

Monroe College

Undergraduate Academic Policies

ACADEMIC POLICY AND PHILOSOPHY

Monroe College's academic policies are designed to encourage excellence in education and allow the student to develop his or her academic potential to the fullest. Students are encouraged to make the necessary commitment to their studies so that they will be successful.

THE GENERAL EDUCATION CORE REQUIREMENT

The purpose of a college education is to expose students to new areas of intellectual experience which prepare them to make judgments within and beyond their field of specialization as well as provide the competencies required for success in our complex society.

Monroe College is committed to ensuring that all students have the opportunity to master written and verbal communication, understand mathematical concepts basic to their field of study, increase their awareness of the origins of their cultural and intellectual heritage, comprehend the fundamentals of business and computer technology, and avail themselves of the chance to delve into subject areas of interest by registering for electives.

The General Education Core Requirement ensures that all Monroe College graduates are prepared to enter the world of business with a comprehensive, well-rounded education necessary for success, irrespective of where their specific area of study may lead.

GRADUATION REQUIREMENTS

To qualify for graduation, students must have satisfactorily completed all stated requirements of their degree objective, maintained a satisfactory academic and attendance record and have settled all financial obligations to Monroe. Furthermore, candidates for graduation must have achieved a 2.00 cumulative grade point average both in their major-area courses and overall.

ONLINE LEARNING PROGRAM

Monroe College Online Learning Program provides students with quality education available 24 hours a day, 7 days a week. Students have the opportunity to take individual courses or complete degree programs leading to either an associate degree in Business Administration, Criminal Justice, Hospitality Management, Information Technology, or Medical Administration or a bachelor's degree in Business Management, Criminal Justice, Hospitality Management, Health Services Administration, Information Technology, or Public Health.

Information about online courses and programs is available at the college website www.monroecollege.edu/online

COLLEGE PROFICIENCY EXAMINATIONS

Students may request College Proficiency Examinations for courses for which they believe they have mastery of the content.

Student initiated College Proficiency Examinations are generally not available for noncredit, remedial courses and credit-bearing courses so-designated by an academic department. Students may apply for a College Proficiency Examination at any time during the semester unless they are currently enrolled in that course. In such an instance, the examination must be administered and graded before the end of the add/drop period.

Students who take the Monroe College Placement Examinations may not take Proficiency Examinations for courses at a lower level than the course placement based on that Placement Exam.

Application for Monroe College Proficiency Examinations must be made to the Department Chairperson or other appropriate college official.

INTERNSHIPS

Internships bridge the gap between theory, what is taught in the classroom, and the world of work. This program provides meaningful work experiences at a variety of organizations and businesses.

Internships enable the student to:

- Explore career options and confirm career plans
- Apply classroom learning to real work situations
- Practice and strengthen interpersonal and technical skills

THE MONROE COLLEGE HONORS PROGRAM

The Honors Program provides opportunities for the college's most academically accomplished students to engage in advanced academic work and to participate in an enhanced shared intellectual experience with our most distinguished professors and guest lecturers.

At Monroe we value the full intellectual engagement of our students and faculty by promoting an academic environment characterized by a high level of discourse, integrity, respect and excellence. We believe that genuine excellence in college-level studies entails thorough understanding and informed appreciation of areas outside a major field of specialization, along with focused excellence within it. Hence, the Monroe College Honors Program provides challenging courses, active learning opportunities, and strong personal advisement which broaden and deepen the academic experience.

Honors students also enjoy a wide variety of special programs and services through a world of personal and scholarly opportunity available to every student who becomes part of the Program.

In addition, the Honors Program sponsors lectures, seminars and workshops for Honors Program students and faculty. By opening many of these events to Monroe faculty, staff and students, and to the public, we share the Honors experience more broadly.

Each semester, the Honors Program sponsors the Honors Colloquium, a scholarly and celebratory program, where honors students present their projects and papers to the college

community.

