



# **Liberal Arts and General Studies Programs**

## **Student Handbook 2012-2013**

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# WiFi Password--merciful

## MARIA COLLEGE LIBERAL ARTS AND GENERAL STUDIES PROGRAMS STUDENT HANDBOOK

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## MARIA COLLEGE Liberal Arts and General Studies Programs

### Mission

The mission of the Liberal Arts and General Studies Programs at Maria College is to provide students with a quality education that will allow them the opportunity to use their acquired knowledge, learned skills, and abilities to open a variety of avenues for their futures, especially in areas that involve caring service to others. The curriculum in Liberal Arts and General Studies is grounded in the humanities and intended to nurture a respect for the value, dignity, and diversity of all people. It is reviewed and revised by dedicated faculty to remain relevant and useful to students as well as to maintain high academic standards. Also, the curriculum is delivered through flexible scheduling options and in small classes promoting a warm, encouraging environment that allows students to grow.

### Program Descriptions

- A. The **Liberal Arts** program is a multi-purpose program providing students the opportunity to pursue a well-rounded education by exploring courses in a wide range of areas such as religion/philosophy, social science, natural science, and the humanities; to sample various disciplines to determine their educational futures; or to prepare themselves for continued study towards a baccalaureate degree.
- B. The **General Studies** program is designed for students who wish to enter a career program but lack prerequisites and/or a level of skills needed for acceptance into a specific program. It is also designed for students who wish post-secondary education for enrichment or to further develop career goals.

Flexibility in scheduling for both degrees can accommodate the needs of those students who wish to complete these programs through day, evening, and/or weekend courses as well as online courses. Students in both Liberal Arts and General Studies should work closely and frequently with their academic advisors.

### Program Learning Outcomes

By their completion of the Liberal Arts or General Studies Program, students will be able to

1. Demonstrate the skill of problem solving, use scientific reasoning, perform specific calculations, and/or apply logical organizational skills.
2. Critically analyze written and oral material.
3. Demonstrate basic knowledge of human needs, values, achievements, and diverse cultures.
4. Speak and write technically correct English in order to express one's self with clarity and purpose.
5. Access a variety of information resources (e.g. computer, library, databases), evaluate the quality of the information, and effectively use the information.

## Liberal Arts and General Studies Programs Faculty

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## Liberal Arts and General Studies Programs

### Program Curriculums and Credits

#### A. Liberal Arts – Associate in Arts (AA)

The Liberal Arts student must successfully complete 64 credits as follows:

1. 48 credits of Liberal Arts (including 3 credits in Religious Studies and an additional 3 credits in Religious Studies or Philosophy and 6 credits in English, including English 111) distributed as follows:
2. 12 credits in each of three of the following four areas to total 36 credits:
  - Religious Studies/Philosophy
  - Social Science (Sociology, Psychology, Economics, etc.)
  - Natural Science (Mathematics, Science, etc.)
  - Humanities (English, non-studio Art and Music, etc.)

## **B. General Studies – Associate in Science (AS)**

The General Studies student must successfully complete 64 credits as follows:

1. 12 credits to fulfill the College requirements of 3 credits in Religious Studies and an additional 3 credits in Philosophy or Religious Studies, and 6 credits in English, including English 111.
2. 20 credits of a Liberal Arts core in areas of Humanities (English, nonstudio Art and Music, etc.), Natural Sciences (Mathematics, Science, Computer Science, etc.), Social Sciences (Psychology, Sociology, Economics, etc.), and Religious Studies/ Philosophy, with a reasonable distribution in three of the four areas.
3. 32 credits of free electives.

The General Studies student is encouraged to consider a block of courses in a particular career field to facilitate future employment or education.

3. 12 additional credits in any Liberal Arts course offerings
4. 16 credits, not necessarily in Liberal Arts areas, which must be approved by an academic advisor.

## Liberal Arts Degree Concentrations

Students in the Liberal Arts Program have the option of receiving a Liberal Arts degree with one of three concentrations: English, Psychology, or Religious Studies/Philosophy.

The concentrations allow students to focus some of their degree credits on a particular area of interest which may then lead them into a bachelor's degree or a specific area of employment.

