

ACADEMIC POLICIES

STUDENT RESPONSIBILITY

Students are expected to familiarize themselves with the academic procedures and regulations described in this publication and with graduation requirements in their major. They are responsible for meeting deadlines published in the academic calendar and, when questions arise about regulations, policies or procedures, are expected to seek assistance from an advisor or the appropriate College office.

Please note that while academic advisors can provide assistance in understanding degree requirements and planning semester course loads, the primary responsibility for knowing and meeting program requirements rests with each student. The College will at times officially communicate with the student using U.S. Mail, Marist Campus Mail, and Marist Email. It is the student's responsibility to visit his or her campus mailbox and review her or his Marist email account on a regular basis.

THE ACADEMIC CALENDAR

The Academic Calendar consists of two traditional semesters (fall and spring) of fifteen weeks each. The Traditional Academic Calendar appears on <http://www.marist.edu/academics/calendars.html>.

Marist College also offers a shortened Winter Intersession and Summer Session. Further, certain specialized programs run on a simulated-semester basis. Calendar information for these programs may be obtained from the Office of the Registrar.

Final examinations are held at the close of the semester or session. Examination schedules for fall and spring semesters are produced by the Office of the Registrar. If a course does not require a final examination, appropriate course-related activity will be substituted at the scheduled time during finals week. Classes may not meet at other times during finals week without written consent of the appropriate academic dean.

ACADEMIC ADVISORS

Every Marist student is assigned to an academic advisor who is available to provide guidance in planning a meaningful program of study. An academic advisor becomes an important resource for major field information, graduate school preparation, and career guidance. Students are encouraged to maximize this relationship by maintaining close contact with their assigned advisor throughout their time at Marist.

Students in declared majors will be assigned to an advisor in their major field. Students who are undeclared will be assigned to an advisor familiar with the exploration process. Additionally, program advisors are assigned for students in special programs (i.e., Honors, Pre-Health, HEOP, Accommodation & Accessibility).

Students are expected to meet with their academic advisor on a regular basis. In addition, a student's major advisor is the only individual who can remove a registration hold in order for the student to be able to register. Students declaring or changing majors will be assigned to an advisor in that major. Students may request a change of academic advisor by completing an advisor change form on the myMarist Student – Advising Undergraduate tab or in the CAAS office. A student's advisor may also be changed due to administrative reasons. Students can view their advisor on the myMarist Student – Advising Undergraduate tab or on their Degree Works audit.

REGISTRATION

To encourage students to plan their programs in advance and to allow for a certain degree of course adjustment, Marist has an early registration period. Students must consult with their academic advisor prior to submission of registration forms. Students register using the On-line Student Self Service website: <http://www.marist.edu/currentstudents/>. It is the responsibility of the student to determine if prerequisites, as indicated in the catalog and registration materials, have been met prior to registering for courses. In all cases, students are encouraged to discuss course scheduling with their academic advisor. The exact dates and procedures for registration will be announced each semester by the Office of the Registrar.

Additional information about registration and other services can be found on our website. We invite you to visit our home page at <http://www.marist.edu/registrar>.

CREDITS WITHIN A SEMESTER

In the fall and spring semesters, a full-time matriculated student must register for a minimum of 12 credit hours. Full-time tuition charges cover between 12 and 16 credits. For most full-time students, the normal recommended load is 15-16 credit hours; the student may elect to attempt up to 18 credit hours, although this is not recommended and will incur additional charges. Students who are on probation may be restricted to a number of credits for which they can register in a given semester. To register for 19 or more credit hours, the student must make an appointment to speak with a staff member in the Center for Advising and Academic Services to obtain permission.

The maximum number of credits for which a student can register is three in the Winter Intersession and nine during the summer. Exceptions must be approved by the Center for Advising and Academic Services.

AUDITING

The fee for auditing courses offered at Marist is \$250 per course. Students are expected to have met all course prerequisites and must obtain permission from the course instructor to audit the course. Students do not receive academic credit for courses they audit. Any request to change from audit status or from credit to audit status must be submitted to the Office of the Registrar before the end of the third week of classes.

COURSE WITHDRAWAL AND COURSE CHANGES

The official forms provided by the Office of the Registrar are required for changing courses or withdrawing from a course. All withdrawals from courses require an advisor's signature on a withdrawal form available at the Office of the Registrar. If the advisor is unavailable and the deadline for withdrawals is at hand, the appropriate dean/department chairperson may sign the withdrawal form in the absence of the advisor.

A student may change courses or a section of a course only during the first week of classes. A student may drop a course(s) during the second and third week of classes. Please see the Refund section of this catalog to determine tuition liability. If a student withdraws from a course between the fourth and ninth week of the semester, the course is recorded on his permanent record with the notation "W" (withdrew).

If a student withdraws from a course after the first nine weeks of a semester, the course is recorded on his permanent record with the grade "WF" (failure).

For the exact dates of withdrawal deadlines, consult the Academic Calendar.

DECLARING OR CHANGING A MAJOR

Students must declare a major field no later than the end of their sophomore year. They are also encouraged to declare a minor related to their educational goals. They are urged to discuss their choice of majors, minors, and certificate programs with faculty advisors and counselors.