Students may be admitted to the Honors Program as prospective students through the admissions process or as continuing students by application to the Honors Board.

EASE PROGRAM FOR ENGLISH LANGUAGE LEARNERS

As its name indicates, the EASE program is designed to ease non-native English speakers into an academic environment so that they may be successful at the college level. With a mix of intensive English courses taught both in the classroom and out and about in New York City, as well as a foundation in the liberal arts and major-specific courses, EASE provides a unique opportunity for students to earn college credit as fully matriculated students while improving their English skills.

The EASE program is an innovative pairing of Monroe College and CPLC Education Center. CPLC is a leading provider of English language training and intensive academic English preparation for college bound students. They have helped over 10,000 students in the last ten years. EASE students greatly benefit from the pooled resources of both Monroe College and CPLC because they have access to the full academic community while receiving intensive language instruction from the experts at CPLC all without leaving campus.

EASE students receive a strong foundation in listening, reading, speaking and writing. Projects and assignments aim to expand vocabulary, sharpen grammar skills, and develop college level reading and writing skills and help students to build confidence in conversing and public speaking.

GRADING

Grades are used to indicate a student's progress or lack thereof. Grades and their quality point equivalents are as follows:

Grade	Quality Points	Progress	Numerical Average
A	4.0	Excellent	90 - 100
B+	3.5	Very Good	85 - 89
B	3.0	Good	80 - 84
C+	2.5	Above Average	75 - 79
C	2.0	Average	70 - 74
D+	1.5	Below Average	65 - 69
D	1.0	Below Average/Poor	60 - 64
F	0.0	Failure	Less Than 60
AW	0.0	Administrative Withdrawal	
I	0.0	Incomplete	

The following grades are not computed in the Grade Point Average:

PSatisfactory Completion
R..... Repeat

W.....Withdrawal

AU..... Audit

PR..... Proficiency Credit

TR..... Transfer Credit

I— A grade of “incomplete” is given to a student who for acceptable reasons has not completed the course work at the end of the semester, but who, in the estimation of the instructor, can reasonably be expected to pass the course. *Completion must be accomplished within two weeks after the beginning of the next semester or the “I” will automatically be changed to an “F”. Permission for additional time to complete the course requirements must be granted by the Vice President for Academic Affairs or by the designated official at the New Rochelle campus.*

R— a grade of “repeat” is strictly limited to sequential courses with departmental approval. It can be given to students who, although they may not have clearly failed the course, have demonstrated that they do not have sufficient skills and competencies to continue on to the next sequential level.

POLICY REGARDING GRADES OF “W” AND “AW” OFFICIAL WITHDRAWALS

“W”

A student who is withdrawn but has given oral or written notification to his or her counselor in the appropriate academic office will receive grades of “W”.

“AW”

A student who is unofficially withdrawn, who has not given oral or written notification to his or her counselor in the appropriate academic office will receive grades of “AW”.

Official Withdrawals

A student who officially withdraws by filling out a Mid-Semester Leave in the appropriate academic office will receive grades of “W”.

THE EFFECT OF GRADES ON A STUDENT’S GPA

- The grades of R or W will not affect the GPA.
- Grades for noncredit courses will not affect the GPA.
- A grade of W or AW indicates that a student withdrew from a course prior to its completion.
- A grade of F will affect the GPA (if this course is repeated, the new grade will replace the F in the student’s GPA).
- A grade of AW is equivalent to an F and affects the GPA. However, if this course is repeated, the new grade will replace the AW in the student’s GPA.

GRADE REPORTS

Students will receive a grade report after each semester. These reports will show both semester and cumulative averages.

A student's standing in each course is measured by the grades received on tests, papers, other class assignments and requirements.

Each student's academic status as it relates to satisfactory academic progress and program pursuit will appear on the grade report.