The curriculums and credits needed for the concentrations are listed below (these credits will come from 100 and 200 level courses only):

### English Concentration

The Liberal Arts—English concentration student must successfully complete 64 credits as follows:

1. 48 credits of Liberal Arts (including the College requirements of three credits in Religious Studies and an additional three credits in Religious Studies or Philosophy and six credits in English including English 111) distributed as follows:
  2. 12 credits in each of three of the following four areas to total 36 credits:
    - Religious Studies/Philosophy
    - Social Science (Sociology, Psychology, Economics, etc.)
    - Natural Science (Mathematics, Science, etc.)
    - Humanities (English, Nonstudio Art and Music, etc.)
  3. 12 credits in the English concentration
4. 16 credits, not necessarily in Liberal Arts areas, which must be approved by an academic advisor.

### Psychology Concentration

The Liberal Arts—Psychology Concentration Student must successfully complete 64 credits as follows:

1. 48 credits of Liberal Arts (including the College requirement of three credits in Religious Studies and an additional three credits in Religious Studies or Philosophy and six credits in English including English 111) distributed as follows:
  2. 12 credits in each of three of the following four areas to total 36 credits:
    - Religious Studies/Philosophy
    - Social Science (Sociology, Psychology, Economics, etc.)
    - Natural Science (Mathematics, Science, etc.)
    - Humanities (English, Non-studio Art and Music, etc.)
  3. 12 credits in the Psychology concentration
4. 16 credits, not necessarily in Liberal Arts areas, which must be approved by an academic advisor.

### Religious Studies/Philosophy Concentration

The Liberal Arts—Religious Studies/Philosophy concentration Student must successfully complete 64 credits as follows:

1. 48 credits of Liberal Arts (including the College requirements of three credits in Religious Studies and an additional three credits in Religious Studies or Philosophy and six credits in English including English 111) distributed as follows:
  3. 12 credits in the Religious Studies/Philosophy concentration
4. 16 credits, not necessarily in Liberal Arts areas, which must be approved by an academic advisor.

2. 12 credits in each of three of the following four areas to total 36 credits:
- Religious Studies/Philosophy
  - Natural Science (Mathematics, etc.)
  - Social Science (Sociology, Psychology, etc.)
  - Humanities (English, Nonstudio Art, etc.)

## **Liberal Arts Program – Philosophy and Religious Studies Courses**

The aim of the Philosophy and Religious Studies courses at Maria College is to involve students in the study of life's most fundamental ethical questions and the ultimate meaning of human existence. As philosophy searches for truth by asking the questions what is knowledge, what is good and what is real, religious studies approaches truth by asking what is the nature of religious experience. These courses are an important component of Maria College's curriculum, as is fitting for a college sponsored by the Sisters of Mercy. Religious studies and philosophy courses strive to reflect the mission of the College.

### **Goals of the Philosophy and Religious Studies Courses**

To help students understand and appreciate the broad role ethical concerns and religious experience plays in human culture.

To help students, regardless of personal religious stance, to understand and be able to articulate the importance of ethical and religious beliefs in the political, social, economic, and international arenas today.

To promote critical thinking and the ability to articulate an argument clearly and persuasively both in speech and in writing.

To expose students to diverse perspectives on religion and society, by exploring religious ideas in a multicultural and interfaith context.

To provide students an academic investigation of philosophical and religious experience through critical study and appreciation of the various philosophical and religious traditions of the world.

To prepare Maria College students to enter careers with the skill to make ethical decisions and the awareness and appreciation of cultural and religious diversity.

### **Philosophy/Religious Studies Student Learning Outcomes**

#### **Students will**

Use historical, descriptive and critical methods as they approach the studies of philosophy and religion.

Demonstrate competency in the skills of problem solving, organizing information logically, critical thinking, research, writing and speaking in their approach to the studies of philosophy and religion.

Demonstrate an appreciation of diverse philosophic and religious beliefs and values and how they influence the contemporary political, social, economic and global arenas, regardless of their personal religious and philosophic perspectives.

Compare and contrast religious experiences as they gain an objective understanding of the influence religious experience may have on the lives of others as well as increasing an appreciation of their own spiritual/religious experiences.



## **Liberal Arts Program – English Courses**

The English courses at Maria College are seen as an essential part of every student's curriculum in that the courses provide students with the opportunity to develop the reading and writing skills that are vital in all academic and professional areas. Through these courses, students have the opportunity to engage with language in many different ways from developing vocabulary to improving proficiency in writing and speaking standard English to interacting with works by some of the world's most renowned writers. The English courses within the General Studies and Liberal Arts Programs are integral to the accomplishment of the College's mission, goals, and learning outcomes which focus on graduating students who are able to capably read, write, speak, and do research so that they can take these skills and provide service to the community.

### **Goals of English Courses**

To provide students with courses that will help them to develop the language skills of reading, writing, and speaking.

To promote critical thinking, analysis, synthesis, and organizational thinking which are essential aspects of all learning.