Students can declare a major, a double major, change a major, or declare a concentration by obtaining the permission of the appropriate dean/department chairperson on a form available in the Office of the Registrar. **Students who change their majors will be held to the requirements of the catalog of the year in which they declare the new major.** They will be assigned an academic advisor in the new major. Students should check their Degree Works audit for the change.

Double majors, minors and certificates must be completed by the time the four-year degree requirements have been satisfied, if students have completed their four-year degree requirements, but wish to delay their graduation conferral to complete their declared second majors, minors, or certificates, they must notify the Registrar's Office in writing of their intention to postpone their degree

conferral. Students who choose this option will not be eligible for additional federal or state financial aid to complete additional majors, minors or certificates. (Paralegal Certificates are the exception).

MINORS

Students may declare a minor in those academic disciplines for which requirements are described in the Programs of Study section of this catalog. Transfer students may only have a maximum of 6 transfer credits applied toward the completion of a minor, stand-alone concentration, or certificate. (In cases of math or science minors, transfer of up to 8 credits may be applied if the courses transferred in are approved 4-credit courses.) Forms to declare a minor are available in the Office of the Registrar. Minors must be completed by the time the four-year degree requirements have been satisfied. If students have completed their four-year degree requirements, but wish to delay their graduation conferral to complete their declared minor requirements, they must notify the Registrar's Office in writing of their intention to postpone their degree conferral. Students who choose this option will not be eligible for additional federal or state financial aid to complete their minor.

ATTENDANCE POLICY

Attendance policies for each course are determined by the instructor and are generally stated in the course syllabus. Instructors usually announce and interpret their attendance policies during the first class meeting. Students are responsible for familiarizing themselves with the attendance policy in each of their courses and for informing instructors if circumstances prevent their compliance. Instructors include contact information in the course syllabus for this purpose.

Students are encouraged to contact the **Center for Advising and Academic Services (CAAS)** when an illness or emergency arises which prevents attendance for four or more consecutive days. Faculty members are asked to discuss excessive, unreported and/or detrimental absences with their students and report these situations to CAAS for further investigation.

GRADING SYSTEM

A student receives both midterm grades and final grades. However, only the final grades will appear on the academic record.

Grading is an objective measure of a student's mastery of a selected body of knowledge contained in a specific course. This mastery involves the elements of memory, understanding, and expression. Memory refers to retention of certain items of information. Understanding implies insight into the interpretation of these facts. This insight would include the meaning of the thing itself, its relationship with other things or data, and the ability to apply this information or data to new situations and problems. Expression is the ability to convey this assimilated knowledge to others.

In assigning a grade to a student, the instructor must function as a judge in a courtroom: examine thoroughly all the evidence involved in the case, weigh the evidence, and make a decision on the basis of this evidence. In a similar way, the basis of the instructor's judgment is the concrete evidence the student himself provides. Formal examinations are only part of this evidence; questions asked by the student, recitation, term papers, book reports, written and oral quizzes, the student's participation in class discussion – each sheds light on the student's development in mastering a subject and is therefore pertinent to the instructor's grade evaluation of the student.

Viewed in the light of the preceding statement, the grading system is as follows:

C

To earn a C grade a student must be able to recall the basic elements of a course, understand the essential background and materials of a course, apply the basic principles involved, and express them intelligibly.

B

To earn a B grade a student must manifest all the qualities characteristic of a C student and in addition reveal a memory that encompasses more than the basic elements of a course; he or she has a more personal grasp of the principles of the course and perceives wider application of them. The student should be able to discuss the subject matter of the course with ease.

A

An A student is one who, in addition to all the qualities manifested by a B student, seeks mastery of a special field by reason of individual interest; he or she has initiative and originality in attacking and solving problems; he or she shows ability in rethinking problems and making associations and in adapting to new and changing situations; moreover, he or she has an appropriate vocabulary at his or her command.

D

A student who is deficient in some degree in any of the areas that are characteristic of a C grade will earn a D.

F

The student has failed to show mastery of the basic subject matter for the course.

B+, C+, D+ /A-, B-, C-

The grades of B+, C+, D+, A-, B-, C- are used to indicate that a student has shown more or less than the usual competency required for that grade.

I

The temporary grade of I (incomplete) may be given by an instructor when a student has not completed the requirements of the course at the end of the term for serious reasons beyond the individual's control. It becomes the student's responsibility to resolve this grade within five weeks (for the traditional 15-week semester) after the last day of final examinations of that semester by completing the course requirements. Failure to conform to this time limit results in a final grade of F.

The student must contact his or her instructor not later than 24 hours after the time set aside for the final examination in the course to request the grade of incomplete. Refer to the Academic Calendar for exact dates to resolve incomplete grades.

W/WF

The grade of W is assigned to a student who officially withdraws from a course between the fourth and ninth week of a 15-week semester (see Academic Calendar for specific dates). Courses not in the 15-week format have different academic deadlines. Withdrawal after this period results in a grade of WF. Exceptions may be made by the Director of the Center for Advising and Academic Services. These exceptions are rare. The W grade is not counted in the student's grade-point average. WF is counted as an F in the grade-point average.