CREDIT HOUR

A "lecture" credit hour represents the equivalent of 15, 50-minute class meetings during a 15-week semester. A "lab" credit hour represents the equivalent of 45, 50-minute class meetings during a 15-week semester.

GRADE POINT AVERAGE

Graduation, honors, probation, and dismissal are determined by a student's Grade Point Average. This is obtained by multiplying the Quality Points by the number of credits assigned to a course, totaling the Grade Points (GP), and then dividing by the total number of credits.

GOOD ACADEMIC STANDING

To remain in good academic standing, students must make qualitative and quantitative satisfactory progress towards completion of their degree

QUALITATIVE STANDARD

Students must maintain a certain cumulative GPA by the completion of each semester of study. No student will be graduated with a cumulative GPA below 2.0. The prescribed minimum cumulative GPA is set forth below.

By the end of each semester listed, students must have achieved the cumulative GPA listed.

Semester	Cumulative GPA
1	0.75
2	1.25
3	1.50
4	1.75
5-12	2.00

Students' academic progress will be reviewed at the end of each semester.

The college considers a minimum of 12 credits to be a semester equivalent. Because the college does not transfer letter grades, students who transfer a minimum of 15 credits from another institution will be placed on the qualitative and quantitative chart according to the semester that corresponds to the number of their accepted transfer credits. If they do not meet the corresponding required GPA at the end of their first semester, they will be placed on probation. They will have to meet the required standard at the end of their second semester in order to remain in good academic standing.

THE EFFECT OF WITHDRAWALS, REPEAT COURSES, INCOMPLETES AND NON CREDIT REMEDIAL COURSES

A course with a grade of AW will be counted as a course attempted and will be calculated as an F in computing a student's GPA. A grade of W will be counted as a course attempted but will not be considered when calculating a student's GPA. A course with a grade of I will be considered as a course attempted and will be calculated as an F for GPA purposes.

. All F's and AW's will be calculated as part of the student's GPA. When a student earns a grade in that course, the best grade replaces the lowest grade in the course. for GPA purposes. If a student has failed a course more than once, the passing grade replaces only one of the F's for GPA purposes. A noncredit remedial course will not be considered when calculating a student's GPA and will not be considered as a course attempted.

ACADEMIC ALERT

All students who have cumulative GPAs below 2.0 will be placed on academic alert. This status does not affect a student's eligibility for financial aid. The academic alert status will enable the college to provide needed academic support and guidance to enable weak students to successfully complete their degree program.

DISMISSAL

1. Students who fail to achieve the qualitative (cumulative GPA) standards discussed above will be dismissed.
2. Students who are dismissed are not eligible for financial aid.

APPEAL OF DISMISSAL

Students have the right to appeal a dismissal to the academic office if unusual circumstances existed. Proof of such circumstances will be required.

REGAINING MATRICULATED STATUS

Students who have been dismissed may return as non-matriculated students, upon approval by the appropriate office, and register for courses at their own expense. Upon the satisfactory completion of these courses and meeting the required standards of progress, they may apply for a change from non-matriculated to matriculated status. Students in a non-matriculated status are not eligible for Federal or State financial aid.

COURSE WITHDRAWAL/CHANGE OF PROGRAM

Students who wish to withdraw from a course must do so by the date indicated in the Academic Calendar. Withdrawal forms must be completed in the appropriate Student Services Office. Withdrawal from a course after the announced final withdrawal date, without formal permission, automatically merits a grade of F. Withdrawal from a course(s) which results in less than full-time status during the add/drop period, (weeks 1 and 2) will affect the student's enrollment status and financial aid.

WITHDRAWAL FROM THE COLLEGE

A student who leaves the college during any semester must

complete a withdrawal form, available in the appropriate Student Services Office, or officially notify the college. Students who withdraw from the college after the twelfth week of the semester will receive grades submitted by the faculty. Students who have withdrawn and who wish to return to the college in a subsequent semester must complete an application for re-admission.