To provide students with the skills needed to use and evaluate various resources, including electronic resources, to successfully complete research.

To introduce students to written works from various time periods and various cultures that enhance our understanding of human behavior.

To acquaint students with some of the best writers and writing to make them part of a literate community.

To raise students' awareness of the power, beauty, and responsibility of language.

### **English Student Learning Outcomes**

#### **Students will**

Meaningfully interpret and critically analyze a wide variety of texts.

Write and speak with clarity and purpose using technically correct standard English.

Access, evaluate, and synthesize information from the library and other information/learning resources including electronic resources.

Demonstrate an awareness of the value of written language.

## **Liberal Arts Program—Social Science Courses**

The social science courses at Maria College provide the students with opportunities to engage curriculum from several inquiry-based learning approaches which are seen as vital to be well-prepared in academics and professions. Through these courses, students have the opportunity to understand human behavior in many ways from theoretical and empirical to research and evidence-based findings. These social science courses within the General Studies and Liberal Arts Programs are integral to the accomplishments of the College's mission, goals, and learning outcomes which focus on graduating students who are able to capably read, write, speak, scientifically reason, and effectively use research information so that they can take these skills and provide service to the community.

### **Goals of Social Science Courses**

To provide students with courses that will help them to develop scientific reasoning across different contexts.

To introduce students to various scientific theories and research findings which are found across different cultures and demographics.

To provide students with the skills needed to use various resources, including electronic resources, to successfully complete research (i.e., a review of the research literature).

To provide students with courses based in science to help complement the knowledge and skills grounded in philosophy, religion, and literature.

### **Social Science Student Learning Outcomes**

#### **Students will**

Express themselves with clarity and purpose in order to demonstrate knowledge of social science theories, concepts, and information.

Demonstrate critical thinking skills, including problem solving, in relation to issues in the social sciences.

Utilize the terminology of the social sciences through written and oral assignments.

Demonstrate an understanding of the scientific method and its relevance to the social sciences.

Access, utilize, and evaluate a variety of information resources relevant to the social sciences.

Demonstrate an awareness of the individual in relationship to the past, the world, others, and self.



## **Liberal Arts Program—Mathematics and Science Courses**

The aim of the mathematics and science courses at Maria College is to involve students in the study of mathematical and scientific concepts so that they develop quantitative and scientific reasoning skills which will be internalized and applied to other program coursework and their personal life activities. The nature of the information gained by participating in mathematics and scientific skill development can significantly increase students' options in educational and career choices. These courses and the knowledge gained from them are an important part of Maria College's curriculum in that they prepare students to achieve the College's goals and learning outcomes in order to achieve their academic and career goals related to the College mission.

### **Goals of Mathematics and Science Courses**

To foster an understanding of mathematics and science and the roles that they play in various programs, everyday life, and the workplace.

To develop the mathematical and scientific capabilities of students so they become confident in their ability to understand mathematical and scientific concepts.

To promote identification and analysis of patterns, development of logical, critical thinking, and reasoning skills, recognition of relationships, and application of the learned skills in order to problem solve in real-world situations.

To provide students with the skills to build mathematical and scientific comprehension, interpretation, and the ability to communicate with the vocabulary of the subject areas.

To encourage students to see the learning of mathematics and science as a valued undertaking.

### **Mathematics and Science Student Learning Outcomes**

Students will

Demonstrate and evaluate mathematical and scientific information in written, oral, and symbolic form.

Demonstrate an adequate knowledge of factual scientific information.

Utilize mathematical and/or scientific knowledge in order to analyze and interpret data in real-world situations.

Solve mathematical problems and judge the reasonableness of the results.

Describe the evolution of mathematics and science as interrelated and evolving subject areas that have application in a variety of disciplines.

# Liberal Arts and General Studies Programs Policies

## 1. Professor/Student Expectations

Professor – In teaching courses, your instructor agrees to strive to:

- . come to every class on time, prepared with thoughtful, relevant, and up-to-date material
- . be highly motivated to teach as creatively and energetically as possible
- . be fair, reasonable, and treat each student with respect
- . return student work in a timely manner

Student – By enrolling in a course, a student agrees to

- . attend every class
- . be on time (in the classroom, seated, and prepared to begin at scheduled start time for class)
- . complete all assigned work
- . be prepared to think, listen, question, and participate.
- . treat the professor, other students, the educational setting, and the educational process with dignity and respect
- . seriously commit to engaging in the level of work that a course demands
- . utilize academic and student services (including but not limited to study groups, tutoring, the Learning Resource Center, and other services included in the Student Handbook) to maximize learning and success
- . schedule to or visit instructor during office hours to further engage course material or share personal information that is inappropriate in a classroom or hallway context

