in an accelerated manner.

Medaille's Accelerated Learning Program specializes in programs that relate theory to practice. Online instructional methods include mini-lectures, discussion boards, case studies, group projects, and simulations. Each four-credit course is a required component of the program and should be taken in sequence.

B. Admission Requirements

BBA IS Core Degree Completion Sequence

Students with an associate degree or a significant number of transfer credits may be able to enter directly into the BBA IS Core Sequence.

Admission requirements for the BBA IS Core are as follows:

- a. A completed application for admission with a non-refundable application fee.
- b. Proof of high school graduation (e.g. diploma or transcript) or GED certificate.
- c. A minimum of 60 credits in transfer from an accredited institution of higher learning and/or credit earned through national testing programs, ACE military training evaluations, ACE-CCRS (American Council on Education College Credit Recommendation Services), or transcribed institutional assessment of documented learning.

In some circumstances, acceptance may be offered to a student with 54-59 transfer credits.

Medaille will accept up to 72 relevant credits from a two-year institution and 90 relevant credits from a four-year institution. Students enrolled in one of Medaille

ALP's dual enrollment programs with Erie Community College or Monroe Community College may be eligible to transfer more than 72 credits. No more than 90 credits will be accepted as transfer credit.

- d. An overall grade-point average (GPA) of 2.0 on a 4.0 scale from previous college work for admission.

Grades of "D" will be accepted only as general or liberal arts and science electives (12-credit maximum) as long as a GPA of 2.0 is maintained and each "D" grade can be balanced with an "A" or "B" from the same transcript.

In exceptional circumstances, a student with a GPA below 2.0 may be reviewed for admission. Before a transfer evaluation can be completed, a letter must be submitted to explain the reason for a grade-point average below 2.0. Grades of "D" will not be accepted for those students whose GPA falls below a 2.0 (refer to Section 5 M for additional information regarding admission status).

- e. Admission of all **official** transcripts.
- f. The equivalent of two years of full-time, post-secondary school work experience.
- g. A typewritten essay of approximately 500 words explaining why the opportunities offered by Medaille's Accelerated Learning Program meet the applicant's educational needs at this point in his/her life.
- h. A current resume.
- i. Submission of one professional letter of recommendation from a person qualified to judge the applicant's professional expertise and capacity for college-level study. (A recommendation from a work colleague is advised.)
- j. Applicants whose native language is not English must demonstrate the ability to read, write and understand English and submit evidence of proficiency in English by scoring at least 550 (paper), 80 (Internet-based), or 213 (computer) on the Test of English as a Foreign Language (TOEFL).
- k. Use of a computer and online connection is a requirement for enrollment.

An applicant with deficiencies in some of these areas may be offered admission with appropriate evidence supporting the student's ability to succeed.

Admissions reserves the right to interview candidates for ALP to gain additional information about their appropriateness for the program.

Information about a student's past experience and performance in Medaille programs may be used in the Admissions evaluation.

Students with less than 60 transfer credits may apply to ALP on-ground programs; such students would be admitted to either the ASB or BBA degree program, depending on their educational goal, where they may accumulate up to 68 credits.

C. Transfer Policy

Medaille College will accept up to 72 relevant credits in transfer from a two-year institution and up to 90 relevant credits from a four-year institution. Certain exceptions have been established as part of articulation agreements with specific schools. Students enrolled in one of Medaille ALP's dual enrollment programs with Erie Community College or Monroe Community College may be eligible to transfer more than 72 credits.

No more than 76 credits will be accepted in transfer credit toward any Accelerated Learning Program bachelor degree. This allows for credits in general education, liberal arts and sciences, and general electives that are applied toward the student's degree completion plan, as well as two potential course waivers within the BBA IS course sequence.

A course-by-course evaluation is performed by the SAGE registrar; Student Services will meet with each student to describe how transfer courses may be applied to the Degree Completion Plan (DCP). All students must participate in an academic advising session and a mandatory degree audit to insure that specific graduation requirements are met

D. Graduation Requirements

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

- a. 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).
- b. The student must earn his/her final 30 credits at Medaille if enrolled in a bachelor's degree and his/her final 15 credits at Medaille if enrolled in an associate degree program.
- c. 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.

Specifically, to earn the Bachelor of Business Administration in Information Systems degree, students must complete the following:

- A total of 120 semester credits (which include at least 42 liberal arts and sciences credits) with a minimum cumulative GPA of 2.0.

- A designated sequence of required courses that make up the BBA IS program; at least 44 credits must be earned at Medaille.
- A final 30 credits earned at Medaille.

Before degrees are awarded, students must complete payment of all tuition and fees and return in satisfactory condition to the College all College property on loan to the student. To determine the fees associated with your diploma or certificate, please contact Student Services; information on degree and certificate application can be found in Section 5.X.

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 their last one or two courses who, prior to the ceremony, register to take those outstanding credits during the Summer Session of their graduation year.

E. General Education Requirements

General Education requirements are detailed on each student's degree completion plan and should be reviewed with his/her advisor prior to starting the program.

If additional credit hours are required to reach 120 credit hours, including the fulfillment of general education requirements, they may be obtained in the following ways:

- Branch campus Saturday or evening courses
- Additional Medaille College courses
- Traditional college courses from regionally accredited institutions
- Online college courses from OCICU or other regionally accredited institutions
- Credit for Prior Learning
- Challenge Exams
- Credit by Examination - RCE, CLEP, DSST
- Independent Study

It is strongly recommended that degree requirements be completed within a year of finishing the BBA program. However, if a student has outstanding credits to complete following the completion of the BBA Program, **he/she must complete at least one 3-credit hour course per year to maintain an active enrollment status with Medaille. If one year lapses in which the student does not complete a 3-credit hour course, he or she may be subject to new admission and graduation requirements, as well as new tuition pricing levels, and will be required to reapply for admission to the program.**

F. The Curriculum: Course Sequences

BBA IS Core Course Sequence

56 Credits

All courses are 4 credits, 7 weeks.

GEN310E	Critical Thinking & Online Study
BIS 302E	Systems and Databases: Applications
ENG361E	Advanced Bus Report Writing
BIS350E	Computer Architecture
MAT205E	Math for IS
ACC304E	Current Issues in Financial Accounting
MGT362E	Information Systems Management Theory
MGT366E	Organizational Development & Behavior
BIS390E	Comparative Programming Languages
BUS420E	E-Business Strategy and Design
BIS400E	Systems Analysis
BUS430E	Business Data Communications
BIS410E	Distributed Systems Development
BIS480E	Project Management Capstone

G. The Curriculum: Course Descriptions

BBA IS CORE COURSES

GEN310X Critical Thinking and Online Studies

4 credits, 7 weeks

This course provides an introduction to the expectations and methodology of college-level online learning and critical thinking. Through readings, discussion, and writing assignments, the course examines critical thinking and communication skills as they are used in the analysis of significant ideas. The course specifically addresses the challenges of online self-directed learning, the demands of online communication, the conventions of academic research, and the study and personal skills required for success as an adult student. Study team dynamics, library orientation, and learning style assessment are also included.

BIS 302E Systems and Databases: Applications

4 credits, 7 weeks

This online course provides an opportunity for students to assess and hone their information systems, computer applications and database design skills. Course content will focus on the application of information systems and database management theory and principles to realistic situations from today's workplace. The course will provide the option for individualized instruction so that students advance at their own pace through a series of outcomes, while using collaborative learning situations to confront and solve practical real world problems.

ENG361X Advanced Bus Report Writing

4 credits, 7 weeks

This course teaches advanced critical thinking and writing skills for application in academic, business, and professional contexts. Students will produce professional and academic reports that are print-ready, coherent, and cohesive. Emphasis is placed on honing the students' skills in written, verbal, and electronic communication, producing an accomplished writer who is

practiced in the conventions of written English and professional communication. Students produce a portfolio in both print and web-based media that will include an advanced research report and a proposal.

BIS350X Computer Architecture

4 credits, 7 weeks

In this course, students will review the theoretical underpinnings, installation, and configuration of computer hardware and software through operational laboratory experiences. This course provides systems development personnel with hardware and software technology background, enabling them to evaluate computer architecture options and alternatives for effective use in a business environment. System architecture for networked computing systems and operating systems will also be covered.

MAT205X Math for IS

4 credits, 7 weeks

This course provides a survey of college mathematics with emphasis placed on the nature of mathematics, problem solving, and thinking patterns. Topics covered will be selected from the areas of algebra, geometry, systems of numeration and unit analysis. Mathematical topics integral to computing are also covered, including Boolean logic and algorithmic analysis. Students will apply concepts to individual and group problem solving.

ACC 304X Current Issues in Financial Accounting

4 credits, 7 weeks

This course provides an in-depth examination of financial accounting theory and practices as they relate to the preparation, content, and analysis of financial statements. Additional current and advanced topics focus on the relevant issues that users of accounting information need to understand. These include, but are not limited to, accounting information technology, ethics, forensic accounting, international accounting standards, the costs and benefits of accounting regulation, and accounting for intangible assets.

MGT362X Information Systems Management Theory

4 credits, 7 weeks

This course provides an in-depth examination of IS organizational systems, the planning and decision processes, and how information is used for decision support in organizations. It covers quality and decision theory, information theory, and those practices essential for providing viable information to the organization. It outlines the concepts of IS for competitive advantage, data as a resource, IS and IT planning and implementation, change, and project management.

MGT366X Organizational Development & Behavior

4 credits, 7 weeks

This course begins with an overview of organizational behavior and its relation to its external environment, then broadly divides the field of organizational behavior into three main categories: examining and understanding individual behavior; group/team behavior and interpersonal influence; and organizational behaviors and processes. Topics covered include, but are not limited to, an examination of behavior and values, motivation, learning, decision-making and creativity, conflict resolution, high performance teams, organizational design, organizational culture, and organizational change as they affect these three main classifications of behavior.

BIS390X Comparative Programming Languages

4 credits, 7 weeks

This course provides a study of several modern programming languages and the programming paradigm that each language strives to accommodate. Procedural, functional, logical, compiled,

and interpretative programming languages are studied. For each language students will examine data types, control structures, syntax and semantics, idiomatic constructs, translation into executable units, and the run-time environment, delving behind the scenes in some cases to examine implementation of language elements. Students will develop a small program in each language examined. The design philosophy of each language will be analyzed to discover how that philosophy is exhibited in the elements of the language.