Note that all withdrawals from courses require the advisor's signature on a withdrawal form available at the Office of the Registrar. If the advisor is unavailable and the deadline for withdrawals is at hand, the appropriate dean/department chairperson may sign the withdrawal form in the absence of the advisor. Students withdrawing from all of their courses must also follow the College's official withdrawal procedure.

NC (NO CREDIT)

This grade is received by a student who does not meet minimum course requirements in one of the following circumstances:

- (1) He or she is exercising the Pass/No Credit/U option as described below.
OR
- (2) Approval of the Academic Vice President/Dean of Faculty has been obtained by the course instructor to grade students in a particular course on the Pass/No Credit/U scale.
OR
- (3) With approval of the appropriate dean, an instructor may award this grade when a student's failure is due to circumstances beyond the control of the student. A student's cumulative grade-point average is in no way influenced by this grade.

P (PASS)

This grade is awarded to a student who satisfactorily completes course requirements in either of the following circumstances:

- (1) He or she is exercising the Pass/No Credit/U option as described below.
OR
- (2) Approval of the Academic Vice President/Dean of Faculty has been obtained by the course instructor to grade students in a particular course on the Pass/No Credit/U scale.

The grade P entitles a student to receive credit for the course, but does not affect his or her cumulative grade-point average.

U (UNSATISFACTORY)

This grade is received by a student who is exercising the Pass/No Credit/U option as described below, who has not met the requirements for a passing grade, and the student has not met the course requirements for satisfactory attendance and has not completed assignments for the course. The student receives no academic credit for this course, nor does it affect his or her cumulative grade-point average.

P/NC/U OPTION

A student may elect to exercise the Pass/No Credit/U Option in courses that are not being used to satisfy major or minor field or Core requirements. Full-time students may exercise this option for three credits per semester. Part-time students may use this option for three of every twelve credits they take at Marist.

Requests must be made by the student within the official deadline by completing the necessary form from the course instructor. This will be the end of the first five weeks of a 15-week semester.

At the end of the semester the student will either:

- (1) receive the grade of 'P' if the student meets the minimum course requirements for a passing grade,
- (2) receive the grade of 'NC' if the student does not meet the minimum course requirements for a passing grade, and the student has met the course requirements for satisfactory attendance and has completed the necessary assignments for the course,
- (3) receive the grade 'U' if the student does not meet the requirements for a passing grade, and the student has not met the course requirements for satisfactory attendance and has not completed assignments for the course.

AU (AUDIT)

This grade is received by a student who has audited a course for which he does not receive academic credit.

GRADE-POINT AVERAGE

For each credit hour earned in a specific course, quality points are given as follows:

A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D+ = 1.3
B- = 2.7	D = 1.0

No quality points are earned for grades of F, P, NC, U, or WF. The grade-point average, or cumulative index, is computed by dividing the total number of quality points earned on the scale of A through F, including WF, by the total number of semester hours of credits attempted, excluding courses for which the grades of P, NC, or U have been received. The grade-point average is computed only on the basis of coursework taken at Marist College.

FAILURES

Academic failures in required subjects must be made up either at Marist or elsewhere. The student choosing to make up academic requirements at another college must have the prior written permission of the Registrar and the School Dean. If it is impossible for a student to obtain the precise course he or she needs, the student may not substitute an equivalent without the permission of the Registrar and the School Dean. Grades earned elsewhere will not be calculated in the student's cumulative grade-point average. Only courses in which a C or better has been obtained may be transferred to meet major, minor, related field, and Core requirements. Credit for C- grades may be awarded for elective credit only.

REPEATS

A student may ordinarily repeat a course in an effort to earn a higher grade. Certain programs with minimum grade requirements for continuation in the program, e.g., Honors, may limit the opportunity for a student to repeat a specific course.

When the course is repeated at Marist, the higher of the two grades is used in calculating the student's cumulative index. If the student successfully repeats a course previously taken, the quality points of the lower graded course are subtracted from the student's record and replaced with the quality points earned in the higher-graded course; no additional credits are earned.

When, with the prior permission of the Registrar and the School Dean, a student successfully repeats a failed course at another institution, credits but not quality points are added to the student's record. A student may not repeat a successfully completed Marist course (grade above an F) at another institution in an effort to earn a higher grade.

ACADEMIC HONESTY

The academic community of Marist College presupposes the scholarly integrity of its members. Students who enter this community to pursue educational objectives are expected to meet fundamental standards of honesty in all phases of their academic activities. Integrity is a fundamental requisite in the preparation and presentation of all forms of academic work, in the writing and submitting of papers and other course requirements, and in all aspects of examinations. Plagiarism, forgery, and participation in any activity that is dishonest are simply not acceptable at this institution. The College will make provisions for the maintenance of academic honesty among its students according to criteria and procedures found in the Student Handbook.

ACADEMIC STANDARDS

At the end of each semester, all students are expected to meet the following minimum standards: a semester grade-point average of 2.0 and a cumulative grade-point average of 2.0. A student who fails to achieve either a 2.0 semester or cumulative grade-point average is reviewed by the Academic Standards Committee and subject to warning, probation, or dismissal. Inquiries regarding the academic standards of the College should be directed to the **Center for Advising & Academic Services**.