Results – When the professor/student expectations are met:

- . a professional, comfortable teaching/learning environment exists
- . an instructor can teach with minimal or no disruption
- . a student can learn with minimal or no disruption
- . a consistent teaching/learning environment exists across the curriculum

Online students

-- Successful online learners have self-direction and good time-management skills. Students must be self-starters, have a desire to learn, take a personal initiative, be resourceful, and be persistent. Online learners work well alone, are not procrastinators, have good reading comprehension skills, resist distractions, and are comfortable without the social elements of traditional education.

--Online students need some basic skills to successfully take an online course:

**E-mail:** How to use the basics of an e-mail system

**Internet:** How to use the basics of the Internet

**Windows:** How to use an operating system, i.e. creating folders, zipping files, and managing files

**Word Processing:** How to use the basics of Microsoft Word

**APA Style:** How to properly format an assignment and document sources

## **2. Students with Disabilities Policy**

Maria College is committed to fulfilling the needs of individual students. This includes responding to the needs of students who are covered under the Americans with Disabilities Act. Individuals who identify themselves as having a physical, psychological, or learning disability and are in need of special services/academic adjustments (i.e. extended time testing, readers, etc.) under the Americans with Disabilities Act must notify Deb Corrigan, Dean of Student Services in the Office of Student Services/ Marian Hall (438-3111, Ext. 250), as well as each individual instructor if special accommodations are requested. It is the responsibility of the student who is in need of classroom assistance or modifications under the Americans with Disabilities Act to inform the instructors individually as no special accommodations can be made unless this information is shared with the student's instructors. Reasonable accommodations will be made upon documentation of one's disability. "A reasonable accommodation is one that does not alter the essential nature of a course or program and does not cause undue hardship" (Rehabilitation Act of 1973).

## **3. Conduct Code for Students**

Maria College expects that its students will act as responsible, courteous, and law-abiding citizens. Further, as members of an intellectual community, students are expected to maintain standards of personal and academic honesty in all course work and examinations.

Academic Dishonesty includes plagiarism, cheating, forgery or alterations of institutional records, and inappropriate use of electronic communicative or storage devices.

Disruptive Classroom Behavior is the refusal to behave civilly so that teaching and learning within the classroom are obstructed.

Prohibited behaviors are the violation of College policies and regulations and violation of federal, state, and local laws.

## **4. Deficiency Warning**

Letters are sent to students in a course who have shown a weakness in one or more of the areas of a course that make up the final grade. The intent of this letter is to offer you help to improve your performance in a course. If you receive a Deficiency Warning letter, please talk to your instructor about it. Your advisor will also contact you, and you will receive a call from the Office of Student Services. It is part of the Maria College mission to provide students with a supportive environment. Please understand that the Deficiency Warning letter is a way that the College is attempting to help you be a successful student.

## **5. Attendance and Punctuality**

Students are expected to attend all classes since in-class work is a significant step in succeeding academically. It is equally important that students arrive on time for each scheduled class. Attendance/participation may be calculated into final course grades according to the guidelines presented in each course syllabus.

“A meta-analysis of the relationship between class attendance in college and college grades reveals that attendance has strong relationships with both class grades...and GPA ....These relationships make class attendance a better predictor of college grades than any other known predictor of academic performance, including scores on standardized admissions tests such as the SAT, high school GPA, study habits, and study skills.” FROM *Review of Educational Research*

#### 6. Missed Tests or Quizzes

Tests and quizzes are important forms of measuring learning. You are expected to take all scheduled tests and quizzes. Policies for missed tests and penalties for arriving late for a test or quiz will be indicated on each course syllabus.

#### 7. Class Assignments

Class assignments are due on the dates indicated on the course syllabus/calendar for each course. Any penalties for late assignments will be indicated there as well.

Unless otherwise indicated by an instructor, class assignments should be typed on 8.5 by 11 inch white paper using a font size of 12, the standard font style of Times New Roman, and one-inch margins on the sides of the page.

In addition, Maria College requires that assignments (unless otherwise indicated by an instructor) be completed using the style created by the American Psychological Association (APA) which includes both typing guidelines as well as guidelines for crediting sources used for research. The APA style is presented in Language Skills and Composition I classes. As well, the Learning Resource Center and the Maria College web page have information on applying APA style to assignments.