BUS 420X E-Business Strategy and Design *4 credits, 7 weeks*

This course establishes the link between organizational strategy and current electronic methods of delivering products, services and exchanges in inter-organizational, national, and global environments. Information technology strategy and technological solutions for enabling effective business processes within and between organizations in a global environment are examined and appraised. Students analyze the ways in which networked information technology can implement and enhance organizational strategy, connecting individuals, businesses, governments, and other organizations to each other. The course provides an introduction to e-business strategy and the development and architecture of e-business solutions and their components.

BIS400X Systems Analysis *4 credits, 7 weeks*

This course examines the system development and modification process. It emphasizes the factors required for effective communication and integration with users and user systems while it promotes development of interpersonal skills between clients, users, team members, and others associated with development, operation, and maintenance of the system. Structured and object-oriented analysis and design, use of modeling tools, adherence to methodological life cycles, and project management standards are used to analyze and design information systems. Students will apply course content through group analysis and design of a departmental level system.

BUS430X Business Data Communications *4 credits, 7 weeks*

This course provides an overview of the telecommunications industry today – including voice, data, and video transmissions. Students are introduced to the major components of local area networks (LANs) and wide area networks (WANs), exploring issues related to the design and administration of computer networks. The Internet and its underlying technologies (TCP/IP, domain management, etc.) are reviewed. Varying transmission media are compared, and students will gain a fundamental understating of the operation of wired and wireless data communications. Data communications fundamentals, encoding methods, and network security are also discussed.

BIS410X Distributed Systems Development *4 credits, 7 weeks*

This course presents the physical design and implementation of information systems applications in emerging distributed computing environments using traditional and contemporary development methodologies. Students will use systems analysis concepts to implement an information system in an emerging systems environment. Study groups will use project management principles to implement an information system.

BIS480X Project Management Capstone *4 credits, 7 weeks*

This course covers the factors necessary for successful management of information systems development or enhancement projects. Both technical and behavioral aspects of project management are applied within the context of an information systems development project. In

this culminating course, high-performance teams will engage in and complete the design and implementation of a significant information system. Project management, management of the IS function, and systems integration will be demonstrated and assessed in this project experience.

MULTI-PURPOSE ONLINE ELECTIVES

ART 115 Art and the World

4 credits, 7 weeks

This course presents a global view of the major epochs of human experience and major events of historical and cultural significance from the European Renaissance to the present. Works of art examined in context offer insight into the ways that people in different times and places have explored their relationship with other human beings, nature, and specific social development, and have defined meaning and value in existence.

BIO 150 Environmental Studies

4 credits, 7 weeks

This course provides an introduction to ecological theory, natural and man-made environmental problems and human population dynamics. The interaction of science and society in creating and solving environmental problems is emphasized. Students are challenged to question their own attitudes concerning man and nature.

ENG 215 Literature and the World

4 credits, 7 weeks

This course examines the contemporary world through a narrative of history and literature since the nineteenth century, with particular emphasis on the individual in the workplace environment. The impact of increasing globalization of scientific, technological, commercial, industrial, political, social, and artistic revolutions on the individual within selected civilizations in modern Europe, Africa, Asia, the Middle East, and the Americas will be explored.

ENG 260 Persuasive Writing in the Workplace

4 credits, 7 weeks

This course is study of persuasive and ethical written communication in the workplace, emphasizing identification of purpose, evaluation of audience, and development of effective thesis and structure. Students will evaluate persuasive strategies, as well as the approaches and techniques of argument, and apply their learning to a variety of business communication tools including essays, informal e-mails, speeches, advertisements, and formal proposals.

HIS 250 World Systems

4 credits, 7 weeks

This course provides a global perspective on the forces uniting to shape the post-modern world. In particular, the impact of Western and non-Western societies upon each other is illuminated through an historical, cultural, and social examination of Chinese, Indian, and African states. This course highlights the reemergence of traditional societies in an age of fluid communications.

SECTION 3

ACADEMIC ALTERNATIVES

A. Overview

Medaille College recognizes that non-traditional students may possess knowledge and experiences distinguishing them from the traditional college student. Therefore, Medaille College offers students the opportunity to obtain credit for this knowledge and those experiences through Academic Alternatives.

The Academic Alternative process deals solely with college-level knowledge obtained outside the accredited classroom. This includes, for example, formal learning gained through successful completion of course work sponsored by business, military, and government institutions; it also may include, for example, knowledge obtained through career experiences, business experiences, and volunteer work.

The most essential thing to keep in mind about Academic Alternatives is that credit is not awarded for experience (no matter how sophisticated) but for the **student's ability to demonstrate that these experiences, knowledge, and/or skills are comparable to what is required within Medaille College's degree programs and courses.**

For enrolled Medaille students, the primary avenues for Academic Alternatives are Prior Learning Assessment and Challenge Exams. MOE students should communicate directly with their advisor in Student Services to explore appropriate academic alternatives. A student's location and ability to visit one of the Medaille campuses may affect the accessibility of academic alternatives.

The total number of credits earned through any of the following academic alternatives or combination thereof cannot exceed 60 for the baccalaureate degree. MOE students should contact their Academic Advisor for their specific degree requirements. All students working toward the bachelor's degree must earn the last 30 credits in course work at Medaille. Please note that no more than two courses in the BBA IS program may be deferred or waived based on prior learning assessment or any other academic alternative.

B. Options

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-time or full-time before application. Credits for Prior Learning Assessment are considered transfer credits. 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 in the PLA Application Packet. More information and application packets can be obtained from Student Services or the PLA Portfolio Advisor.

Deadlines for Prior Learning Assessment:

Application for PLA: Must be submitted *at least two months before completion of BBA Program.*

Submission of Portfolio: *At least one month before conferral date* (May 31, June 30, August 31, or December 31.)

Prior Learning Assessment portfolios are accepted at any time during the year. However, *PORTFOLIOS MUST BE COMPLETED WITHIN ONE YEAR OF THE DATE ON THE OFFICIAL LETTER FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS ASSIGNING THE FACULTY EVALUATOR.*

2. **Challenge Exams**

Any student enrolled at Medaille College may apply for Challenge Exams. Student 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. Challenge exam credit is considered residential credit.

Application packets are available from Student Services. A non-refundable and non-transferrable fee of \$100 for each Challenge Exam should be submitted with the completed application. The student will receive notification from ALP administration that his application and payment have been processed; exams may not be scheduled until that time. Students must complete the challenge exam within one year of the date on his/her approval letter. A test for any particular course will be given only once to an individual student

Deadlines for Challenge Exams:

Prior consultation with Student Services is required before any application for challenge exams will be accepted.

A. For a course **within** a student's program:

The exam for the course being challenged must be filed for at least two weeks prior to and taken by the conclusion of the scheduled course in the student's respective cohort. Most Accelerated Learning Program courses may not be challenged. Students may challenge CIS 116 to meet their entry-level computer requirement.

B. For a course **not** in the student's BBA or ASB program (or for Buffalo Campus courses):

The exam must be filed for and taken one month prior to respective degree conferral deadlines (May 31, June 30, August 31, or December 31).

3. Independent Study

An independent study is a student's self-directed pursuit of academic expertise in collaboration with a faculty mentor. Independent studies require 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 instructor. Students with a GPA above 2.70 who have demonstrated the ability to pursue a topic in an academically rigorous manner are eligible to enroll in an independent study; interested students should apply through Student Services.

4. Other Academic Alternatives

Medaille offers on-site paper-and-pencil, as well as on-line, DSST (DANTES Subject Standardized Test) exams; students pay a fee of \$140 for each examination. All other academic 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 Services), 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 Student Services.

Medaille Online Experience students may contact Student Services for assistance in locating DSST, CLEP, AP, ACE CCRS, and ACE/Military exam centers in

their geographic area.

5. Cross-Registration

Medaille College belongs to the Western New York Consortium of Higher Education, which permits full-time online or on-ground 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 tuition 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. Students are responsible for the cost of books and any associated college fees. Forms for cross-registration are obtained from Student Services.

6. Registration at Alternate College

A Medaille student who has been accepted as a matriculated student may take course work from another college if he/she has prior written approval from his/her advisor and department chairperson. The form to request this permission is available from Student Services. The student must receive a grade of "C" or better to transfer. The permission is granted on a course by course basis for each course taken at an alternate college. (Note: For a bachelor's degree, a student must earn the final 30 credit hours at Medaille; for an associate degree, the final 15.)

7. Work-based training programs

Students can receive credit for work-based training programs that have been reviewed by ACE or PONSI. Dale Carnegie courses and some professional certifications are also accepted. See Student Services for more information.

Continuing Education Units (CEUs) are not accepted for credit; however, learning and documentation may be applicable for Prior Learning Assessment.

8. On-line Courses

Through Medaille's membership in OCICU, Online Consortium of Independent Colleges and Universities, on-line elective courses are available for ALP MOE students. Courses run in eight-week sessions and are three credit hours each. Students should meet with their advisor to determine which course will meet their graduation requirements. Courses are offered at the student's current tuition rate. Students with a GPA of 2.7 or above can register by contacting Student Services.

Students may also enroll in any of the multi-purpose online electives offered through Medaille Online Experience (MOE). These include liberal arts and sciences electives in writing, literature, art, history, and science.

SECTION 4

STUDENT SERVICES

A. Academic Advisement

Some undergraduate students may need additional or specific credits beyond their course sequence in order to meet graduation requirements. All students must participate in an academic advising session prior to or during the first course to complete their Educational Goal Plan and review their degree completion requirements. Academic advising occurs only after transcripts from all previous colleges have been evaluated and the student is officially admitted to the program. The student is notified in the advisement letter to set up an appointment with an Academic Advisor; advisement sessions may be conducted face-to-face, online, or by phone.

