

Monroe College

KING GRADUATE SCHOOL

2011-2012 CATALOGUE

www.monroecollege.edu/king

OFFICIAL VERSION OF THE CATALOGUE

The information contained in the printed version of the Monroe College King Graduate School catalogue was correct as of the date of publication. For current information regarding offerings, policies, and requirements, see the electronic version of the catalogue at www.monroecollege.edu.

IMPORTANT INFORMATION

This catalogue contains information necessary for those considering admission into the M.B.A. or M.S. in Criminal Justice programs offered by the King Graduate School (KGS) of Monroe College. The college reserves the right at any time to make appropriate changes in the policies, procedures and information contained in this publication, including admissions requirements, tuition, fees, and program requirements, without formal notice. This catalog is not intended as a listing of course offerings, but rather as a reference document containing approved curricula, programs and courses which may be offered. Monroe reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments.

Students are responsible for knowing the policies of the KGS and observing all regulations in effect at Monroe College.

Student "Right to Know" and consumer information is available on the college website: www.monroecollege.edu.

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Calendars 2011-2012

FALL 2011

Tuesday, September 6	Faculty Return
Wednesday, September 7	Classes Begin
Friday, September 16	Last Day of Late Registration
Tuesday, September 20	Last Day for Program and Schedule Adjustments Last Day for Changing Spring '11 Grades
Monday, October 3 through Sunday, October 9	5 th Week Early Warning Student Updates Due
Saturday, October 8	Yom Kippur – Classes Meet as Scheduled
Monday, October 10	Columbus Day – College Closed
Monday, October 31 through Sunday, November 6	Midterm Progress Report Due
Tuesday, November 8	Election Day – Classes Meet as Scheduled
Friday, November 11	Veteran's Day – Day Classes Cancelled Evening Classes Meet as Scheduled
Thursday, November 24 & Friday, November 25	Thanksgiving Recess – College Closed
Saturday, November 26	Last Day to Submit any Withdrawal Documentation
Tuesday, December 6	Last Day of Classes
Wednesday, December 7 through Tuesday, December 13	Final Exams
Wednesday, December 14	Grades Due by 10:00 a.m. – NO EXCEPTIONS
Thursday, December 15 through Monday, January 2	Winter Recess
Tuesday, January 3	Faculty Return for Winter 2010 Semester

*Please note that this calendar is subject to change as the college deems necessary.

WINTER 2012

Tuesday, January 3	Faculty Return
Tuesday, January 3	Online Students May Access Classes
Wednesday, January 4	Classes Begin
Friday, January 13	Last Day of Late Registration
Monday, January 16	Martin Luther King Day – College Closed
Tuesday, January 17	Last Day for Program and Schedule Adjustments Last Day for Changing Fall '10 Grades
Monday, January 30 through Sunday, February 5	5 th Week Early Warning Student Up-dates Due
Monday, February 20	President's Day Holiday – College Closed
Tuesday, February 21	President's Day Holiday – Day Classes Cancelled Evening Classes Meet as Scheduled
Monday, February 27 through Sunday, March 5	Midterm Progress Reports Due
Saturday, March 24	Last Day to Submit any Withdrawal Documentation
Tuesday, April 3	Last Day of Classes
Wednesday, April 4 through Tuesday, April 10	Final Examinations
Wednesday, April 11	Grades Due by 10:00 a.m. – NO EXCEPTIONS
Thursday, April 12 through Sunday, April 24	Spring Recess
Monday, April 23	Faculty Return for Spring 2011 Semester

*Please note that this calendar is subject to change as the College deems necessary

SPRING 2012

Monday, April 23	Faculty Return
Tuesday, April 24	Online Students May Access Classes
Wednesday, April 25	Classes Begin
Friday, May 4	Last Day of Late Registration
Tuesday, May 8	Last Day for Program and Schedule Adjustments Last Day for Changing W '10 Grades
Monday, May 21 through Sunday, May 27	5 th Week Early Warning Student Updates Due
Tuesday, May 22	
Wednesday, May 23	Grad Finale noon – 7 p.m.
Monday, May 28	Memorial Day – College Closed
Friday, June 8 or Saturday, June 9	Bronx & New Rochelle Commencement – Javits Center Day and Evening Classes Cancelled
Monday, June 18 through Sunday, June 24	Midterm Progress Reports Due
Wednesday, July 4	Independence Day – College Closed
Thursday, July 12	Last Day to Submit any Withdrawal Documentation
Tuesday, July 24	Last Day of Classes
Wednesday, July 25 through Tuesday, 31	Finals
Wednesday, August 1	Grades Due by 10:00 a.m.
Thursday, August 2 through Monday, September 3	Summer Recess
Tuesday, September 4	Faculty Returns for Fall 2011 Semester

*Please note that this calendar is subject to change as the College deems necessary.