ACADEMIC STANDING

ACADEMIC HONORS

Dean's List

The Dean's List, produced at the conclusion of each fall and spring academic term, records the names of all full-time students who have demonstrated academic excellence in the previous semester. In order to qualify for this special distinction, students must earn a semester grade-point average of at least 3.60 having completed a minimum of 12 academic credits graded on the A-F scale. In addition, students with grades of "I," "D," "F," or "W/F", at any point during the semester, will not be named to the list. Any student who meets these criteria will be awarded a certificate and have a Dean's List notation permanently recorded on official College transcripts.

Graduation Honors

- (1) At commencement, three grades of honors are awarded to those graduates who have completed a minimum of 60 credits of study at Marist College and who have maintained a superior level of achievement:
 - Summa Cum Laude, or highest honors, awarded to those having a cumulative grade-point average of 3.85 and no grade below B.
 - Magna Cum Laude, or high honors, awarded to those having a cumulative grade-point average of 3.6 and no grade below C.
 - Cum Laude, or with honor, for those having a cumulative grade-point average of 3.25 or above.
- (2) Students in combined undergraduate/graduate degree programs become eligible for the above awards during the Commencement ceremonies held in the academic year in which they have completed all requirements for their baccalaureate degree.
- (3) Eligibility criteria for class Valedictorian at graduation include completion of at least 90 credits of study at Marist College and at least six semesters as a full-time student at the College. Eligibility criteria for class Salutatorian at graduation include completion of at least 90 credits of study at Marist College and the highest or second highest grade-point index in the class. Eligibility criteria for the Award of General Excellence include completion of at least 60 credits of study at Marist College and the next highest grade-point index in the class. Eligibility criteria for the Merit Award are completion of at least 60 credits of study at Marist College and the next highest grade-point index in the class. The award for Academic Distinction is presented to the graduating student who has completed fewer than 60 credits at Marist College and has achieved the highest grade-point index within this group. To be eligible for these awards, this must be the student's first baccalaureate degree and all requirements must be completed by the commencement ceremony in which the student intends to participate.

THE MARIST COLLEGE HONORS PROGRAM

The Marist Honors Program has as its mission developing scholars, leaders and global citizens. In keeping with the overall mission of the College, which espouses an ideal dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century, Marist's Honors program will provide opportunities for academic excellence, leadership, cultural enrichment, and global engagement.

The Program offers outstanding students in all majors a variety of learning experiences in and outside the academic setting. Honors seminars and co-curricular activities, such as field trips and lectures, bring together talented students who seek a more intensive and extensive educational experience. Promoting the adventure of intellectual pursuits, the Program challenges students to achieve their academic potential while they develop as responsible citizens and leaders in an increasingly culturally complex world.

A participating student who successfully completes all of the requirements will receive an Honors certificate, a medallion to be worn at Commencement, and special recognition on his or her college transcript.

ADMISSIONS PROCESS

Typically, students who have challenged themselves in the classroom by taking an honors and AP-level curriculum, maintained a high school average of 92 or above, and scored a 1950 or better on the SAT (or a 29 on the ACT) are good candidates for the Program. Extracurricular activities, involvement in community service, and leadership experience are also important. Admitted students who meet the criteria outlined above are invited to apply to the Honors Program.

Students may also apply for admission to the Program during the second semester of their freshman year or first semester of their sophomore year. The requirements for admission are as follows:

- Letter of application
- Minimum GPA of 3.500
- Letter of support from a Marist faculty member
- Interviews with the Director of Honors and one other member of the Honors Council
- Approval of the Honors Council

Transfer students who were enrolled in an Honors Program at their previous institution may apply by presenting a letter of application, a letter of support from a faculty member at their previous institution, and a complete transcript indicating the honors courses taken. In addition, the individual student will interview with the Director of Honors to assess his or her academic standing and to determine if any of the Marist Honors seminars have been satisfied by those taken at the previous institution. Final approval of the application must be granted by the Honors Council.

PROGRAM REQUIREMENTS

Prior to graduation, students will complete seven courses, including a 1 credit hour Honors-by contract attachment and the Honors Thesis Project. The Honors Thesis Project is an independent research study and requires students to work under the supervision of a faculty mentor. It encourages students to explore and to develop their own talents and interests. This program requirement is designed to provide the student an opportunity to apply the knowledge base and tools of his or her discipline in a mentored scholarly exploration suitable to the student's academic interest and background. The Thesis Project should demonstrate substantial scholarship, outstanding research, and outstanding writing skills. For some Honors students with majors in creative disciplines, the Honors Thesis Project may be a creative work that demonstrates imagination and originality in addition to craftsmanship and professionalism in production. The Honors Thesis Project is designed to tie back to the major, but can be interdisciplinary. The Honors Thesis Project will be part of an Honors Symposium held at the end of each academic year.

Once admitted to the Program, a student must maintain a cumulative 3.500 GPA. If a student's GPA drops below 3.500, the student will be allowed to continue in the Program in probationary fashion for one semester. If the cumulative GPA continues to fall below the 3.500 requirement after one semester, the student will be dismissed from the Program. There is no reinstatement after an official dismissal from the Honors Program.

THE HONORS SEMINARS

Students will enroll in specially designated Honors sections of the First-Year Seminar and Writing for College, which will include activities that help to

introduce students to the idea of interdisciplinary learning and interdisciplinary knowledge generation, and that will challenge their advanced skill set.