B. Degree Completion Planning

Degree completion planning allows the ALP/MOE student to create a plan that enables him/her to complete all degree requirements in a timely manner. All undergraduate students are required to ascertain what general education requirements, liberal arts and sciences electives, and general elective requirements have been met. It is the responsibility of the student to make appointments with his/her advisor to assess status toward graduation. Students should schedule their mandatory advisement session prior to or during their first course to complete the Educational Goal Plan. MOE students are advised to also schedule a mandatory advisement review session midway through their program. Failure to do so may result in a later graduation date.

Student Services will assist the student in the development of an Educational Goal Plan and explain all available options for earning credits toward the degree requirements. Options include supplemental courses and programs offered at Medaille College, weekend courses, national testing programs, unique offerings at other colleges, and assessment of prior documented and experiential learning. The purpose of educational goal planning is to assist students in selecting those options which are most appropriate for attaining a degree through the Accelerated Learning Program at Medaille.

C. Library Services

Online students may access Medaille library on-line resources from any computer with an Internet connection. To log in, students should use their MedailleOne username and password.

The Medaille College Libraries are headquartered at the Buffalo Campus and maintain a qualified library staff to help with research needs, reserve information, or materials. A valid college ID card is necessary to take books out of the library. Hours may vary

seasonally; additional information on library hours is available in the Appendix. Please call the Buffalo Campus library at (716) 880-2283 with your questions.

Amherst Campus Library provides regularly scheduled hours when librarians are available at the Wilson Road facility to assist groups and individuals. Hours are posted on the door of the Library Resource Room, Room 131.

The Rochester Branch Campus Library is located in the South Winton Road facility. Staffed by Medaille librarians, the library is open from 5:00pm until 9:00pm, Monday through Friday, and 8:30am until 12:30pm on Saturdays. Research assistance is available for individuals and groups. For more information, please contact one of the Rochester librarians at (585) 272-0030, extension 9370 or 9379.

D. Student Services Centers

All of the support services descriptions below refer to on-ground service centers. Online support is available in most cases. Contact the center or MOE administration to ascertain what services are available online.

1. Academic Support Center

The Buffalo Campus Academic Support Center offers a full range of learning services. Both peer and professional tutoring in a variety of disciplines are available at scheduled times and upon request. Computers with Internet access, study skills workshops, instructional software, learning strategy guides, and reference materials are all provided in the Buffalo Campus Center. All Medaille ALP students may use the Academic Support Center.

Regular on-site tutorial services are available at both the Amherst and Rochester campuses. Contact Academic Services in Amherst; requests made directly to tutors will not be honored. The class representative may call Academic Services to arrange tutoring for the whole cohort when appropriate.

The Rochester Academic Support Center offers tutoring in a variety of subjects, as well as boot camps and workshops for specific courses. The Writing Lab is available to students seeking assistance on class assignments, APA citation and format, or writing techniques. For more information or to schedule an appointment, contact one of the Rochester librarians or visit the website at: <http://libraryguides.medialle.edu/ascr>.

2. Career Planning

Students are encouraged to take advantage of career planning and personal counseling provided on the Buffalo Campus at Medaille College, which includes a career library, full-time and part-time job listings, and group workshops. Please

call for an appointment at (716) 880-2210.

Services Available:

- **Career Issues:** Students who have concerns regarding their career path are encouraged to meet with a Career planning staff member. The Career staff will meet with the student to discuss their interest, goals and job market issues. Instruments may be used to help the process such as Strong Interest and/or Myers Briggs Personality Type Indicator.
- **Web page:** www.medaille.edu/careerplanning Career planning's web site contains information on programs and activities planned for the semester, including recruitment events and workshop schedules. It also includes a vast amount of self-help information.
- **On-line job system:** Our on-line job system (College Central) allows students and alumni to search for job postings submitted by employers. Once registered students may post their resume for employers to view and receive weekly listings of all new posted jobs. **During the 2008/09 academic year, 1,746 jobs were posted and 325 new employers registered.**
- **Recruitment Activities:** Each year we host a variety of networking events for our students. These events are typically held during the lunch hour or early evening to accommodate our large working student population. Visit our web site for semester events.
- **Contact Information and Office Hours:** For your convenience, a Career Planning staff member will be on the Amherst and Rochester campuses one day each week. Look for the schedule on the Career Planning bulletin board. In addition, the Buffalo Campus office is open from 8:00 A.M. to 6:00 P.M. Monday through Thursday, and 8:00 A.M. to 4:00 P.M. on Fridays. If you wish to meet with a staff member it is best to call for an appointment; later hours are available.
Call (716) 880-2210.
email: ccullinan@medaille.edu,
visit: www.medaille.edu/careerplanning

3. Counseling Office

The Counseling Office is staffed by licensed and nationally certified mental health counselors and provides free and confidential services to all enrolled Medaille students. Counseling services are designed to help students understand themselves better, resolve problems, and come to terms with difficult issues. Specific services include individual counseling, group counseling, and self-improvement workshops. Referrals to outside professionals can also be provided. Self-help materials on a wide variety of topics are disseminated by the Counseling Center. Students may also visit the counseling website for mental health and wellness materials.

Contact Information: The Counseling Office is located in the Wellness Center on 117 Humboldt Parkway. Day and evening appointments are available. Telephone: (716) 880-2339.

4. Campus Public Safety Office

The College's Campus Public Safety Office is located at 2 Agassiz Circle. Its primary responsibility is to work proactively with students, faculty, and College departments to identify, reduce, and remove the opportunity for crime and criminal activity before it occurs.

Public Safety Officers patrol campus buildings, grounds, parking lots, and facilities, control traffic and parking as necessary, provide escorts when requested, and are responsible for the safety and security of the College community.

The Public Safety office on the Buffalo Campus is located at 2 Agassiz Circle and is open 24 hours a day, 7 days a week. Additionally, a Public Safety Officer is on duty at the Amherst Campus on Wilson Road from 7:00am until 11:00pm, Monday through Thursday, 8:00am until 4:00pm on Friday, and on weekends when classes are in session. An officer is available at the Rochester Campus during evening class sessions from 6:30pm until 10:30pm Monday through Thursdays and Saturdays from 8:30am until 12:30pm..

Student identification cards and parking permits are available through Public Safety as well as information and literature to assist in preventing crime and victimization. Anyone encountering safety or security issues or observing criminal activity on any campus should report it immediately to the nearest Public Safety Office.

Buffalo Public Safety	(716) 880-2911
Amherst Public Safety	(716) 984-1350
Rochester Public Safety	(585) 272-0030

Medaille College annually supplies a security report containing statistics, policies, and a description of programs that promote campus safety. A copy of this report is available to all prospective students and employees and may be requested by contacting the Admissions Office, the Student Affairs Office, or the Public Safety Office. Crimes statistics are also included in the appendix of the Accelerated Learning Program Student Handbook.

5. Disabilities Services

Any student with a disability who believes he/she needs accommodation(s) in order to complete his/her course of study should contact the Academic Support Center as soon as possible. The staff will determine what accommodations are appropriate and reasonable under the Americans with Disabilities Act. Disability Services is located on Medaille's Buffalo Campus in room M-314, and can be reached by phone at (716) 880-2338 or 1-800-292-1582, ext 2338.

SECTION 5

ACADEMIC POLICIES AND PROCEDURES

A. Program/Course Registration

Medaille Online Experience students are registered for all courses within a specific program. No auditing of courses is allowed. A student who fails to participate in or complete any course for which he or she registered will receive an "F" and be billed for the course. In order to prevent such action, the student must be placed on an official leave of absence or officially withdraw from the program. All forms are available online. To prevent being billed for a class the student must request an official leave of absence before the first class meeting. Waivers must be requested at least four weeks prior to the start of the waived course.

B. Class Attendance

MOE classes run from Wednesday to Tuesday; each week opens at 12:01am Wednesday morning and closes at 11:59 Tuesday night. Online students are expected to be present electronically within the Blackboard course site regularly.

Class participation for accountability is calculated based on the hours spent in each of the various Blackboard activities. Students are also expected to spend adequate time working offline on course activities and research.

To maintain active enrollment in online courses, each student is expected to appear regularly in the course electronic site. **If you do not log into the course site during the first week of class, you will be dropped from the course.** Because of the unique characteristics of online learning, you should review the following attendance guidelines.

- Students must be electronically present for some time during every week of class.
- Each course must be completed during the established time period. Courses may not be extended over additional terms unless an Incomplete (I) grade has been issued.
- Communication has always played a key role in higher education. In online courses, communication is suddenly more important and more formal. You are expected to adhere to standard netiquette rules for course communications. Please review section 5I below for a detailed explanation of MOE netiquette expectations.
- Attendance records are maintained through Blackboard and summarized at the end of each online course.
- A grade of incomplete is given only in very special circumstances. The student must furnish documentation to the instructor that coursework cannot be completed due to illness or other circumstance beyond the student's control. The student

must have been in attendance in the course and have done satisfactory work up until the last two weeks of the course.

To obtain credit for the course, the incomplete must be converted to a grade by the last day of the next academic quarter. An incomplete grade for a spring quarter course, however, does not have to be made up until the last day of the following autumn quarter.

Official Class attendance/absences Policy

Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. The instructor may require you to log on as much as five times a week.

- Your course activity is tracked by the Blackboard course management system; these records are used to track your attendance in the course.
- Students are required to log into the course site for some period of time each week. Students who fail to log in during any course week will be considered absent.
- Students are responsible for all weekly course work. Students who miss weekly assignments or discussion boards should contact their instructor to account for their absence. Each individual faculty member will establish the consequences of missed deadlines and publish this in the course syllabus. It is the student's responsibility to contact the instructor about making up missed work.
- Students will be allowed to make up missed class work with no penalty if the absence was caused by documented illness, death of immediate family member, or participation in College sponsored activities. Otherwise, the instructor has no obligation to allow students to make up work.
- Online attendance within the Blackboard course site will be tracked for all students. Any student who does not log in to the course site within the first week of the semester will be administratively dropped from the class for non-attendance. Enrollment status (full-time/part-time, etc.) may be affected by this withdrawal which may impact billing and financial aid eligibility.
- If a student fails log in for three (3) consecutive weeks, the student will be administratively withdrawn from the course. A recalculation of earned financial aid will be processed for students who are administratively withdrawn from all courses before the end of the term due to lack of class attendance; these students may render themselves ineligible to receive financial assistance.