ADMINISTRATIVE WITHDRAWAL

Students may be administratively withdrawn from a course if it is determined that the student is failing to comply with course and college requirements.

SEMESTER LEAVE

Students who wish to take a Semester Leave for a full semester may do so without losing matriculated status. Monroe College does not approve partial semester leaves.

The procedure requires the student to inform the appropriate Student Services Office of a planned Semester Leave. Students who request a Semester Leave for 4 months (one semester) after completing an academically successful semester will be allowed to return in good standing upon completion of the re-admission process. Students who do not take advantage of the Semester Leave process will be considered a “failure to register” and, upon return, will also be required to apply for re-admission and may lose their Monroe Scholarships and institutional grants for the returning semester.

NOTE: Students who do not attend the Spring semester are not required to complete a formal application for readmission, but must be authorized to register by the appropriate Student Services Office.

READMISSION

Readmission is initiated in the appropriate Student Services Office. Eligibility is determined through an evaluation of the student’s prior academic performance and potential for success. Students seeking readmission should initiate the process early enough before the start of the semester in which they intend to resume studies to enable the Student Services Office involved to review and act upon the application in a timely manner.

ACADEMIC WAIVER

Monroe College recognizes it may be necessary to grant students a waiver of academic requirements. The appropriate academic official must approve all academic waivers.

PART-TIME STUDY

Any semester in which a student takes less than 12-credits or equivalent hours will be considered a part-time semester. Classes taken during a part-time semester will count as credits attempted as long as they meet the above-mentioned criteria. All semesters in which a student is enrolled as a part-time student will count as one-half a semester for the purposes of moving a student forward on the standards of progress chart. Any time a student has a one-half semester completed (i.e. 2.5, 3.5, etc.), the student will be held to

community, are also responsible for adhering to the principles and spirit of the following Code of Academic and Scholarly Integrity.

ACADEMIC DISHONESTY DEFINITIONS

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

A. CHEATING: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

B. PLAGIARISM: Using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

C. FABRICATION: Submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

D. MULTIPLE SUBMISSION: Submitting, without prior permission, any work submitted to fulfill another academic requirement at Monroe or any other institutions.

E. MISREPRESENTATION OF ACADEMIC RECORDS: Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Monroe College. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

F. FACILITATING ACADEMIC DISHONESTY: Knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam without prior permission from the instructor, etc.

G. UNFAIR ADVANTAGE: Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

Students who violate the Code of Academic and Scholarly Integrity may be subject to a grade of "F" for the work submitted, an "F" in the course, written reprimands in the student's academic file, and suspension and/or dismissal from the college.

Students are expected to be fully aware of the college's requirements and expectations regarding academic honesty and

scholarly integrity. If a student is unsure whether his action(s) constitute a violation of the Code of Academic and Scholarly Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

Monroe College

Graduate Program Academic Policies

ACADEMIC POLICY AND PHILOSOPHY

Monroe College's academic policies are designed to encourage excellence in education and allow the student to develop his or her academic potential to the fullest. Students are encouraged to make the necessary commitment to their studies so that they will be successful.

ACADEMIC CALENDAR

Monroe operates a conventional fifteen-week semester calendar. There are three semesters available per year: Fall, Winter and Spring.

Assessments and Grades

The evaluation of a student's performance and final assessment in a course may take a variety of forms; such as a test or examination, presentation, project, team project, or other assignment or a combination of assignments.

Academic Standards

In order to be *in good academic standing* graduate students must maintain a minimum cumulative grade point average of 3.0 in both the core and elective courses at the end of each semester. Students needing to take the foundation courses must achieve a grade of B in each foundation course. No grade below a C in a foundation course is given credit. The KGS grading system is as follows:

Grade	Quality Points	Descriptive Value
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Average
C	2.0	Below Average
F	0.0	Failure
AW	0.0	Administrative Withdrawal
I	0.0	Incomplete
W	0.0	Withdrawal

POLICY REGARDING GRADES OF "W" AND "AW" OFFICIAL WITHDRAWALS

"W"

A student who is withdrawn but has given oral or written notification to his or her counselor in the King Graduate School office, will receive grades of "W."