Accreditation

Monroe College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Telephone: 267 284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The college is authorized by the Board of Regents of the University of the State of New York to confer the Master of Business Administration (M.B.A.) degree in Business Management and the Master of Science (M.S.) degree in Criminal Justice. The curricula are registered by the New York State Education Department, 89 Washington Avenue, Albany, New York 12234 (Telephone: 518-474-2593).

Monroe College does not discriminate in any way on the basis of age, color, national origin, disability, religion, or sex in its admissions policy, activity programs, educational offerings or hiring procedures. Contact person is Assistant Vice President for Governmental Affairs Donald E. Simon, (718) 933-6700.

The information presented in this catalogue is certified as true and correct in policy and content.

Welcome to Monroe College King Graduate School

Every day we are reminded that these are exciting and rapidly changing times. Monroe College, which serves as a “beacon of hope for the people of The Bronx, New Rochelle, and St. Lucia” provides the foundation upon which successful careers are built. Learn more about Monroe, where you will receive an education that combines academic excellence, state-of-the-art technology, and personalized attention.

At Monroe College we are committed to student success. Part of what makes Monroe special is that we never rest on our laurels...even when we do things well, we are always looking to do them better. Everything that happens at Monroe College is part of the Monroe experience of excellence. It happens because everyone at the college is dedicated to seeing students achieve their educational and career goals.

In January of 2006 the King Graduate School welcomed its first students into the newly authorized M.B.A. program in Business Management. In fall 2009, the college has added a second graduate offering: an M.S. program in Criminal Justice. Now, more than ever, an education at King provides rigorous academic programs taught by highly qualified faculty who are committed to student success. Our graduates report their graduate school experience has transformed each of them, making them better prepared to face the future and achieve success. And like those students, the college is also changing, growing, and improving.

At King students find a challenging academic experience. The curriculum is responsive to the contemporary environment, blending theory with practical application in an atmosphere that encourages student interaction and learning. The faculty, who are highly knowledgeable in their respective fields, are recognized for their instructional excellence. In addition, students will find a helpful and involved staff and meet fellow students who frequently become friends for life. King graduates will possess the competencies and confidence necessary to undertake meaningful careers.

In all, the King Graduate School with its commitment to fostering student success is the right school at the right time.

Sincerely,

A handwritten signature in black ink that reads "Stephen J. Jerome". The signature is written in a cursive style with a large, sweeping initial 'S'.

Stephen J. Jerome
President

An Introduction to Monroe College

Monroe was founded in 1933 as an educational institution to prepare students for successful careers. This professional, coeducational, independent institution of higher education offers day, evening and weekend classes to help prepare highly motivated, well-qualified students for careers in the world of business, allied health sciences, technology, professional studies, and related areas.

Monroe College is authorized by the Board of Regents of the University of the State of New York to grant a Certificate in Practical Nursing, the Associate in Science (A.S.), degree in Criminal Justice, Associate in Applied Science (A.A.S.) degrees in Accounting, Baking and Pastry, Business Administration, Culinary Arts, Hospitality Management, Information Technology, Medical Administration, Medical Assisting, Nursing, Pharmacy Technician, and Registered Nursing; Bachelor of Business Administration degrees (B.B.A.) in Accounting, Business Management, General Business, Health Services Administration, Hospitality Management, Information Technology, the Bachelor of Science (B.S.) degree in Criminal Justice, Early Childhood Education, and Public Health; the Master of Business Administration (M.B.A.) degree in Business Management and the Master of Science (M.S.) degree in Criminal Justice.

The college currently offers an online Master's degree programs in Business Management (M.B.A.) and Criminal Justice (M.S.).

Our faculty members are dedicated professionals who are interested in you and your education. Their purpose is to prepare you for rewarding careers, and they do so with the most modern instructional methods and teaching equipment available. As a Monroe student, you will receive personal attention through academic advisement, career guidance, counseling, and a full complement of academic support services.