For all ALP students

Medaille College subscribes to "Guidelines on Student and Religious Observance" adopted by the Commission on Independent Colleges and Universities. Absence does not excuse a student from course work and responsibility. When a student misses a class or team meeting because of an excused absence, e.g., death of a family member, the student will not be academically penalized provided all course assignments are completed. Students who must miss an entire course due to unavoidable circumstances must arrange with Student Services for a temporary leave of absence prior to the beginning of the class. For financial aid purposes, there are specific guidelines regarding satisfactory progress and attendance requirements. (See Section 7 E for more information.)

C. Communication and Participation in MOE courses

Regular, professional, and concise communication is paramount in online communication. MOE students and instructors are expected to adhere to standard netiquette rules for course communications. For a detailed explanation of netiquette expectations, see Section 5I below. In addition, please note the following additional considerations for online courses:

- For all e-mail communication MOE student and instructors have been directed to use the Medaille e-mail system. There is additional e-mail capability within each Blackboard course, but mail sent within Blackboard will not be available after the course has closed.
- Instructors will publish their times of availability, including periods of time during the week when the instructor is not available. MOE instructors have been asked to check their e-mail at least once a day while teaching, but keep in mind that online access does not necessarily mean immediate response. It is most likely that your instructor shares the same work and family responsibilities as you. Every effort will be made to deal with student concerns promptly, and your consideration will be appreciated. You should expect an instructor to return your phone or e-mail message within a day or two.
- Keep in mind that others in your course cannot see your facial expression or body language. This makes joking or sarcasm tricky to pull off successfully online. Your only interaction with your classmates will be the typed letters on a computer screen. For that reason, reread your work carefully before you click send or submit; make sure it says exactly what you would like it to say. Once it has been sent, you cannot retrieve it.
- Be polite and reflective; think about what you are writing so that you do not offend others. Your work should be thoughtful and supportive, not opinionated.
- Treat team members with the same respect you reserve for your instructor and other classmates. You are expected to contribute fully in all team activities. MOE teams are not expected to carry or cover for non-performing team members.
- Address teammates and classmates by name. Sign your own name to your work on discussion boards and in e-mail. Standard typing, grammar, spelling, punctuation and APA rules apply. For example do not type your entire message in all caps, most people find this ANNOYING. It is like yelling at someone on the computer.
- You are expected to participate in individual and learning team discussion boards each week, in addition to weekly and team assignments. Standard netiquette rules are especially important on individual and team discussion boards. Students may also communicate with each other outside of the course management system. Medaille cannot monitor these communications; however students are expected to adhere to the same standards that apply in the course management system.

D. Responsibilities of ALP Students

The non-traditional learning environment found in the online classroom makes some additional demands on its students. These include:

- Students must participate in all activities and contribute to all discussions.
- Students are responsible for initiating contact with the instructor if they have missed a class, a test, or an assignment.
- Students are responsible for acquiring and maintaining an adequate laptop computer. Medaille will provide software, wireless Internet access, and appropriate IT support.
- Students are expected to comply with the policies and procedures outlined in this handbook.

E. Course Waivers

Up to two courses in the BBA IS program may be waived on the basis of course work which was taken at an accredited college, completed no more than ten years prior to matriculation in the BBA IS program, and for which a grade of C or better was earned. **No waiver will be granted retroactively.** Students will not be permitted to waive GEN 310E.

Waiver request forms are available from Student Services and must be submitted to the student's advisor with back-up documentation at least four weeks prior to the course start date. The student must provide a photocopy of the course description from the catalog for the year in which he or she enrolled in the course and a photocopy of that catalog cover.

Students should contact Student Services to discuss the impact of a waiver on their requirements for graduation. Students are cautioned that credits are not awarded for a waived course. If waiver reduces the student's anticipated accumulation of credit to a level below the amount needed to graduate, the student will have to earn credits in some other way to meet the credit requirement for graduation.

Students using any form of federal financial aid need to be very careful about how a waiver may affect that aid. Such students may not have more than one waiver (or any leave of absence) in a 12-month period. Lending institutions must be notified of the waiver (leave of absence) and each institution has its own policies governing such situations; deferments may be canceled. *Students are advised to consult with Financial Aid on these matters.* A similar situation exists regarding veteran's benefits. The Department of Veterans' Affairs must be notified whenever a student is not in attendance and thus the situation may affect benefits.

Students are responsible for the content of waived courses; the material covered in one course may be referenced in subsequent classes.

F. Grade Reports and Transcripts

At the end of each course, the instructor submits grades for each student. Grades are processed by Student Services and are available online. Payments must be up-to-date in order for grades to be viewed. Grades cannot be released over the phone or faxed.

A student request for a transcript of his/her record must be filed in writing in the Office of the Registrar at least 48 hours in advance of the date it is required. Under no circumstances will an official transcript be presented to a student; it will be issued directly to the institution or individual indicated by the student. Transcripts clearly labeled "Unofficial (for student 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.

Requests for transcripts of course work must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and be signed by the student. Request a transcript from the Registrar's office on the Buffalo Campus; please indicate that you are a branch campus student. There is no charge for the first transcript request. There is a \$5.00 fee for each additional transcript. The fee must accompany the request.

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

G. Grades

Online transcripts indicate courses taken, credits received and grades assigned. Final grades are available online approximately one week after the completion of a course. Grades will not be available for online viewing for any student who has failed to pay the course tuition.

Academic Honors

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 are placed on the Dean's List if they:

- take a minimum of 12 credit hours
- 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 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.

Grade Equivalents and Letter Grade Descriptions

The College uses the following grade point system to evaluate student performance:

Quality Point Equivalents		
A	4.0	High distinction, exceptionally high achievement
A-	3.7	
B+	3.3	
B	3.0	High achievement
B-	2.7	
C+	2.3	
C	2.0	Average achievement
C-	1.7	
D+	1.3	
D	1.0	Pass, below average achievement
D-	0.7	
F	0.0	Failure, unsatisfactory grade
W		Official Withdrawal
I		Incomplete

Performance-based Letter Grade Descriptions: Undergraduate Level

- A = Student's performance is excellent. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines and anticipates next steps in progression of ideas.
- B = Student grasps subject matter at a level considered to be very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements.
- C = Student demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts.
- D = The quality and quantity of the student's work in and out of class is below average and barely acceptable.
- F = The quality and quantity of the student's work in and out of class is unacceptable.

H. Incompletes

Students who fail to complete all course requirements due to exceptional circumstances or events may petition their instructor for the grade of "I." I grades are rarely issued in MOE courses; any request for an Incomplete must be accompanied by documentation that supports the extraordinary circumstances which justify it. Requests for an Incomplete are student-initiated and must be submitted before the week of class. Faculty are not obligated to issue an Incomplete; students must demonstrate or document need. All work must be completed within seven weeks from the final meeting date of the course.

Any student who fails to complete all course requirements within the deadline will have his or her grade of "I" changed to an "F" and will be required to repeat the course at his or her own expense. In cases of extreme hardship, the student may petition Academic Services for an additional extension; such a request must be received prior to the expiration date of the incomplete. **Students should be aware that taking an Incomplete may affect their financial aid.**

I. Netiquette and Online Behavior

MOE Netiquette Standards

What is netiquette? Netiquette reflects expected online behavior for students and faculty, establishing a ground rules that will promote effective online interaction and positive learning experiences. Simply stated, netiquette defines good manners on the Internet.

- Be polite and reflective; think about what you are writing so that you do not offend others. Your work should be thoughtful and supportive, not opinionated.
- Keep in mind that others in your course cannot see your facial expression or body language. This makes joking and sarcasm tricky to pull off successfully online. Your only interaction with your classmates will be the typed letters on a computer screen.
- Reread your work carefully before you click send or submit; make sure it says exactly what you would like it to say. Once it has been sent, you cannot retrieve it.
- Address teammates and classmates by name. Sign your own name to your work on discussion boards and in e-mail.
- Do not type your entire message in all caps, most people find this ANNOYING. It is like yelling at someone on the computer.
- Keep your discussion board posts relevant and concise. Since all class members must read through all posts, avoid rambling, repetition, or opinionated arguments that are not supported by research. Respect other people's time.
- Treat others as you would like to be treated. Find a way to share a difference of opinion without verbal abuse or insults.
- Respect copyrights. There is a wealth of information on the Internet, and as an online student you will need to access the work, words, and ideas of others. However, failing to attribute work to its true originator can feel like theft. Be scrupulous about citing sources.
- Use proper grammar and spelling. Abbreviated words, web jargon, and emoticons can wear thin and do nothing to increase your skills in professional communication. Use spell check if needed and remember that you are establishing web habits to carry you successfully through a professional career. Standard typing, grammar, spelling, punctuation and APA rules apply.
- Never put anything in writing that you would be embarrassed for your mother to see. Keep even private discussions appropriate and avoid profanity. Nothing is ever truly gone on the web and you never know when something will come back to haunt you.

J. Academic Grievance / Grade Appeal

Academically related conflicts between a student and an instructor should be addressed promptly. Students should understand that grading is viewed as a contractual relationship between the faculty member and the student. Although students have the right to protest,

actual changes in grades are both rare and at the discretion of the faculty member. Academic Services will intervene only in extreme circumstances and, even then, only as an intermediary.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows (within one week of the grades becoming available on MedailleOne):

1. The student should discuss his or her course work with the instructor and review the grading policies for the course.
2. If the student is still dissatisfied following the discussion with the instructor, a written appeal should be submitted to Academic Services.

A grade may be changed only if there is unequivocal evidence that the grade was the direct result of arbitrary and capricious conduct on the part of the instructor or of mathematical or mechanical errors in scoring course work. Grade changes must be requested within one month from the awarding of the original final course grade. All grade changes are approved by the Office of Academic Affairs.