"AW"

A student who is unofficially withdrawn, who has not given oral or written notification to his or her counselor in the King Graduate

School Office will receive grades of “AW.”

OFFICIAL WITHDRAWALS

A student who officially withdraws by filling out a Mid- Semester Leave in the King Graduate School Office will receive grades of “W.”

GRADE POINT AVERAGE

The grade point average (GPA) is obtained by multiplying the Grade Point Value by the number of credits assigned to a course, totaling the Grade Points (GP), and then dividing by the total number of credits attempted.

THE EFFECT OF GRADES ON A STUDENT’S GPA

- The grade of W will not affect the GPA.
- Grades for Foundation Courses will not affect the GPA but may affect dismissal and probation decisions.
- A grade of W or AW indicates that a student withdrew from a course prior to its completion.
- A grade of F will affect the GPA (if this course is repeated, the new grade will replace the F in the student’s GPA calculation).
- A grade of AW is equivalent to an F and affects the GPA. However, if this course is repeated, the new grade will replace the AW in the student’s GPA.

DEGREE COMPLETION

Students are expected to complete the degree in six (6) years. Any student seeking an extension of this limit must obtain prior approval.

CREDIT HOUR

A “lecture” credit hour represents the equivalent of 15, 50-minute class meetings during a 15-week semester. A “lab” credit hour represents the equivalent of 45, 50- minute class meetings during a 15-week semester.

INCOMPLETE GRADES

Any student finding it necessary to request a temporary grade of *incomplete* in a graduate class is required to consult with the faculty member for that course and obtain approval for the incomplete grade along with the signature of the instructor and the appropriate academic officer of the college, before the last day of class. A course with a grade of “I” will be considered as a course attempted and will be calculated with 0 Quality Points. Completion must be accomplished within two weeks after the beginning of the next semester or the “I” will automatically be changed to an “F.”

SEMESTER LEAVE

A student in good academic standing may apply in writing for a semester leave in advance of the semester(s) for which they will

not attend. Forms for requesting a semester leave can be obtained from the KGS Office. The completed form must include: the reason for the leave, the semester the student intends to return, and a plan for degree completion upon returning from the leave.

READMISSION

Readmission is initiated in the appropriate KGS Office. Eligibility is determined through an evaluation of the student's prior academic performance and potential for success. Students seeking readmission should initiate the process early enough before the start of the semester in which they intend to resume studies to enable the KGS Office to review and act upon the application in a timely manner.

ACADEMIC WAIVER

Monroe College recognizes that there are students who may be granted a waiver of academic requirements. Students' records including transcripts, relevant professional experience and personal statements will be used to determine if a waiver will be granted. The appropriate academic official in the KGS Office must approve all academic waivers.

COURSE WITHDRAWAL

Students who wish to withdraw from a course must do so by the date indicated in the academic calendar.

Administrative withdrawal (AW) occurs when a student is unofficially withdrawn without having given oral or written notification to his/her academic advisor.

WITHDRAWAL FROM KGS

If a student is considering withdrawal from the graduate program for any reason, they should discuss their concerns and reasons with their advisor. King is committed to doing all it can to assist students to successfully complete their degree. However, if a student decides to withdraw from the School the individual should send written notification of the decision to withdraw to the KGS Office. The student will be asked to meet with the Dean of Graduate Programs or designee, before the appropriate paper work is filed and adjustments are made to the student's record.

GRADE REPORTS

Students will receive a grade report after each semester. These reports will show both semester and cumulative averages. A student's standing in each course is measured by the grades received on exams, papers, other class assignments and requirements. Each student's academic status as it relates to satisfactory academic progress and program pursuit will appear on the grade report.