MONROE COLLEGE MISSION STATEMENT

Monroe College provides professional, career oriented higher education to students from diverse backgrounds. We proudly offer access and opportunity to motivated students who desire to enrich their lives in a personalized and supportive environment. We provide caring and effective teaching and sustain faculty who are passionate, knowledgeable, and dedicated to student success. We build on these strengths to prepare graduates for successful careers.

CORE VALUES OF MONROE COLLEGE

A COMMITMENT TO STUDENTS...

We provide unmatched personal service to our students, who are our first priority. We are committed to student success and provide a challenging academic environment with appropriate support so all students can achieve their fullest potential.

A RESPECTFUL, CARING ENVIRONMENT...

We create a supportive atmosphere that stresses respect and collegiality among students, faculty, and staff.

A COMMITMENT TO ACCOMPLISHMENT...

We strive to continuously improve institutional effectiveness and student achievement through rigorous self-assessment and the implementation of innovative ideas.

Admission, Registration, Tuition, Fees, and Financial Aid

ADMISSIONS REQUIREMENTS

Admission to the M.B.A. and M.S. programs of King Graduate School of Monroe College is open to individuals who hold a bachelor's degree or its international equivalent from an accredited undergraduate school. Admissions decisions are based on the strength of each individual application and interview. Applicants whose cumulative undergraduate GPA is at least 3.0 will be given preference in the admissions process.

For current admission information or to request materials, please contact King Graduate School Admissions:

BRONX CAMPUS

King Graduate School
2501 Jerome Avenue
Bronx, NY 10468
718-933-6700

NEW ROCHELLE CAMPUS

King Graduate School
434 Main Street
New Rochelle, NY 10801
914-632-5400

Applications are evaluated in the order of their receipt and completion.

ADMISSIONS PROCESS

In order to apply, you must provide the following materials:

- Application and Fee – submit your completed, signed, and dated admission application form along with a \$50 nonrefundable application fee to the campus of your choice.
- Goal Statement Essay
- Official transcripts
- Two recommendation forms
- Current resume
- Interview with the admissions committee/representative.

Send materials to the campus of your choice (International Students – see below)

International Students – submit your completed, signed, and dated admission application form along with the \$50 nonrefundable application fee to the:

King Graduate School

Monroe College
Office of International Programs
434 Main Street
New Rochelle, New York 10801

EVIDENCE OF ENGLISH PROFICIENCY

Non-native English speaking candidates must prove fluency in the English language as demonstrated by the results of a King recognized international English language exam (TOEFL) or completion of English language studies at an approved language center.

Monroe is authorized under federal law to enroll non-immigrant alien students (F-1 Visa). International students who apply for a student visa must complete the graduate application materials, submit all required materials and pay all required fees.

Prior to applying for the student visa, an applicant must obtain the Certificate of Eligibility for Non-Immigrant Student Status (Form I- 20AB). Monroe will only issue this certificate once an applicant has met all standards for admission and presented proof of ability to finance his/her living and educational expenses while studying in the United States, along with a \$200 acceptance deposit. Applicants requesting College housing must pay a US \$150 nonrefundable housing application fee.

In accordance with the College refund policy, the US \$100 advance tuition deposit is non-refundable if the student is approved for a student visa and fails to begin classes. All refunds will be made in US dollars.

TRANSFER POLICY

KGS will accept up to six (6) graduate level transfer credits. Preferably these credits will have been taken within the last five years. The student will be required to submit an official transcript and the course syllabi.

REGISTRATION AND MATRICULATION

Before attending classes, students must register for any course(s) they take at Monroe College. Students should seek advisement before registering for classes. All financial arrangements must be completed prior to the start of the semester.

KGS students must take at least one (1) course during the Fall and Winter semesters to maintain matriculated status.

STUDENT SCHEDULES/ COURSE GOALS

Students must enroll for a minimum of nine (9) credit hours to be considered full time.

RESPONSIBILITY

Monroe College is not responsible for the personal property of students brought to or left on college property.

NYS IMMUNIZATION REQUIREMENT

New York State law requires all college students to be immunized against measles, mumps and rubella. The law applies to all students born on or after January 1, 1957. Students will have to show proof of immunity to:

Measles – Two doses of live measles vaccine administered after two months of age, physician documentation of measles disease, or a blood test showing immunity.