K. Academic Integrity and Misconduct

Medaille College and the Accelerated Learning Program uphold the highest standards of academic work; these standards rest upon the academic integrity with which the student performs his or her work. The student's academic integrity is manifested in the uniqueness of his or her academic work, in his or her conduct during examinations, and by the proper attribution of his or her sources in preparation of written work. Submission of false data, falsification of transcripts or grades, misconduct during examinations, turning in group work as individual effort, and plagiarism are among the violations of academic integrity. **Cell phones, texting, and instant messaging are prohibited during the administration of any examination in the Accelerated Learning Program.**

Academic Dishonesty is defined as any of the following:

- Submitting work for academic evaluation that is not the student's own.
- Copying answers from another student during an in-class or take-home examination.
- Using unauthorized notes or materials during an examination.
- Accessing a cell phone or instant message program during an examination.
- Submitting group work as individual work.
- Failing to properly acknowledge the source of quoted or paraphrased ideas, data, or research.
- Appropriating, word for word, sections of a book, article, or website and submitting it as the student's or group's own work.
- Fabricating or falsely reporting data, information, or citations.

- Obtaining or attempting to obtain instructor resource material or confidential College records, either electronic or paper.
- Any academic misconduct that calls into question the integrity of a specific student work.

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

Actions and Appeals

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

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

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

L. Online Student Identity Verification

Students are expected to do all of their own work. The primary means of validating the identity of an online student is through their username and password. In addition to username and password identify verification, students will be asked to verify their identity through challenge questions to authenticate an online person's identity. Questions are based only on public, non-public and proprietary information. Failure of student identity verification will be treated in the same manner as cheating. See Section 6D, Intellectual Honesty, for further information.

M. Admission Status

A student admitted with a low transfer GPA must maintain a GPA of 3.00 in the first two four-credit hour courses. Status will be reviewed at that time. If the student has less than a 3.00 GPA, he/she may be dismissed.

Students with low GPAs from previously earned Medaille credits may be eligible for the Fresh Start Policy.

- The Policy applies only to former Medaille students and their Medaille transcript.
- Students must have been out of school for three years.
- Old course grades will not be averaged into the student's current GPA.
- Students who choose to avail themselves of the Fresh Start Policy eliminate their entire previous Medaille transcript from GPA calculations; there can be no picking and choosing.
- Interested students must apply through Student Services.
- Students must document a plan to demonstrate how they will avoid future academic pitfalls.
- Application for the Fresh Start Policy can only be made when the student reapplies to the College during the admissions process. Interested students should talk to their Admissions representative or Student Services advisor.

N. Probation and Dismissal

A student will be placed on academic probation if his or her cumulative GPA falls below 2.00 at any time during the program. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.00 within a probationary period of two consecutive courses. Students placed on academic probation are contacted in writing by their advisor. Please note that financial aid may be affected by poor grades. Check with the Office of Financial Aid on the Amherst Campus for more information (716) 631-1061 or 1-800-252-2235.

If a student on academic probation fails to raise his/her GPA to 2.0 within two consecutive courses, he/she will be academically dismissed. Dismissed students are not eligible for re-admission until six months have passed. In such cases, a formal re-admit application must be submitted in accordance with admissions procedures; students must once again meet admissions standards. In addition, the applicant should explain the reason for his/her academic deficiencies and why he/she should be given favorable consideration for re-admission.

A student who has received the grade of failure ("F") will need to contact MOE administration for academic counseling before continuing, regardless of GPA. A student who earns a grade of "F" in a BBA IS Core course **must** repeat the course.

Students who do not pass their program's introductory course (GEN 310E) may not progress further into the program sequence before retaking the failed course.

A student may be placed on behavioral probation if he/she violates the Student Code of Conduct (Medaille Student Handbook, Section 7.6) or violates the Misconduct policy (SAGE/ALP Student Handbook, General College Policies). Depending upon the severity of the offense or the number of offenses, a student may be dismissed from his/her program.

O. Student Leave of Absence (LOA)

A student may take a leave of absence by filling out a leave of absence form and returning it to Student Services. Students receiving financial aid **MUST** notify the Office of Financial Aid if they intend to take a leave. Please refer to Section 7 C, for more information regarding how a leave of absence will affect your financial aid. Please note: Students must meet with Student Services to reschedule any courses missed due to a leave of absence. Failure to attend three consecutive class sessions will result in an administrative withdrawal, unless the student has been approved for a leave of absence.

P. Student Withdrawal

Medaille Online Experience students may drop a course prior to the first night of class by contacting Student Services, and a full refund of tuition will be issued. (All administrative forms are available online at <http://www.medaille.edu/college/registrar/forms.aspx>.) A student withdrawing from the program is required to fill out a withdrawal form and return it to Student Services. Withdrawals must be done **before** the third class session to avoid a failing grade; however, financial liability still exists. **Students who withdraw on or after the third class session will receive a grade.** Work submitted before the withdrawal will be applied toward the total course requirements and an overall course grade will be calculated.

Failure to log in for three (3) consecutive weeks will result in an administrative withdrawal, unless the student has received prior approval for a leave of absence.

Tuition refund calculations are based on the date that a properly completed withdrawal form is submitted to Student Services (for more information regarding refunds refer to Section 7 F). Failure to complete the proper paperwork may result in a failing grade for the courses in which the student is enrolled. Students seeking re-admission must be readmitted to the program through Admissions.

Students who complete a program sequence have one year in which to finish any outstanding credits needed to earn their degree. Students who fail to do so may be subject to new program requirements that have been instituted since the date of their completion.

Q. Re-Entry Policy/Procedures

To return from a withdrawal, a student who has been away from the program for under a year must reapply through Admissions, then meet with both Student Services and Financial Aid. A student cannot be re-admitted to the program more than once.

Students who were academically dismissed will be reviewed with regard to admission standards (refer to Section 5 N for more information regarding academic dismissal). Students who have been academically dismissed twice may not reapply for admission.

A student who has been away from the program for a year or more must submit both an admissions application and official transcripts for all colleges attended during the absence. All students must meet admission standards. Please refer to Section 7 A for information regarding financial obligations for re-entry.

R. Student Changes of Status

A student who changes name, address, place of employment or telephone number must fill out a change of status form and return it to Student Services. (All administrative forms are available online at <http://www.medaille.edu/college/registrar/forms.aspx>.) Change of status forms are available from the administrative office and may be returned to the receptionist or to Student Services. **A student must provide an officially recognized identification card for proof of name change.** Updates to address, place of employment, or telephone number may be made by students on their MedailleOne account.

S. Course Prerequisites

ALP students are expected to take courses in the order established by their cohort calendar. MOE calendars have been established with multiple entry points to promote student success. Because the material covered in one course may be referenced in subsequent classes, online program courses have been grouped to accommodate 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; any application to do so must be approved by the Department Chairperson. Students pursuing such action do so at their own risk and upon registration must complete the Course Prerequisite Disclaimer Form available from Student Services.

T. Concurrent Enrollment

Due to the accelerated nature of the MOE programs, as well as the significant amount of individual instruction time required, students should exercise discretion when considering

concurrent enrollment.

U. Registration for Additional Courses

If a student needs additional credits in order to fulfill his/her degree completion requirements, he/she may register for ALP elective courses. Registration must be completed at least three weeks prior to the first night of class. Registration forms are available from Student Services. Students must schedule an advisement session with Student Services before registering for additional courses.

V. Graduation with Honors

Outstanding academic performance by a student who meets the general College requirements and the requirements for a particular degree are recognized through graduation with Honors. To be eligible for honors at graduation, a student must have completed the Bachelor's degree program in Business Administration and have a minimum of 44 Medaille College credits, or have completed the Associate in Science in Business degree program and have a minimum of 24 Medaille College credits*. There are three levels of Honors: to graduate Cum Laude, a student shall have maintained an average in all Medaille College work of at least 3.5; for Magna Cum Laude, an average of at least 3.7; for Summa Cum Laude, an average of at least 3.9.

* Please note that only Medaille College courses fulfill the residential credit requirement. DSST exams, courses at other colleges, etc. are considered transfer credit and do not meet residential credit hour minimums for graduation honors.

W. Student Opinion Survey

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

X. Degree Application

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

Graduating students will order their diplomas online. Full instructions will be provided by Student Services, who will visit each appropriate cohort four to six weeks prior to

completion of the course sequence. All degree applicants must submit a signed pre-graduation review form to Student Services. Degrees are issued in May, June, August, and December. Please note that there is a \$50.00 graduation fee.

Students who receive degrees in May, June, August, or December are welcome to participate in the annual May commencement ceremony.

Application Due Dates:

For conferral on:

May 31, 2011

June 30, 2011

August 31, 2011

December 31, 2011

Must apply by:

March 1, 2011

March 1, 2011

August 1, 2011

November 1, 2011

Degrees will not be conferred until all coursework is completed. Conferral dates are: May 31, 2011; June 30, 2011; August 31, 2011; December 31, 2011. Students will receive their diplomas in the mail four to six weeks after their conferral date.

A student who completes all the requirements for a degree before formal graduation may request a degree completion letter from Student Services. This letter will serve in the place of a diploma until the degree has been formally conferred.

Certificate Conferral

A student who completes all the requirements for a certificate must submit a completion notification as well as a \$10.00 processing fee. An official certificate will be mailed to the student's home; official completion of certificate requirements will be noted on the student's transcript as well.

Y. Course Repeat Policy

In cases of repeated courses, only the last grade earned, whether higher or lower, is used in calculating the grade point average. All grades earned for courses taken at Medaille, however, remain a part of the student's permanent record. Students must complete and submit the appropriate form at the time of repeat. Forms can be obtained from Student Services. Financial Aid does not cover repeat courses.

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

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

Z. Pass/Fail

The P/F grade is offered as an option for students in the undergraduate program who are taking courses outside their program sequence (in order to meet degree requirements) and who wish to take more challenging courses 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 P/F basis. No more than ten percent (10%) of the total degree or certification program may be taken P/F. **Students must consult with Student Services to determine whether the course is acceptable within their program. Required classes and general education courses are not eligible for P/F.**

P/F grades are student-initiated. Forms are available from Student Services. Arrangements must be made within the deadline prescribed. Students requesting to take a course on a P/F basis must sign and return the form to Student Services. Arrangements to take a course on such a basis are final. **Requests for P/F courses must be submitted on or before the 4th night of class.**

Since colleges differ on acceptance of P/F grades, students interested in advanced study at other institutions should investigate the acceptance of such grades by specific graduate schools.