GRADE APPEAL PROCESS

The grade appeal process provides a student with an opportunity to dispute a final course grade. The student should first discuss the matter with the instructor. If the problem is not resolved, the student must file a *Grade Appeal* form with the

dean of the academic program or designee within 10 days of the semester grade report being issued by the Registrar's Office.

GRADE REPLACEMENT

Graduate students may repeat a course with a passing grade and have the last grade replace the previous grade in the cumulative grade point average, however, each course can only be repeated once. No more than two courses may be repeated. This will be evaluated on a case by case basis.

ACADEMIC PROBATION AND DISMISSAL

A student's academic standing and decisions regarding academic probation and dismissal are determined by his/her cumulative grade point average and other appropriate criteria. When a student's cumulative grade point average drops below 3.0 at the end of a semester, he/she will be placed on academic probation. The student will be notified by letter of his/her academic probation and will be required to meet with the dean of the academic program or designee. A student who is placed on academic probation must reach a cumulative GPA of at least 3.0 and must achieve good academic standing by the end of the next semester or the student will be dismissed. Any student who completes at least one 600 level or higher course and whose cumulative GPA falls below 2.0 at the end of a semester will be dismissed from the college. Students who are dismissed may apply for reentry into non-matriculated status after a semester. Requests for reentry into non-matriculated status will be reviewed on an individual basis.

ADMINISTRATIVE DISMISSAL

Students are expected to comply with the rules of conduct, academic regulations, and established policies and practices of the College and the KGS. Should a situation occur whereby a student violates the Guidelines, codes, and regulations, or fails to comply with requests of administrative authorities, or plagiarizes, he or she may be dismissed from the KGS. Students have the right to appeal a dismissal to the Dean of Graduate Programs.

THE MONROE COLLEGE CODE OF ACADEMIC AND SCHOLARLY INTEGRITY

Monroe College is an academic community. Its fundamental purpose is the pursuit of knowledge in preparation for a career and for life. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the College community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following *Code of Academic and Scholarly Integrity*.

Students are expected to be fully aware of the College's requirements and expectations regarding academic honesty and scholarly integrity. If a student is unsure whether her action(s) constitute a violation of the Code of Academic Integrity, then it is the student's responsibility to consult with the instructor and/or Dean to clarify any ambiguities.

ACADEMIC DISHONESTY DEFINITIONS

Activities that have the effect or intention of interfering with

education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following:

- Cheating – using or attempting to use unauthorized assistance, or study aids in examination.
- Plagiarism – using the ideas, data, or language of another without specific or proper acknowledgement.
- Fabrication – Submitting contrived or altered information in any academic exercise.
- Multiple submissions – submitting, without prior permission, any work submitted to fulfill another academic requirement at Monroe or any other institution.
- Misrepresentation of academic records – misrepresenting, tampering with, or attempting to tamper with any portion of a student's transcript or academic record, either before or after coming to Monroe College.
- Facilitation of academic dishonesty – knowing, helping, or attempting to help another student violate any provision of this code.
- Unfair advantage – Attempting to gain unauthorized advantage over fellow students in an academic exercise.

HONORS AND AWARDS

Graduate Honors –Graduating students who have a cumulative 4.0 GPA will be recognized for outstanding achievement. Graduating students who achieve a GPA of at least 3.8 will also be recognized at commencement.

GRADUATION REQUIREMENTS

To qualify for graduation, students must have satisfactorily completed all requirements of the degree. In order to graduate, students must have a minimum cumulative grade point average of 3.0. Foundation courses are not included in this calculation.

TRANSCRIPTS

Students may have one transcript sent to any authorized individual, college or agency requiring official confirmation of their academic status at Monroe without charge. Additional requests will cost \$5.00 per transcript. All requests for transcripts must be made in writing at least 10 days before they are needed. Transcripts are not released for any student who has outstanding financial obligations to Monroe.