Following their Honors Core first-year experience, Honors students will narrow their fields of study and select Honors seminars on topics of interest and have a chance to explore and develop their academic, service, and leadership skills. To echo the themes that were explored in the first year as part of the students' experience in liberal studies/core education, specially developed seminars will be offered in the four breadth categories: Philosophical & Moral Foundations, Scientific & Quantitative Analysis, Expression & Creativity, and Individual & Society. These seminars are specially designed offerings on a variety of topics, are open only to Honors students, and focus on discussion. Honors faculty from across the college teach the courses, and the topics vary from semester to semester. Honors seminars encourage out-of-the-box thinking, creativity, critical thinking, and intellectual growth.

Honors students will complete their program of study with the Senior Seminar, designed to culminate the Honors experience. This course will allow Honors students to consider the transition from the undergraduate to the post-baccalaureate experience through the analysis of texts and discussion. Goals of the course include helping students to develop a sense of what the college system has prepared them for and how they can use the experience in the future, and to considering the values we assign to the idea of a meaningful life.

HONOR SOCIETIES

In further recognition of academic excellence, Marist offers students the opportunity to merit admission to the College's chapters of the following national honor societies:

- Alpha Chi, Theta Chapter—All academic disciplines
- Alpha Delta Sigma—American Advertising Federation's Honor Society
- Alpha Phi Sigma, Delta Chi Chapter—Criminal Justice
- Alpha Sigma Lambda—Adult Undergraduate Students, all disciplines
- Beta Alpha Psi—Accounting, Finance, and Information Systems
- Beta Gamma Sigma—Business
- Kappa Delta Pi, Alpha Gamma Kappa Chapter, International Honor Society in Education
- Lambda Pi Eta, Lambda Upsilon Chapter—Communications
- Omicron Delta Epsilon, Beta Rho Chapter—Economics
- Phi Alpha Theta, Mu Chapter—History
- Pi Sigma Alpha, Omicron Rho Chapter—Political Science
- Psi Chi, Marist College Chapter—Psychology
- Sigma Delta Pi, Phi Pi Chapter—Hispanic
- Sigma Tau Delta, Alpha Mu Kappa Chapter—English
- Sigma Zeta, Alpha Phi Chapter—Science and Mathematics

Students should consult the Honors Society Director for eligibility requirements.

ACADEMIC PROBATION

Students who do not meet the minimum academic requirements of the College, as outlined in the section on academic standards, may be placed on academic probation. Students on probation are required to meet any and all stipulations outlined in their probationary contracts. Under certain circumstances, a student may be granted more than a single semester of academic probation. A student granted a second consecutive semester of probation is not eligible for organized extracurricular activities including, but not limited to, varsity athletics. Restrictions on such participation during any semester of probation are made by the College's Academic Standards Committee on an individual basis.

ACADEMIC DISMISSAL

Students who fail to meet the minimum academic standards of the College during any semester may be dismissed. Every Marist student has one opportunity to appeal a first time academic dismissal. Appeal information is provided in writing to the student. If an appeal is not granted, or a student does not appeal, a student may apply for a one-time reinstatement to Marist College no earlier than one fall or spring semester following the dismissal after having proved successful academic performance at another approved institution. Students dismissed in June cannot apply for reinstatement until the following January at the earliest; those dismissed in January cannot apply for reinstatement until the following September at the earliest. However, most students will want to take more than one semester to consider whether to seek permission to continue their studies at Marist.

To be considered for one-time reinstatement, the dismissed student must submit the following items to the **Center for Advising and Academic Services**:

1. A clearly written statement, addressed to the Academic Standards Committee, offering direct, verifiable evidence of seriousness of purpose in returning to academic studies at Marist College. This letter should outline a plan for academic success, including resources you intend to use, and ways you intend to improve/change in order to be successful.
2. A letter of recommendation from a faculty member at the other institution you attended. The letter should be written on official institutional letterhead, sealed, and signed by the faculty member across the seal. You may also include, if applicable, medical documentation indicating that circumstances have changed.
3. An official transcript documenting satisfactory full-time academic performance at another institution of higher learning in the period following dismissal from Marist, if you were a full-time student. Part-time students may submit an official transcript documenting satisfactory part-time academic performance and must be a part-time student during the semester of reinstatement. *For reinstatement purposes, satisfactory performance is defined as earning a grade of "C" or higher in each course during a traditional semester (fall or spring) where a minimum of 12 credits, taken concurrently (minimum of 6 credits, taken concurrently for part-time students) has been completed.*
4. Reinstatement fee of \$150.

After reviewing the submitted materials, the Academic Standards Committee has the authority to reinstate the student on a provisional basis. The Committee may require: limited course loads, mandated academic support services, restricted extracurricular activity, and any combination of requirements that help enhance academic performance. Reinstated students are automatically placed on high-risk academic probation and are required to achieve at least a 2.0 semester grade-point average during this and every subsequent semester. Under no circumstances will a student be reinstated to Marist more than once.