SECTION 6

GENERAL COLLEGE POLICIES

A. I.D. Cards

An official identification card is issued to each Accelerated Learning Program student prior to the end of the first course; it is valid until the student graduates or withdraws from the program and allows students access to certain areas on the Medaille Buffalo Campus. A valid ID card also allows students to borrow materials at either of the libraries, use the Computer Complex, gain entrance to most social events, and use the Campus Center during open hours. There is a \$30.00 replacement fee. Students who withdraw from the program should submit their ID cards to Student Services. Lost or stolen ID cards should be reported to Public Safety.

Medaille Online Experience students may obtain an official identification card by visiting any one of the three campuses. For additional information, contact your Student Services advisor.

B. On-ground Campuses

Medaille Online Experience students are welcome to visit any of the three Medaille campuses. All campus visits are subject to the policies and restrictions developed for on-ground students. Please review the General College Policies for Accelerated Learning Program on-ground programs at <http://www.medaille.edu/academics/catalogs/>.

C. Disabled Students

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

Medaille College endeavors to assist students on an individual basis with concerns they may have as they learn at the branch campus sites in Amherst or Rochester. Services are available to assist students with disabilities in all aspects of college life. Disability Services is committed to providing the support and encouragement necessary to promote self-advocacy and personal responsibility for students with disabilities.

Students requesting services and/or accommodations must contact the Academic Support Center directly at (716) 880-2338 or 1-800-292-1582, ext 2338.

D. Intellectual Honesty

Because honesty in academic work is the bedrock of education, students in the Accelerated Learning Program of Medaille College are expected to be honorable in all academic endeavors. The principal rule of academic integrity is that each member of the College community will submit only his or her own work, executed to the best of his or her own ability.

Applying the standards of ethical behavior is an important part of a student's education at Medaille. Integrity begins as a personal virtue; as experience and education grow it provides the foundation of a principled and trustworthy citizen. Academic dishonesty violates that integrity. Cheating, plagiarism, or intentionally misleading an instructor constitute unethical behavior and will not be tolerated.

The practice of personal integrity:

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

A more detailed discussion and definition of academic integrity may be found in Section 5 K.

E. Misconduct

Misconduct is subject to disciplinary action including behavioral probation or suspension from the College. Misconduct includes but is not limited to:

- Forgery, alteration, or misuse of college documents, records or identification.
- Knowingly furnishing false information to the College.
- Misrepresentation of one's self or of an organization as an agent of the College.
- Obstruction or disruption (while on or away from campus property) of the academic process, administration process, or other College function. Students may not participate in their online class or team meetings under the influence of illegal drugs or alcohol.

- Threatening to inflict or inflicting psychological or physical violence on the person or property of any member of the College community or to family members of that community.
- Theft, intentional destruction, damage, or unauthorized possession or use of College property or the property of any members of the College community.
- Unauthorized entry into or unauthorized use of any College building, structure, or facility or information system.
- Failure of the student identity verification process

Incidents of misconduct should be reported immediately in writing to the Executive Director. Each incident will be reviewed and referred as appropriate. Students may be placed on behavioral probation; immediate removal (or suspension) from the class, campus, or program may result.

F. Bias-related Discrimination

In conformance with Title IX, 1972 Education Amendments, Medaille College does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin, sexual orientation, or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other institutionally administered programs. Anyone encountering or suspecting discrimination should report it in writing to the Executive Director in Amherst or the Branch Campus Point Person in Rochester.

G. Sexual Harassment

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

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

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

Peer sexual harassment is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a

hostile or abusive educational environment. Schools are required by the Title IX regulations to have grievance procedures through which students can complain of alleged sex discrimination by other students, including sexual harassment. Students are asked to report any occurrence to the Executive Director.

H. Sexual Harassment Student Complaint Procedure

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

I. Academic Decorum

Medaille College does not tolerate sexual or racial harassment of students or employees by the College faculty, staff, or students. Students are legally protected from such activity by both state and federal legislation and are asked to report any occurrence to the Accelerated Learning Program Executive Director or their branch campus director without fear of recrimination.

Students are expected to conduct themselves in a respectful manner. The College does not tolerate immature or abusive behavior in the classroom or learning team setting. Upon receipt of a written complaint of such behavior, the Office of Academic Affairs may immediately remove the student from class and/or group. The Executive Director, Campus Director, the Office of Academic Affairs, and the Dean of Student Affairs will review the evidence and determine the appropriate course of action with regard to the future of the student in the Accelerated Learning Program.

J. Student Code of Conduct and Judicial Procedures

The Medaille College Office of Student Affairs publishes a Student Code of Conduct and Judicial Procedures document that describes the regulations and standards in the area of student life and conduct. The Accelerated Learning Program subscribes in full to guidelines therein; a copy can be found in the appendix to this handbook.

K. Student's Right to Privacy

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

and awards received, and the most recent previous educational agency or institution attended.

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

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

1. **The right to inspect and review the student's education records within forty-five days from the day the College receives a request for access.**
As a student of Medaille or as the parent of a dependent student you have the right to inspect and review your education records within forty-five (45) days from the day the College receives your written request for access. You should submit your request to Student Services for academic records, to Financial Aid for financial aid records, and to the Accounting Department for records concerning your account. A request for any other education records should be directed to Student Services. The written request must identify the record(s) that you wish to inspect. The College official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise you of the correct official to whom a request should be addressed.
2. **The right to request the amendment of the student's education records if the student believes them to be inaccurate or misleading.**
You may ask the College to amend an education record that you believe is inaccurate or misleading. You should write the College official responsible for the record, clearly identifying the part of the record you want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as you requested, the College will notify you of the decision. You have the right to request a hearing regarding the denial of your request for amendment to the education records.
3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**
One exception which permits disclosure of personally identifiable information contained in your education records without your consent is disclosure to College officials with legitimate educational interests. A school official is:
 - a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including campus police, security personal, and health staff);
 - a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent, temporary staffing agencies, and outsourced vendors). Outsourced vendors are those parties helping the college provide students access to services relating to their education. For example, the bookstore will be provided with course schedules to assist

student with procuring textbooks and other course materials;

- a person serving on the Board of Trustees; or
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

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

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

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

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

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

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

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA**

The name and address of the office the administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605. Inquiries about the use of Directory Information or other FERPA issues can be directed to Student Services.

6. **The College has adopted a Policy on the Privacy of Student Records which**

was developed to comply with FERPA.

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

L. Medaille e-mail

Electronic mail is a primary means of communication on campus. Many official college communications are transmitted to students, faculty, and staff via e-mail. It is an important vehicle for communications between students and their instructors, a convenient organizational tool for groups and departments, and a quick method for sharing ideas and information among friends and colleagues.

To ensure that all important correspondence is reliably delivered to each individual, all account holders will be assigned an official e-mail address. The most common form is: all.your.names@medaille.edu. This address will be used for all College e-mail correspondence lists, for populating lists for classes, and for the official online directory.

Your e-mail account is a valuable asset. It is used to authenticate your identity in many university online services. In addition, you are totally responsible for all activity that takes place from your account. To safeguard your identity and your privacy, do not share your account or give your password to anyone.

M. Acceptable Use Policy

Medaille College's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User(s)") may use their assigned computer accounts, email services and the shared Medaille College network. The use of Medaille's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the "Medaille Network") is a revocable privilege.

The Medaille network is provided to support Medaille College business and its mission of education, service and research. Any other uses, including uses that jeopardize the integrity of the Medaille Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited.

By using or accessing the Medaille Network, users agree to comply with the Acceptable Use Policies and other applicable Medaille policies, all of which may found at <http://it.medaille.edu/>.

SECTION 7

FINANCIAL OBLIGATIONS

A. Fee Structure

Payment of tuition, educational resource fees, and all other fees are due **prior** to each course start date. It is understood that regardless of the financial source, the student is responsible for all costs involved with enrollment in the Accelerated Learning Program, including a \$50 graduation fee which is due prior to graduation.

Students receive a projection of tuition and fees prior to registration and are expected to meet their financial obligations according to the published schedule. Any questions regarding payments or problems associated with making those payments should be directed to the Amherst branch campus Business Office.

Medaille College reserves the right to change the tuition and fee schedule at any time. Tuition charges in BBA and ASB programs vary. Students who complete the one program and transfer into another will be assessed tuition according to the tuition charges in effect at that time. A late fee, as indicated below, is charged each time a payment is received after the due date. There will be a \$35.00 charge for each check returned for insufficient funds.

1. General Procedures for Cash Pay Students

- a. The student must submit payment to the branch campus administrative office prior to the start of a course; payment is considered late if not received by the first day of class.
- b. A late fee of \$150 per block registration (semester) will be charged if payment is not received by the specified time.
- c. If payment is not received, a hold will be placed on the account, preventing the student from receiving grades/transcripts, from being registered for/ attending additional courses, and from receiving textbooks in the ALP Evening Program.
- d. If payment is not received for two sequential courses, the student will not be allowed to attend class, withdrawal procedures will be started, and a 1% monthly interest charge will be added to the student's account on the outstanding balance until the account is current.

- e. No transcripts will be issued for students having any outstanding balance. Books for subsequent courses may be held for students with an outstanding balance.
- f. There will be a \$35.00 charge for returned checks due to non-sufficient funds.

Payments can be made via check, MasterCard, Visa, Discover, American Express or money order and can be dropped off at either branch campus office or mailed. Payment by credit card may be made using the student's MedailleOne account.

2. General Procedures for Students Receiving Employer Tuition Reimbursement.

Students who receive tuition reimbursement from their employers **must** still follow the Cash Pay procedures outlined above unless other arrangements are made. Upon payment in full, students will receive a paid receipt which may be submitted to satisfy an employer's tuition reimbursement policy. Employee reimbursement is an arrangement between the student and his/her employer; the Accelerated Learning Program cannot defer course charges based on this arrangement.

3. General Procedures for Students Receiving Financial Aid

Tuition is deferred based on the dollar amount to be received from the Financial Aid Office. **The student is responsible for any balance not covered by Financial Aid (including loans, Pell and TAP).** The student is also responsible for submitting the appropriate financial aid forms on time as required by the Office of Financial Aid. Please contact the Office of Financial Aid for forms and due dates. Students must fulfill their responsibilities regarding such forms and meet deadlines in order to maintain their deferred payment status.