#### 8. Extra-Credit Policy

No extra-credit work is allowed in any Liberal Arts/General Studies Program courses. Course grades are based on the criteria in course syllabi.

#### 9. Withdrawing from a Class

If you are not able to finish a class during the course of the semester, you must officially withdraw from the class by completing a Course Adjustment Form available from the Registrar’s Forms on the Maria College website and from the Office of Student Records. The form may be submitted through the tenth week of the semester. A grade of **W** will appear on your transcript once you have officially withdrawn from the course. Failure to complete a course adjustment form will result in an **F** grade on your transcript for the course.

Before completing a Course Adjustment Form, you will need to speak to both your instructor and advisor. The advisor’s signature is required on the form.

**NOTE: If you are receiving financial aid or student loans, you will need to talk to the Financial Aid Office to determine any effects the withdrawal will have on your current aid and future aid.**

#### 10. Program Dismissal and Readmission

Any student who has a cumulative average less than 2.0 at the end of a semester is placed on academic probation (See the Probation and Academic Dismissal Policy in the general *Maria College Student Handbook*).

In addition, any student in the Liberal Arts Program with a cumulative average less than 2.0 at the end of a semester will be placed on probation from the Program. If the student’s GPA remains below a 2.0 for

the semester following the probationary semester, the student will be dismissed from the Liberal Arts Program. This does not automatically mean that the student is dismissed from the College. Once a student achieves a GPA of at least 2.0, he or she may request readmission to the Liberal Arts Program. In order to do this, a letter requesting readmission must be sent to the Liberal Arts Program Chairperson. This letter should include information as to what the candidate has accomplished during the time he/she left the Program and the possible return, i.e. courses taken, work experience. The request will then be acted upon at the next scheduled Liberal Arts Program meeting. Letters requesting readmission for the fall semester should be submitted by March 15 and for the spring semester by October 15.

### **11. Communication Devices**

All electronic communication devices should be turned off and put away while students are in all College learning environments, such as classrooms, the Library, the Learning Resource Center, and the Computer Room. Cell phone use is permitted in halls, the cafeteria, and lounges providing that the conversation does not disturb others. If there is an extenuating circumstance requiring a cell phone be kept on, the student must speak with the instructor prior to class.

The use of other electronic devices for educational purposes will be at the discretion of course instructors as stated in course syllabi.

## **Grading Policies for Liberal Arts and General Studies Courses**

### **Grading Scale:**

The following grading scale is used for grades in LA/GS courses:

100 – 93	A	76 – 73	C
92 – 90	A-	72 – 70	C-
89 – 87	B+	69 – 67	D+
86 – 83	B	66 – 63	D
82 – 80	B-	62 – 60	D-
79 – 77	C+	59—0	F

S/U Courses: The passing (S) grade requirement is stated on the course syllabi for S/U courses.

### **Transcript Grades:**

Grades of A through D- are considered passing grades in LA/GS courses.

A total of 64 credits is needed in order to complete an LA or GS degree. As well, an overall cumulative GPA of 2.0, which is the equivalent of a C average, is needed for graduation in either program.

Students who intend to transfer to another college or university should keep in mind that typically only grades of C or better qualify for transfer.



### **Letter of Intent Students:**

Students who intend to transfer into another program at Maria College must receive a C or better grade in any GS course required by that intended program. For acceptance into the Associate Degree in Nursing Program, a minimum GPA of 2.3 is required.

Students in GS with intent for another program may retake courses in which they receive a C- or lower grade; however, the credits for those courses will be counted only once towards graduation credits. As well, a C- or lower grade will affect the semester GPA in which the grade was earned, but the final GPA for graduation will only reflect the higher grade for a course that has been retaken.

### **Phi Theta Kappa International Honor Society:**

The Phi Theta Kappa International Honor Society recognizes and encourages scholarship among part-time and full-time two-year college students who possess a 3.67 GPA and have completed at least 12 credits. One-time membership fees are due.

The Society provides opportunities “for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.”

Notation of membership is placed on each member’s transcript and diploma.

## **Non-Credit Courses**

### **Introduction**

During advisement, your faculty advisor may indicate that you need to register for one or more non-credit courses. These courses are intended to provide you with necessary skills and prerequisites that will allow you to eventually move into your intended program. The Admissions Office will determine through the Maria College admissions/placement exam and your high school transcript whether the Basic Math Skills and/or Language Skills class is required. The Basic Chemistry may be taken if you do not have high school chemistry which is required in order to take Anatomy and Physiology and Microbiology.

Although the courses are non-credit courses in terms of graduation credits, each course is considered to provide three credits towards full-time status for financial aid purposes. Your advisor will be able to answer any questions you may have about these courses.