Please Note:

1. If a student is looking to transfer back courses taken at another institution they are advised to complete the **PERMISSION TO TAKE COURSE ELSEWHERE** form and understand the instructions listed on the form. Students are advised to consult their major Dean/Chairs for advice regarding which courses in their Major and Core curriculum can be taken at another institution. If this form is not completed, there is no guarantee courses will transfer back.
2. If a student has no intention of transferring courses back to Marist, students may attend either a 2 or 4 year institution.
3. Reinstatement applicants are strongly encouraged to contact the Center for Advising and Academic Services at least two months in advance of the semester for which they are seeking permission to return.
4. ALL dismissed students must adhere to the reinstatement policy regardless of how long ago their original dismissal occurred.
5. Students not in attendance for more than four semesters must also contact the Registrar's Office for a readmit application once they have been reinstated.

ACADEMIC ENHANCEMENT COURSES

On the basis of academic review, a student who is experiencing academic difficulty may be required to enroll in the three-credit Self-Development course (LERN 104).

EXITING THE COLLEGE WITH INTENTION OF RETURNING

Students may request to exit the College with the intention of returning in a future semester for a limited number of reasons. It should be noted that due to Federal guidelines, a student must be able to return to the College within 180 days of the exit (leave of absence) or they must be withdrawn from the College (withdrawal). This does not mean that the student cannot return to the College. Requests for a leave of absence are handled through the Center for Advising and Academic Services (CAAS).

Students requesting an exit for medical reasons will be required to submit medical documentation to verify the necessity of the leave and will be required to obtain medical clearance to return to the College. Medical documentation should be original copies with signatures on the medical practice letterhead. The documentation needed to return must include a summary of diagnosis, treatment,

ability to return to campus and fulfill the academic requirements of enrollment, and any need for accommodation or ongoing treatment while at Marist College. The Marist College Wellness Center professional staff will review this documentation and advise whether additional information and/or an interview or on-campus meeting is required.

Students should be advised that financial aid packages and campus housing will not necessarily be restored upon return. Therefore, they should consult with the office of Student Financial Services and the Housing Office prior to making a final decision.

Students leaving during the semester may have financial and academic penalties. The Office of Student Financial Services can determine financial penalties. CAAS can discuss academic penalties.

Students planning to take courses at another college, while away from Marist College with the intention of applying the credits toward their Marist degree, must seek advisement from their academic advisor about which courses to take in order to fulfill their major and Core requirements and must obtain prior approval from the appropriate school dean and the Marist Registrar. Forms for this purpose are available in the Office of the Registrar. **Please note:** *Once the total credits from all sources have reached seventy (70), no further credits will be transferred from a two-year institution. Once the total credits from all sources reach ninety (90), no further credits will be transferred from other sources.* Students will not be granted a leave of absence/withdrawal for the sole purpose of taking courses elsewhere.

Students exiting the College with the intention of returning are eligible to participate in the registration process for the upcoming semester, once they have cleared all holds that restrict registration and have been activated to register. Registration for the fall term is typically in April with advising beginning in March. Registration for the spring term is typically in November with advising beginning in October. Complete registration information can be found at the Registrar's website.

Resident students who leave the College and desire campus housing on return are responsible for providing the Housing Office with sufficient advance notice of their intention to return. Housing is not guaranteed but may be assigned if space is available.

LEAVE WITH NO INTENTION OF RETURNING

A student who plans to exit the College with no intention of returning must contact the Center for Advising and Academic Services (CAAS). Students exiting during the semester may have financial and academic penalties. The Office of Student Financial Services can determine financial penalties. CAAS can discuss academic penalties.

READMISSION TO THE COLLEGE

All applicants for readmission are advised to submit their requests at least two months in advance of the semester of return.

Students who voluntarily withdrew from the College, and whose grade-point average was 2.0 or above at the time of withdrawal, may apply for readmission. Students should contact the Office of the Registrar for information about the readmission procedure.

Students who were dismissed from the College should review the Reinstatement Policy prior to requesting readmission to the College. Students whose semester and/or cumulative grade-point average at the time of withdrawal was below 2.0 must contact the Center for Advising and Academic Services prior to requesting readmission to the College.

All applicants for readmission who have taken courses at another institution and who wish to transfer these credits to meet degree requirements at Marist must submit an official transcript at the time of application for readmission and request a reevaluation of their credits.

Remaining course requirements in the major and in the Core will be determined by the school dean of the student's major and the Office of the Registrar.

Students granted readmission to the College may register for classes for the intended semester of return during the registration period for that semester. Please contact the Office of the Registrar for details.

TRANSCRIPT OF RECORD

An official transcript is one bearing the seal of the College and signed by the Registrar. Official transcripts of academic records are not given to students but will be sent directly to the college, professional school, government agency, or business concern named by them.

To obtain a transcript, a student or graduate must apply **in writing** to the Office of the Registrar. The College does not offer same-day service for transcripts. Transcripts are mailed to the address requested using standard First Class Service via the U.S. Postal Service (USPS) – the USPS estimates the delivery time of 2-3 business days. Students may expedite the shipping time by providing a pre-paid overnight mail envelope available from the USPS or FedEx.

Students may also request a transcript via the myMarist Portal (<https://my.marist.edu>). This option is restricted to those students whose entire academic record began on or after January 1, 1990. Students with records that began prior to January 1, 1990, must submit a request in person or in writing to the Office of the Registrar.