Mumps – One dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease, or a blood test showing immunity.

Rubella – One dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Meningococcal Meningitis – In addition, New York State Law requires all students (irrespective of age) to provide a record of meningococcal meningitis immunization within the past ten years OR an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis signed by the student or student's parent or guardian.

Students who are not in compliance with this law may be restricted from attending classes until full compliance is achieved.

GRADUATE TUITION & FEES

Per Semester Tuition (9 Credits)

Standard Tuition	\$6066
Tuition per credit	\$674

Per Semester Fees

Administrative Fee ¹ (6 or more credits)	\$400
Administrative Fee (less than 6 credits)	\$200
Housing (per person)	
Housing Application Fee	\$150
Single Room	\$3825
Double Room	\$3125
Triple Room	\$2900
Quad Room	\$2050
Meal Plan	\$1,090
Admissions Fee (nonrefundable)	\$50.00
Application Fee for Housing (nonrefundable)	\$150.00
I.D. Card Replacement	\$5.00
Immunization Fee	\$30.00
Late Payment Fee	\$25.00
Late Registration Fee	\$20.00
Prior Learning Fee (per course)	\$100.00
Prior Learning Portfolio Assessment Fee	\$100.00
Lost Parking Permit	\$30.00
Official Transcripts	\$5.00
Proficiency Credit Fee (per course)	\$100.00
Proficiency Exam Fee	\$25.00
Re-admission Fee (nonrefundable)	\$35.00

2011-2012 ESTIMATED STUDENT COST OF ATTENDANCE

COMMUTER STUDENT

Budget Duration	4 MONTHS	8 MONTHS
Graduate		
Tuition 9 credits	\$6,066	\$12,132
Fees	400	800
Books & Supplies	500	1,000
Meals	750	1,500
Transportation	450	900
Misc. Personal Expenses	1,500	3,000
TOTAL	\$9,666	\$19,332

DORMITORY STUDENT

Budget Duration	4 MONTHS	8 MONTHS
Graduate		
Tuition 9 credits	\$6,066	\$12,132
Fees	400	800
Books & Supplies	500	1,000
Room/Meals	4,215	8,430
Transportation	250	500
Misc. Personal Expenses	1,500	3,000
TOTAL	\$12,931	\$25,862

Exceptional educationally related expenses will be considered on a case by case base as per student request. Documentation of these expenses will be required.

ONLINE BUDGET (LIVING IN THE USA OR US TERRITORY)

Budget Duration	4 MONTHS	8 MONTHS
Tuition	\$5,940	\$11,880
Fees	400	800
Books & Supplies	500	1,000
TOTAL	\$6,840	\$13,680

ONLINE BUDGET (INTERNATIONAL STUDENTS)

Budget Duration	4 MONTHS	8 MONTHS
Tuition	\$3,024	\$6,046
Fees		
Books & Supplies	500	1,000
TOTAL	\$3,524	\$7,046

EXCEPTIONAL EXPENSES

Allowances for exceptional documented enrollment related expenses will be considered on a student-by-student basis.

PART-TIME BUDGETS

Budgets for students enrolled less than full time are reduced proportionally based on enrollment status.

Financial Aid

Students enrolled in the Monroe College Graduate programs (New York State campuses) may be eligible for federal loans, work-study programs, college grants and scholarships.

Each program has its own eligibility requirements based on either federal regulations and/or Monroe College policies. To establish eligibility for federal financial aid, students must complete the Free Federal Application for Federal Student Aid* (FAFSA) and upon request, provide required documentation.

*Students must utilize the U.S. Department of Education's website (www.fasfa.gov) to complete the FAFSA. All applicants must obtain a Federal Personal Identification Number (PIN), which can be obtained at www.pin.ed.gov

STUDENT ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

- All male students between the ages of 18 and 25 must be registered with the Selective Service System. Only permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands are exempt from this requirement.
- Must be citizens or eligible non-citizens
- Must be enrolled and working toward a degree as a regular student in an eligible program
- Must have a valid social security number
- Must make satisfactory academic progress
- Must not be in default on a federal student loan and not owe money on a federal student grant
- Must have resolved any drug conviction issues
- Must have no record of conviction for sex offenses

VERIFICATION

The U.S. Department of Education may select a student for verification. Selected students will receive an email from the Student Financial Services Office requesting documentation of specific items reported on the student's FAFSA application. **Students are expected to respond to this request within two weeks of receiving the email. Failure to submit documentation in a timely manner may result in the loss of federal aid.**

Students have a maximum of 120 days to submit the required documentation or no later than September 26, 2012, whichever is earlier if circumstances prevent the expected two-week response.