## **Letter of Intent Information**

Some students who are accepted to Maria College and wish to enter a specific program are lacking prerequisites. The Office of Admissions accepts them into the College as General Studies “Letter of Intent” Students. The goal is to take classes, normally over the course of a year (which may include summer courses), to fulfill the recommendations of the Office of Admissions in preparation for entering a desired program.

\*\*\*The Letter of Intent form is available online at the Maria College web site by clicking on *Admissions* on the home page and then clicking on *Letter of Intent* under *Downloads* on the right side of the Admissions’ page. The completed form must be submitted to the Admissions Office.

## Frequently Asked Questions

### What happens during the Initial Advisement/Registration Session?

- Most incoming students attend general registration dates set by the College.
- Letter of Intent students may meet with faculty of the intended program, or, as in the case of Nursing Intent students, with Liberal Arts/General Studies faculty.
- The faculty uses information from the Office of Admissions to help the student select courses to take during the first semester at the College. This information is based on whether the student has met the prerequisites for an intended program.
- The student often asks whether the faculty member assisting with registering for courses for their initial semester will be the advisor for the upcoming semester and beyond. The student may or may not be assigned the same faculty member as advisor as the faculty member who conducts the student's initial course registration. Also, after the student enters the desired program, the student is assigned a new advisor within the program.

### Why would I need to register for non-credit courses?

- If students have performed at a certain level on the Maria College Admissions/Placement test, or if they come to the College without the prerequisite high school units in English, math, and/or science, the Office of Admissions will note that the student may be required to register for some or all of the following non-credit courses:
  - Language Skills
  - Basic Math Skills
  - Basic Chemistry
- Non-credit courses count as three credits taken for the purposes of the financial aid requirement, but **do not** count as credits toward the total number of credits (64) needed for graduation.

### What courses should or should not be taken in the same semester as non-credit courses?

- A student taking non-credit courses would have a cumulative grade point average at the end of the semester that depends only upon the credit-bearing courses for which the student registers. A student who is taking these non-credit courses may have a better chance of success in certain other courses once the non-credit courses are completed.
  - **For example**, if a student is required to take Language Skills, it may be better to wait until another semester to register for courses that will require heavy use of the mechanics of language, such as heavy emphasis on vocabulary, accurate spelling, reading comprehension, and regular writing assignments. Anatomy and Physiology is an example of a course in which there is heavy emphasis on understanding vocabulary and accuracy in spelling.
  - **Another example** is the student who is required to take Basic Mathematics Skills. It may be better to wait until another semester to register for courses that will require regular and accurate use of mathematics skills. Chemistry is an example of a course in which there is heavy emphasis on accuracy in the mathematics associated with balancing equations.

### For how many credits/courses should I be registering?

- Full-time students
  - The student may need to be full time for financial aid or health insurance purposes.
  - A full-time student must carry a minimum of 12 credit hours in a semester.

- A full-time student may carry up to 18 credits.
- Students may take more than 18 credits only in specific circumstances and with specific limitations and financial obligations.
- Part-time students
  - Part-time students also may receive financial aid if the student takes at least 6 credit hours in a semester.

### **What do I do while I am waiting to enter my intended program?**

- The student should be taking courses required for a specific program. You can tell what these courses are by reviewing your “graduation audit.” This shows the general education courses required by a program. These are courses that do not have the designation of NUR, PNC, or OTA. These include:
  - The six English credits needed for graduation which include ENG 111- Composition I. If you need to take ENG 100 – Language Skills, you will do so before taking Composition I, and you will need to take another English elective (course of your choice) to fulfill the English requirements.
  - The six religion/philosophy credits needed for graduation which include RES/PHI 201 – Contemporary Moral Issues (CMI). The CMI course is required specifically by the Nursing, Occupational Therapy Assistant, and Education—Early Childhood Programs, and you will need to take another Religion/Philosophy elective (course of your choice) to fulfill your religion/philosophy requirements.
  - The Anatomy and Physiology I and II lectures and labs. (These may need to be preceded by biology and/or chemistry if noted by the Admissions Office.) Students need to be aware of the “Two-time Policy” for Anatomy and Physiology. “Students wishing to be considered for a health-related program may only repeat Anatomy and Physiology lecture (ANP 105, 106) and labs (ANP 107, 108) once. A request to waive this policy must be discussed with the Academic Dean or the Director of Admissions prior to enrolling the third time” (*Maria College Student Handbook*). Be careful to note that withdrawing from one of these courses counts as having taken it. Additionally, there is a seven-year statute of limitations on any Anatomy and Physiology that may have been taken previously.
  - Microbiology (There is also a seven-year statute of limitations on this course.)
  - Both PSY 100 – General Psychology and PSY 200 – Developmental Psychology
  - Introduction to Sociology
- Be aware of the date by which the Letter of Intent should be submitted to the Office of Admissions. The College will notify you in writing, and notice of these dates is posted about the College buildings.
  - November 1-----Early Childhood Education, Business, Liberal Arts
  - December 15----PNC Nursing Program (LPN Training)
  - March 15-----ADN Nursing Program, Occupational Therapy Assistant Program