For further information and detailed instructions, please visit <http://www.marist.edu/registrar/transcripts.html>.

APPLICATION FOR GRADUATION

Each candidate for graduation must file an application for graduation with the Office of the Registrar. See Academic Calendar for specific dates. Applications must be filed in order to receive commencement mailings, and so that student diplomas may be ordered.

PARTICIPATION

IN GRADUATION CEREMONY

Graduation ceremonies are held once a year in May at Marist College, for all undergraduate and graduate degree recipients. Participants in the graduation ceremony must have completed their degree requirements the previous August, January, or current spring semester. Information regarding Commencement is sent to eligible students by the Office of the Registrar in the spring.

Students who have not completed their degree requirements by May, but wish to participate in the Commencement ceremony, must request permission to participate in the ceremony no later than the first week in March if they have met the following criteria:

- Student is able to complete all degree requirements no later than the fall semester following the graduation ceremony.
- Student must have a cumulative grade-point index and major index of 2.000 or above.

Students may request permission via an Application for Graduation at the Office of the Registrar.

GRADUATION REQUIREMENTS

STATEMENT OF REQUIREMENTS FOR THE BACCALAUREATE DEGREE

The successful completion of courses totaling a minimum of 120 credits, a minimum of 30 credits completed at Marist, a minimum 2.0 cumulative index, the specified coursework for the student's major field, and a minimum 2.0 index in the student's major field are required for graduation.

In addition, a New York State Board of Regents ruling dictates that undergraduate degrees shall be distinguished, as follows, by a minimum amount of liberal arts content required for each degree.

Courses are by their very nature defined as liberal arts or non-liberal arts. Courses theoretical or abstract in content are considered to be liberal arts. These are designated LA in the course description section of this catalog (designated with an "L" in the course number). Courses directed toward specialized study or specific occupational or professional objectives are non-liberal arts (designated with an "N" in the course number). Students should consult this catalog to determine whether a course is listed as liberal arts.

- (1) Three-quarters of the work for a B.A. shall be in the liberal arts and sciences (90 credits).
- (2) One-half of the work for a B.S. shall be in the liberal arts and sciences (60 credits).
- (3) One-quarter of the work for a B.P.S. shall be in the liberal arts and sciences (30 credits).

DEGREES AND MAJOR FIELD REQUIREMENTS

Marist awards the Bachelor of Arts degree, the Bachelor of Science degree, and the Bachelor of Fine Arts.

Every student is required to major in an academic discipline or area called the major field. The major fields available to students at Marist College are the following: Accounting, American Studies, Applied Mathematics, Athletic Training, Biochemistry, Biology, Biomedical Sciences, Business, Chemistry, Chemistry-Biochemistry, Childhood Education, Communication, Computer Science, Criminal Justice, Digital Media, Economics, English, Environmental Science & Policy, Fashion Design and Merchandising, Fine Arts, French, History, Information Technology & Systems, Mathematics, Medical Technology, Philosophy, Political Science, Professional Studies, Psychology, Social Work, and Spanish. The requirements for the major field are listed separately under the Programs of Study section of the catalog.

MAJOR FIELD REQUIREMENTS

CATEGORY 1.0 A specific number of credits in the academic discipline or area in which the major is being earned.

CATEGORY 2.0 A specific number of credits in academic disciplines or areas related to or supportive of the academic discipline in which the major is being earned.

GENERAL EDUCATION REQUIREMENTS

CATEGORY 3.0 A specific number of credits in the Core/Liberal Studies area is required. Complete details and requirements are listed in the Core/Liberal Studies Curriculum section (page 42).

ELECTIVES

CATEGORY 4.0 There is no specific distribution stipulated by the faculty for the courses taken by a student to fulfill the elective portion of his or her program. The student is consequently at liberty to make his or her own choices while keeping in mind the minimum liberal arts credit requirement for the degree being sought. Because the faculty is conscious of its own responsibility for the education of each student at Marist, it offers to students the following counsel:

- (1) Each student should attempt to establish clearly in his or her own mind the educational goals that he or she is attempting to achieve as the outcome of the college experience.
- (2) His or her course choices should be related to the achievement of these goals.
- (3) He or she should be aware that the background, professional training, and experience of the faculty are resources which are at his or her disposal. It is strongly recommended, therefore, that each student seek out his or her own faculty advisor to discuss educational objectives.

DUAL DEGREES FOR CURRENT STUDENTS

Marist College will confer a second baccalaureate degree only as a means of recognizing that a candidate has competencies in two essentially different areas (e.g., B.A. in English/B.S. in Biology). A second degree of the same designation (e.g., B.A. and B.A.) will not be allowed. A candidate for a second baccalaureate degree must complete at least 30 unique credit hours within the major and/or related field requirements beyond the requirements of his or her first baccalaureate degree. A minimum of 150 credits is required to satisfy this requirement.

Potential candidates for a second baccalaureate degree may obtain and submit an application at the Registrar's Office, which will consult with the appropriate School Dean for approval of the second-degree. **Requests must be submitted before the initial conferral date of the primary degree and will not be retroactively processed.**

STATEMENT OF REQUIREMENTS FOR MINORS AND CERTIFICATES

The successful completion of all courses listed in the Programs of Study section of the catalog for declared minors and certificates and a minimum 2.0 cumulative index for these requirements are required for conferral of the minor or certificate being sought.