Students who have an outstanding balance not covered by financial aid will need to contact the Business Office to establish satisfactory payment arrangements for the remaining balance.

a. General Procedure for Partial Financial Aid Students

- Payment is considered late if not received by the first night of class.
- A one-time fee of \$150 per block registration (semester) will be charged if payment is not received by the due date.
- If payment is not received in full by the next scheduled payment, grades will not be released.

- If payment is not received for two sequential courses, the student will not be allowed to attend class, withdrawal procedures will be started, and a 1% monthly interest charge will be added to the student's account on the outstanding balance until the account is current.
- No transcripts will be issued to a student having any outstanding balance.
- There will be a \$35.00 charge for returned checks due to non-sufficient funds.

NOTE: Any deviation from this procedure will eliminate a student's deferred payment status.

b. Refunds

Refunds are handled in the Business Office. Accounts with a credit balance are automatically reviewed for refunding on a weekly basis.

NOTE: The Authorization to Apply Federal Student Aid form is valid for the entire period of enrollment at Medaille. However, excess funds will be distributed at the end of each award year, as required under Title IV regulations. In addition, funds will be refunded upon rescission, in writing, of this authorization. If no Authorization to Apply Federal Funds is on file, the student will be considered a Cash Pay student.

4. 1098-T

A 1098-T will be mailed to students who had charges posted to their account in 2009.

5. Portfolio/Challenge Exam Fees

Portfolio fees are not reflected in the regular payment schedule. Students petitioning for prior learning credit through portfolio are required to remit with their application a non-refundable processing fee (\$100.00) for each course for which PLA credit is sought.

Additional assessment fees are based on the credit hours awarded. Students are notified of the amount due when the evaluation is completed. For each credit earned, the cost is \$75.00 per credit.

Challenge exam and DSST exam fees are not reflected in the regular payment schedule. A non-refundable application fee of \$100 for challenge exams and \$140 for DSST exams must be submitted with each application to Student Services.

6. Refund Policy

Application fees and registration fees are **not refundable**.

A percentage of the educational resource fee may be refundable for materials not yet received or not yet used. Refunds will not be made for books that have been marred in any way, nor will refunds be made for books required in any class that the student has attended. All unused books and course materials issued must be returned to the appropriate branch campus administrative office within one week of the first session of that course to obtain a refund. In the event of a course withdrawal, the student should not presume that the same materials will be used when he or she enrolls in that course at a later time.

Students must officially withdraw from a course by following the withdrawal policy (Section 5 P). Students may be eligible for a refund according to the following schedule:

Withdrawal date	% of Refund
Prior to 1 st class	100%
Prior to 2 nd class	75%
2 nd class and after	None

7. Re-admitted Students and Special Enrollment

Students are subject to tuition and fees levels applicable at the time they re-enter the program. This policy means that students who withdraw from the program and then rejoin at a later date will be subject to current tuition and fee levels. Also, students who withdraw from or retake a course are subject to current tuition and fee levels. There is no financial aid available for courses that must be retaken.

B. Financial Aid

Financial Aid is available to admitted and accepted Medaille students through a variety of sources. The Office of Financial Aid can provide information about the following topics: financial aid programs (including eligibility requirements, selection procedures, and disbursement schedules), satisfactory progress, rights and responsibilities of students receiving financial aid, loan repayment, costs of attending Medaille, and the liability policy at Medaille. When planning for college finances, the student should investigate the following sources:

1. Financial Aid

To calculate financial need, a student must first determine his/her Family Contribution by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The Family Contribution is then subtracted from the cost of attendance to determine financial need.

$$\text{Cost of Attendance} - \text{Family Contribution} = \text{Financial Need}$$

To calculate your Cost of Attendance, use the chart found in the Appendix.

2. Grants

The **Federal Pell Grant** is a **need-based** federal grant program designed to provide funds to students who are enrolled full-time. These grants range up to \$5,350 per year based on family income, assets, the number of family members in the household, the number in college, and the number of credits for which the student is enrolled. Apply by submitting the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. **Students must maintain satisfactory academic progress to receive this award.**

New York State Tuition Assistance Program (TAP) awards and are based on New York State net taxable income. Students must maintain full-time status and be a New York State resident. Apply at www.HESC.com. **Students must maintain satisfactory academic progress to receive this award.**

3. Other Financial Assistance

Veterans Benefits are available for students who qualify. In order to determine eligibility, contact Sergio Rodriguez, Coordinator of Veterans Affairs, and the Department of Veterans Affairs at www.GIBill.va.gov.

Vietnam Veterans Tuition Assistance Program may provide financial assistance to some veterans enrolled in undergraduate degree programs. For an application contact New York State Higher Education Services Corporation, 99 Washington Avenue, Albany, New York 12255.

Vocational and Educational Services for Individuals with Disabilities (VESID), formerly Office of Vocational Rehabilitation (OVR), benefits are available for students with certain physical or emotional disabilities. Contact the New York State Vocational Rehabilitation Commission.

Federal Aid to Native Americans is a grant offered by the U.S. Bureau of Indian Affairs for college study. To be eligible, the applicant must: (1) be at least one-fourth American Indian, Eskimo, or Aleut; (2) be an enrolled member of a tribe, band, or group recognized by the Bureau of Indian Affairs; (3) be enrolled in or

accepted for enrollment in an approved college or university pursuing at least a two-year degree; and (4) demonstrate financial need.

An application is necessary for each year of study and must be accompanied by an official needs analysis from the Financial Aid Office. Each first-time applicant is required to submit tribal enrollment certification from the bureau, agency, or tribe which records enrollment for the tribe. The student must make satisfactory progress towards a degree and show financial need for grants to be awarded in successive years. Applications are available from the Bureau of Indian Affairs, 3701 North Fairfax Drive, Suite 260, Arlington, Virginia 22203.

New York State Aid to Native Americans is an entitlement program, with neither a qualifying examination nor a limit on the number of awards. Applicants must be (1) a resident of New York State; (2) on an official tribal roll of a New York State tribe or the child of an enrolled member of a New York State tribe; and (3) enrolled in an approved New York State post-secondary program. Applications are available from the Native American Education Unit, New York State Education Department, Albany, New York 12234.

4. Scholarships

Students who are interested in investigating scholarship opportunities may do so at the SAGE Financial Aid website. <http://sage.medaille.edu/admissions-and-aid/institutional-scholarships-awards.html>.

5. Loans

The direct **Federal Stafford Subsidized Loan Program** is a need-based program. **The maximum loan eligibility per academic year is \$3,500 for freshmen, \$4,500 for sophomores, and \$5,500 for juniors and seniors.** The maximum that may be borrowed as an undergraduate student is \$23,000. Repayment begins six months after the student either leaves school or drops below half-time enrollment. There is no interest paid or accrued while the student is enrolled at least half-time; the Federal government pays the interest for you while you are in school. The loan must be repaid within 10 years, exclusive of deferment periods. Apply by submitting the FAFSA online at www.fafsa.ed.gov and an E-MPN (Electronic Master Promissory Note) online at www.hesc.com. **Students must maintain satisfactory academic progress to receive this loan.** (See Section 7 E, Satisfactory Progress".)

The direct **Unsubsidized Federal Stafford Loan Program** is available, regardless of family income, to students who do not qualify for the regular Subsidized Stafford Loan or who are not eligible for the maximum subsidized Stafford Loan and/or who are independent. **The maximum loan eligibility per academic year is \$6,000 for independent freshmen and sophomores, \$7,000 for independent juniors and seniors.** The terms and conditions of the Subsidized and Unsubsidized loans are generally the same, except that borrowers

are responsible for the payment of interest that accrues on unsubsidized loans while they are attending school. The term unsubsidized means that interest is not paid for you by the Federal government while you are in school. Apply by submitting the FAFSA online at www.fafsa.ed.gov and an E-MPN (Electronic Master Promissory Note) online at www.hesc.com. Students must maintain satisfactory academic progress to receive this loan. (See Section 7 E Satisfactory Progress.)

The direct **Federal Parent Loan for Undergraduate Students (PLUS)** is available to help dependent students by allowing their parents to borrow for their educational expenses. Parents may borrow up to the difference between the cost of education and all other financial aid received. Repayment begins immediately. The loan must be repaid within 10 years, exclusive of deferment periods. Apply by submitting a PLUS E-MPN (Electronic Master Promissory Note) online at www.hesc.com. Students must maintain satisfactory academic progress to receive this loan. (See Section 7 E, Satisfactory Progress.)

C. Leave of Absence (LOA)

Any leave will affect your financial aid. Grant and loan money must be returned if a student falls below six (6) credits/ part time. For this reason, ALP recommends that students take no more than one leave of absence per academic year. If a student is eligible for a course waiver, he/she may wish to enroll in an elective course to avoid the need for a leave of absence and the subsequent effect on financial aid disbursement.

Medaille College will permit leaves of absence during which the student is not considered withdrawn and no return calculation is required. The leave of absence will not involve additional charges by the College. All accounts are on hold for the leave; no refunds may be given.

Please note: to be granted a leave of absence, the student must demonstrate a reasonable expectation of his/her return to the program. To request a leave of absence, students should:

1. Contact Student Services to determine if a leave is possible.
2. Contact Financial Aid to assess the effect of a leave on his/her aid.
3. Sign and submit all required paperwork.
4. Contact members of the learning team, if enrolled in the ALP Evening Program.

Students must have all approvals before the leave of absence is official. Students must return from LOA on the date specified or they must be withdrawn from the program.

Required Documentation

A leave of absence will be considered an approved leave of absence if the College determines that there is a reasonable expectation that the student will return. In addition, the student must follow the college's policy in requesting the leave of absence from Student Services, who will provide the Financial Aid office a written, signed, and dated request **prior** to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the College will grant the leave of absence

and ask for the written documentation at a later date. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the leave of absence in advance.