### **What happens after I submit my Letter of Intent?**

- The Admissions Office sends the student a letter of acceptance (or deferral) after a number of weeks following the submission of the Letter of Intent.
- The student will be notified of the place, date, and time of an informational meeting and then the registration for the first semester in the intended program.
- The student will be assigned a new advisor in the program.

- This faculty member will advise the student for the remaining semesters while the student is part of the program up to graduation.
- While waiting to hear about acceptance into the intended program, and before registering for the first semester in the new program with your new advisor, the current advisor may register/sign/approve you for any general education courses.
  - **For example**, if you submit the Letter of Intent during the spring semester, your current advisor may register/sign/approve you to register for summer courses that are general education course requirements for the program. However, your current advisor is not allowed to register/sign/approve you for core courses in the new program. For example, the Liberal Arts/General Studies faculty advisor cannot register/sign/approve you for any Nursing core courses.

**What do I do if I Want to Change Programs?** \*All of the forms listed below (except for the Letter of Intent which is available online through the *Admissions* page on the Maria College web site) are available under *Student Services—Registrar—Registrar Forms* on the Maria College web site.\*

**a. Change of Intent**

- Students wishing to change their intent for a program are required to submit a **Change of Intent Form** to the Office of Student Records.

**b. Change of Program**

- A matriculated student at Maria College in a program other than General Studies who intends to pursue a different program at the beginning of the next semester must obtain permission from the Academic Dean and Program Chairperson and is required to submit a **Change of Program** form to the Admissions Office. This form must also be completed for Liberal Arts students who decide to enter one of the Liberal Arts Concentrations.

**c. Readmission/Resumption of Study in a Program**

- Students who are dismissed from any program and who wish readmission must submit this request in writing to the appropriate person.
- Final approval will be based on program recommendations and available openings.

**d. Certificate Request Form**

- Students who intend to complete one of the College’s certificate programs, such as the Gerontology Certificate, must complete a **Certificate Request Form** to let the Registrar know of the intent.

## **Maria College Student Support Services**

One of the goals of the College is to “be alert for the needs of the student population that can best be served by a small college with close faculty/student relationships.”

**Blackboard** - Maria uses *Blackboard* as a course management tool and to deliver online courses. The Office of Student Records supplies students with a username and password. Any questions or concerns about using Blackboard can be directed to the Director of Online Learning, **Sharon Hope**.

Office Location: Main Building, Lower Level, Room B-1

Email: [shope@mariacollege.edu](mailto:shope@mariacollege.edu)

Phone: (518) 438-3111 Ext. 285

**Campus Minister** – The Campus Minister, **Sr. Jean Roche, RSM** offers psycho-spiritual guidance, grief counseling, busy student retreats, prayer services, creative rituals, and a support group called “Oasis.” Walk-in hours are M-F 9:00 am – 4:30 pm, and appointments may be made as well.

Office Location: Marian Hall, First floor, Room 108

Email: [jroche@mariacollege.edu](mailto:jroche@mariacollege.edu)

Phone: (518) 438-3111 Ext. 233

**Career Development** – The Placement Office is a resource for individuals who need help formulating career plans, obtaining post-graduate employment, or transferring to four-year institutions. Students can schedule an appointment with the **Director, Sr. Renée Cudhea, RSM**.

Office Location: Marian Hall, First floor, Room 103

Email: [srcudhea@mariacollege.edu](mailto:srcudhea@mariacollege.edu)

Phone: (518) 438-3111 Ext. 258

Fax: (518) 453-1366

**Computer Facilities** – Computers are available for general student use in Room 103 in the Main Building. The computers run Microsoft software for word processing and are equipped with complete Internet access. A printer is available for printing valid school assignments. The Learning Resource Center and Library also have student-accessible computers. Two science laboratories on the second floor of the Main Building provide computer access to the ADAM software used for anatomy and physiology.