COURSE CODES

In the pages that follow, each course is designated by a letter code, a number, and a course title. Code letters denote subject areas and are given below. The number indicates a specific course and a specific course content, i.e., 100 level courses are elementary, 200–300 level courses are intermediate, and 400 level courses are advanced.

This publication gives the current course title associated with each course. In addition, the following subject areas are used to identify that particular field when registering.

Please note that courses denoted by an asterisk * are offered only at Marist Italy locations.

ACCT	Accounting
ANTH	Anthropology
ARAB	Arabic
ARCH	Architecture*
ART	Fine Art
ARTL	Art History*
ATHT	Athletic Training
BIOL	Biology
BUS	Business
CAST	Catholic Studies
CHEM	Chemistry
CHIN	Chinese
CLDM	Communication*
CMPT	Computing Technology
COM	Communication
CONV	Conservation Studies*
CRDV	Career Development
CRJU	Criminal Justice
CSAR	Culture Studies – Arabic
CSCU	Culture Studies – Civilization
CSFR	Culture Studies – French
CSIT	Culture Studies – Italian
CSJP	Culture Studies – Japanese
CSSP	Culture Studies – Spanish
ECON	Economics
EDUC	Education
EFL	English as a Foreign Language
ENG	English
ENGH	English Honors
ENSC	Environmental Science
DATA	Data Science and Analytics
FASH	Fashion Design and Merchandising
FREN	French
FYS	First Year Seminar
FYSH	First Year Seminar Honors
GAME	Games and Emerging Media
GBST	Global Studies
GERM	German
GRAP	Graphic Arts*
GREK	Greek
HIST	History
HLTH	Health
HONR	Honors
HST	Historical Studies*
INTD	Professional Studies
ITAL	Italian
ITDS	Interior Design*
JPN	Japanese
LAT	Latin
LERN	Learning Center
LIT	Literature*
MATH	Mathematics
MDIA	Media Studies and Production
MEDT	Medical Technology
MS	Military Science
MUS	Music
ORG	Organizational Administration

PHED	Physical Education
PHIL	Philosophy
PHRS	Philosophy and Religion*
PHYS	Physics
POLI	Politics and International Studies*
POSC	Political Science
PRLG	Paralegal
PSYC	Psychology
REST	Religious Studies
SOC	Sociology
SOCW	Social Work
SPAN	Spanish
STUD	Studio Arts*
WMST	Women's, Gender, and Sexuality Studies

INDEX OF PROGRAMS

The following index lists approved programs offered by Marist College with the official title, degree, and New York State HEGIS code number. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student financial aid awards.

Program	Degree	HEGIS Code
Undergraduate Programs:		
Accounting	BS	0502
American Studies	BA	0313
Applied Mathematics	BS	1703
Athletic Training	BS	1299.30
Biochemistry	BA	0414
Biology	BS	0401
Biology 7-12	BS	0401.01
Biomedical Sciences	BS	0499
Business Administration	BS	0502
Chemistry	BA	1905
Chemistry	BS	1905
Chemistry-Biochemistry	BS	1905
Chemistry 7-12	BS	1905.01
Childhood Education/Students with Disabilities (1-6)	BA	0808
Communication Arts	BA	0601
Computer Sci. Software – 5 Yr.	BS/MS	0701
Computer Science	BS	0701
Criminal Justice	BS	2105
Data Science & Analytics	BS	0799
Digital Media	BS	0605
Economics	BA	2204
English	BA	1501
English 7-12	BA	1501.01
Environmental Science & Policy	BS	0420
Fashion Design	BFA	1009
Fashion Merchandising	BS	1009
Fine Arts	BA	1001
French	BA	1102
French 7-12	BA	1102.01
Games & Emerging Media	BS	0605
History	BA	2205
History 7-12	BA	2201.01
Information Technology & Systems	BS	0702
Information Systems - 5 Yr.	BS/MS	0702
Italian	BA	1104
Mathematics	BA	1701
Mathematics 7-12	BA	1701.01
Media Studies and Production	BA	0605
Medical Technology	BS	1223
Philosophy	BA	1509
Political Science	BA	2207
Professional Studies	BA	4901
Professional Studies	BS	4901
Psychology	BA	2001

Religion	BA	1510
Social Work	BS	2104
Spanish	BA	1105
Spanish 7-12	BA	1105.01
Studio Art	BS	1002
Graduate Programs:		
Business Administration	MBA	0506
Communication	MA	0601
Computer Science Info. Systems	MS	0702
Computer Science Software Dev.	MS	0701
Education	M.Ed.	0803
Educational Psychology	MA	0822
Integrated Marketing	MA	0699
Mental Health Counseling	MA	2104
Physical Therapy	DPT	1212
Physician Assistant Studies	MS	1299.10
Professional Accountancy	MS	0502
Public Administration	MPA	2102
School Psychology	MA	0826.02
Technology Management	MS	0599
Undergraduate Certificates:		
Data Center Technologies	CERT	5101
Paralegal	CERT	5099
Advanced Certificates:		
Business Analytics	ADV CERT	0702
Information Systems	ADV CERT	0702