Length and Number of Approved Leaves

Students may request a leave of absence; to minimize the effect of the leave on loans and grants, the student should contact Financial Aid when considering any leave. Any leave over 180 days in a twelve-month period will be considered a withdrawal. The length of each leave may be determined by each individual student. Students must indicate the reason for the leave.

Reasons for a Leave of Absence

A leave of absence will only be granted when there is a reasonable expectation that the student will return. Common causes for a leave of absence request include illness, business travel, and family emergencies. The reason for a leave should be indicated on the application.

Effect of Leave of Absence on Financial Aid

A leave of absence will extend a student's award year, since each student is required to complete and receive a grade for twenty-four credits in the award year. Please note that although you may receive a refund for a class missed while on a leave, **you will need that refund to cover the required classes (for credits and seat time) to complete your award year.** A leave of absence will change the disbursement dates for loans and TAP and Pell grants will be returned. Students must have completed twelve credits and half of the weeks (seat time) in the award year before a second payment can be disbursed. **A leave of absence may make a student ineligible for a TAP award,** since students must complete and receive a grade for twelve credits in a traditional fall (July 15-Jan 15) or spring (Jan 16- July 14) semester to receive TAP.

Completion of Coursework Upon Return

Title IV regulations indicate that upon the student's return from a leave of absence, the student should be permitted to complete the coursework begun prior to the leave of absence. The student will incur no charges while on a leave of absence.

Failure to Return

The College will explain to the student, prior to granting the leave of absence, the effect that the failure to return from the leave may have on student loan repayment terms, including the exhaustion of some or all of the student's grace period. A student on an approved leave of absence will be considered enrolled at the College and would be eligible for an in-school deferment for his or her SFA loans. If a student does not return from an approved leave of absence, his/her withdrawal date and the beginning of his/her grace period will be the date the student began the leave of absence.

Rationale

The College must have a "formal" leave of absence policy in writing and publicized to students indicating the information provided above.

Citations

HEA 484B(a)(2), 484(b)(e), Dear Colleague Letter GEN-98-28 RE: 1998 HEA, CFR 668.22(c) and (d), 1999-00 Federal Student financial Aid Handbook, Institutional Eligibility and Participation.

D. Student Acknowledgment

In applying for financial aid while attending Medaille College, the student acknowledges the following:

1. Medaille College will apply all financial aid funds necessary to cover the tuition costs for the entire payment period . Financial Aid and other payments collected in excess of tuition, books, and fees charges will be refunded within 10 days of the credit balance if the student has not signed an Authorization to Apply Federal Student Aid form. If the student has signed the authorization form, refunds will be issued on request. Applying for financial aid does not remove the responsibility for payment. If the funding is not received, the student must make payment arrangements with the Accounting Department in Amherst.
2. Loan funds are disbursed in two disbursements.
3. Changes in the student's class schedule (e.g. non-attendance for more than 29 days) may result in cancellation of the loan application or a delay in disbursement. A student must be withdrawn from and re-entered into the program if he/she will be out of attendance for more than 29 days. Prior to any change in schedule, the student must contact the Office of Financial Aid in Amherst to verify the impact of the change.
4. Loan periods are measured in credit hours. The first payment period is defined as half the award year. **Credits for the first payment period must be completed before the funds for the second disbursement can be released.**

E. Satisfactory Academic Progress Policy

1. Attendance

All students must meet the attendance expectations of their program. Exceptions are approved for extraordinary circumstances on an individual basis if: (1) the student notifies the instructor in advance, (2) application is made in writing to Academic Services, and (3) the student makes up all missed work as requested by the instructor. Students who for extenuating circumstances are unable to complete a course can take a withdrawal and repeat the course at a later time, incurring full expenses for the course, or petition Academic Services for an incomplete.

A student must be withdrawn from and re-entered into the program if he/she will

be **out of attendance** for more than 29 days.

2. **Grade Point Average**

Undergraduate students must maintain a minimum grade point average of 2.0 or above throughout the duration of their program.

Students falling below this minimum grade point average will be placed on academic probation for two consecutive courses. Students on probation who have not regained the minimum grade point average at the end of the probationary period and are making unsatisfactory progress will be disqualified from Medaille College for a minimum of six months. Student Services will handle appeals or exceptions to disqualifications on an individual basis. Financial Aid disbursements will continue throughout the probation period.

3. **Satisfactory Progress**

Students must maintain satisfactory progress in order to receive Financial Aid. PLEASE NOTE: THERE ARE DIFFERENT REQUIREMENTS FOR STATE AND FEDERAL FINANCIAL AID. **The following charts explain the requirements for renewed eligibility for state financial aid (TAP):**

Associate Degree

In order to receive state aid for this semester:	1st	2nd	3rd	4th	5th	6th
You must accumulate at least this many credits:	0	3	9	21	33	45
With a GPA of:	0	2.00	2.00	2.00	2.00	2.00

Baccalaureate Degree

In order to receive state aid for this semester:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
You must accumulate at least this many credits:	0	3	9	21	33	45	60	75	90	105
With a GPA of:	0	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Please note: Students may receive only eight semesters of TAP.

In addition, you must meet **PROGRAM PURSUIT** regulations which require that during your first two semesters of TAP you must **COMPLETE** at least 6 credit hours per semester, at least 9 credit hours per semester for the third and fourth semesters, and at least 12 credits for your fifth and all succeeding semesters.

The following chart explains the requirements for renewed eligibility for federal financial aid (Pell, FSEOG, FCWSP, Federal Stafford Loans):

In order to receive federal aid for this semester:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
You must accumulate at least this many credits:	0	9	18	27	39	51	66	81	96	108
With a GPA of:	0	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

In addition, you must complete your program within 180 credit hours. If you do not achieve these Satisfactory Progress Requirements, you will not be eligible for additional semesters of financial aid until you obtain the necessary requirements. If you encounter extraordinary difficulties which prohibit you from achieving the above minimum requirements, you may qualify for a waiver of these requirements. Please contact the Office of Financial Aid for details.

4. **Academic Disqualification**

Academic disqualification will result if a student fails to clear his/her academic probationary status within two consecutive courses. Disqualified students are not eligible for re-admission until the lapse of one calendar year. A formal admissions application must be resubmitted in accordance with Accelerated Learning Program admissions procedures. In addition, the applicant should explain the reason for his/her academic deficiencies and why he/she should be given favorable consideration for re-admission. The Admissions Committee will review the admissions file and a decision will be reached regarding re-admission.

5. **Financial Aid Appeal Committee**

Any student who wishes to appeal a financial aid decision must do so in writing to the Office of Financial Aid at the Amherst branch campus.

F. Refund Policy

There is an unpredictable lapse of time between the issuance of the notice of financial award, which is sent to the student and College, and the actual receipt of funds from the federal/state programs. As funds are received in the Business Office, they are promptly credited to the appropriate individual student’s account. When such posting to a student account results in a credit balance, the overage will be refunded to the student within 10 days from the posting date unless an Authorization to Apply Federal Student Aid form has been signed. School application fees, assessment fees, and a book/resource material fee are non-refundable.

Policy

Effective October 7, 2000, when a recipient of Title IV funds withdraws from the College during a payment period, the College will determine the amount of Title IV funds the student earned as of their withdrawal date. If the total amount of funds earned as calculated is less than the amount disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date that the student withdrew, the difference between these amounts will be returned to the Title IV programs. If the total amount of Title IV funds earned as calculated is greater than the total amount of funds disbursed to the student as of the date the student withdrew, the difference between these amounts will be treated as a post-withdrawal disbursement.

Return Calculation

The amount of Title IV funds earned by the student will be calculated by determining the percentage of Title IV assistance that has been earned and applying this percentage to the total amount of Title IV assistance that was disbursed and/or could have been disbursed for the payment period.

- *Percentage Earned* - The percentage of Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date (the last date attended), if this date occurs on or before completion of 60 percent of the payment period.

$$\frac{\text{Total number of calendar days completed}}{\text{Total number of calendar days in the payment period}}$$

The total number of calendar days in a payment period will include all days within the period (as originally schedule at the time of certification) except that scheduled breaks of at least five consecutive days are excluded from both numbers in the above equation. In addition, the total number of calendar days in a period will not include days during which the student was on an approved leave of absence.

- *Percentage Unearned* - The total Title IV funds disbursed to the student, or that could have been disbursed to the student or on the student's behalf, minus the amount of Title IV funds earned by the student determines the amount of Title IV loan and grant aid that **is unearned and must be returned.**

$$\begin{aligned} & \text{Total Title IV disbursable aid} \\ - & \text{ Title IV aid earned} \\ = & \text{ Title IV loan and grant aid to be returned} \end{aligned}$$

Return of Unearned Aid

The College will return the lesser of the following amount to the appropriate Title IV Programs:

- The total amount of unearned aid.

- The amount that is equal to the total College charges incurred by the student for the payment period multiplied by the percent of unearned aid.

The College charges incurred by the student will include tuition, fees, and other educationally related charges assessed prior to withdrawal.

The College will return funds to the Title IV Programs in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, and Federal PLUS Loans. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess will be credited to any amount awarded for the payment period for which a return of funds is required in the following order: Federal Pell Grants, other grant or loan assistance authorized by Title IV regulations.

After the College has allocated the unearned funds for which it is responsible, the student must return assistance for which he/she is responsible in the order specified below. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Title IV assistance to be returned. The student (or parent in the case of funds due to a PLUS Loan) must return or repay, as appropriate, the amount determined to any Title IV loan program in accordance with the terms of the loan; and any Title IV grant program as an overpayment of the grant. The student is obligated to return only one-half of the unearned grant amount.

Timelines for Return of Funds

The College will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 30 days after the date the College determine that the student withdrew.

The College will provide students with written information in reference to the Return of Title IV Funds policy requirements.

Rationale

If a student withdraws before completing more than 60 percent of the payment period, the amount of any Title IV loan and grant aid the student received for the payment period must be recalculated to reflect the portion of the payment period that they completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed **must be returned to the appropriate Title IV aid programs.**

Citations

HEA 484B; Dear Colleague Letter GEN098028 RE: 1998 HEA; CFR 668.22(a),(e), (f), (g), (h), (i); and the 1999-00 Federal Student Financial Aid Handbook, Institutional Eligibility and Participation Section.