**Counseling Center** – Students may use the Counseling Center at no charge for assistance with personal concerns. All information is kept strictly confidential and does not become part of the student’s college record. Students can drop in, or make an appointment.

Office Location: Marian Hall, First floor, Room 100

**Deb Corrigan, LCSW – Dean of Student Services, Psychological Counseling Officer**

The Dean of Student Services also coordinates support services for students who identify themselves as having a physical, psychological or learning disability. Maria College provides a supportive environment for students with disabilities under the Americans with Disabilities Act (ADA) and Section 504 of The Rehabilitation Act of 1973.

Email: [debc@mariacollege.edu](mailto:debc@mariacollege.edu)

Phone: (518) 438-3111, ext. 250

**Teri Reinhardt, LMSW – Social Worker**

Email: [treinhardt@mariacollege.edu](mailto:treinhardt@mariacollege.edu)

Phone: (518) 438-3111, ext. 259

**Evening and Weekend College** – Students may choose to take evening, or weekend courses. **Sr. Ellen Boyle, RSM** is the Director of Evening/Weekend College and can be found in the Main Building on the evenings and weekends when courses are in session.

Email: [eboyle@mariacollege.edu](mailto:eboyle@mariacollege.edu)

Phone: (518) 438-3111 Ext. 246

**Financial Aid Office** – The mission of the Financial Aid Office is to facilitate educational access and foster success by helping students fund a Maria education. The Director of Financial Aid is **Harleen M. Laramie**.

Location: Main Building, First floor, Room 100

Email: [finaid@mariacollege.edu](mailto:finaid@mariacollege.edu)

Phone: (518) 438-3111 Ext. 229

**Food** – The lower-level of the Main Building has vending machines and microwaves. The lower-level of Marian Hall has a vending machine and microwave as well. Students are within quick walking distance to many locations for food and beverage options on “The Strip” – across the street from St. Peter’s Hospital.

**Learning Resource Center** – The mission of the Learning Resource Center is to provide academic support to students enrolled in all programs at Maria College so that they can successfully complete their course work.

Location: Main Building, First floor, Room 101

Phone: (518) 438-3111 Ext. 221

**Lisa Tobin, EdD – Director**

Email: [ltobin@mariacollege.edu](mailto:ltobin@mariacollege.edu)

**Barbara Palumbo (evenings) – Assistant Director**

Email: [barbarap@mariacollege.edu](mailto:barbarap@mariacollege.edu)

**Library** - The mission of the library is to support the educational programs at Maria College and facilitate learning and research activities among students, faculty and staff. **Sister Rose Hobbs, RSM is the Director.**

Location: Main Building, First floor

Phone: (518) 438-3111, ext. 215

Fax: (518) 453-1366

Email: [boucharde@mariacollege.edu](mailto:boucharde@mariacollege.edu) (Thurs. evenings/weekends)

[guadronm@mariacollege.edu](mailto:guadronm@mariacollege.edu) (Mon.-Wed. evenings)

[roseh@mariacollege.edu](mailto:roseh@mariacollege.edu) (days)

**Registrar** – The Registrar’s Office provides students with information and services that help them navigate the educational landscape including, among other things, transfer credit and transcripts. The Registrar is **Christine M. Johannesen**. The Registrar also oversees **Web Services**, and supplies each student with a username and password. Through Web Services students can view their class schedule, grades at the end of the semester, tuition and fee charges, financial aid funds and degree audit, and can use it register for classes after receiving the advisor’s approval.

Location: Main Building, First floor, Room 100

Email: [registrar@mariacollege.edu](mailto:registrar@mariacollege.edu)

Phone: (518) 438-3111 Ext. 224

Fax: (518) 453-1366

**Student-Faculty Committee** – The mission of the Committee is to provide an avenue of communication between the faculty, the student body, and Administration. It provides students with a

vehicle to express their concerns about issues relevant to the College through student representatives on the Committee.

**Student Lounges** – Lounges are available for the use of students for study and quiet conversation. Main Building: first floor, past the bookstore, LRC, and Computer Room. Marian Hall: second floor, Room 203.

**Student Outdoor Spaces** – Beautiful outdoor spaces are available to students in good weather. There is a courtyard space between the wings of the Main Building, with picnic tables and Adirondack-style chairs. There is also a courtyard space with benches and fountain between the wings of Marian Hall.

**Wireless Network** – Maria's wireless network is available to you across campus. You can connect to the network if you have a wireless enabled computer/device. Your computer/device will automatically detect MariaNet. The wireless network is password protected and you will need to enter the password, *merciful*, all in lowercase letters.