ADMISSIONS – STUDENTS WITH DISABILITIES

The New York campuses of Monroe College are fully accessible to the disabled and admits those students whose credentials demonstrate that they have the motivation and capabilities to pursue successfully their academic goals at the college. All disabled students will have access to the Disabled Students' Coordinator, who may assist applicants during the admissions process.

Once the disabled student begins class, Monroe ensures full accessibility to all required classes/services. In addition to this basic guarantee, disabled students can also request the following special support services through the Disabled Students' Coordinator:

- Adaptive furniture
- Alternative test formats
- Note takers
- Tape recorders
- "Recording for the Blind" educational materials

Any concern with regard to compliance with these regulations should be immediately brought to the attention of the Disabled Students' Coordinator at the campus of choice. Bronx Campus: Doris Weingard; New Rochelle Campus: Angie Sanchez.

FEDERAL FINANCIAL AID PROGRAMS

FEDERAL WORK-STUDY PROGRAM (FWSP)

These need based awards enable students to work in order to earn funds to help pay for their cost of attendance expenses and are determined by the federal needs analysis from information provided on the FAFSA. Employment placement and the amount students can earn depend on the availability of funds and job sites. Continued eligibility for FWS employment is contingent upon continued satisfactory academic progress, attendance, and job performance. Students must begin the application process at the Office of Student Financial Services to determine their eligibility. If eligible, they will

be sent to the Office of Career Advancement (OCA). Authorization and job placement is contingent upon successful completion of OCA requirements and the availability of a job assignment.

FEDERAL DIRECT LOAN PROGRAM

This federal loan program enables eligible applicants to obtain student loans to meet their cost of attendance expenses. Students must be matriculated and enrolled in a minimum of 6 credits. Loan amounts may vary based on the need to pro-rate a loan in a student’s last semester. Interest rates, fees and repayment terms are determined by federal statute and may vary by the year students obtain their initial loan.

To determine loan eligibility students must complete the FAFSA.

Students must complete a Master Promissory Note (MPN) and an Entrance Interview at studentloans.gov to ensure that all borrower rights and responsibilities are understood. Loans cannot be disbursed until Entrance counseling is complete. Students need their federal PIN to complete the above.

FEDERAL DIRECT SUBSIDIZED STUDENT LOAN

The federal government pays the interest on behalf of the borrower while the student is enrolled at least half -time in college, during the six-month grace period, and during times of authorized deferment and forbearance.

Repayment of the loan begins six months after the student graduates or the student’s enrollment status changes to less than half-time.

FEDERAL DIRECT UNSUBSIDIZED STUDENT LOAN PROGRAM

Unlike the subsidized loan program, interest on unsubsidized loans disbursed is paid by the borrower, not by the federal government and begins when the loan is disbursed. Students have the option of paying these interest charges while attending school. If they choose not to pay the interest, it will accrue and be capitalized.

Repayment of the loan begins six months after the student graduates or the student’s enrollment status changes to less than half-time.

LOAN TERMS

DIRECT SUBSIDIZED, UNSUBSIDIZED AND GRAD/PROFESSIONAL PLUS INTEREST RATES A

1 ST DISBURSED		Interest Rate
On or After	And Before	
July 1, 2009	June 30, 2010	5.6%
July 1, 2010	June 30, 2011	4.5%
July 1, 2011	June 30, 2012	3.4%
All Other Direct Subsidized and Unsubsidized Loans		6.8%
Grad/Professional Students PLUS loans		7.9%
Direct Consolidation weighted average		8.25% Cap

FEDERAL DIRECT GRADUATE PLUS LOAN PROGRAM (GPLUS)

These loans are available to graduate students enrolled in at least 6 credits. GPLUS loan repayment begins within 60 days of disbursement of funds. GPLUS loan borrowers are subject to a credit check. If approved, students are required to complete a Master Promissory Note (MPN).

FEES AND INTEREST REBATE

DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS

First Disbursed On or After	Origination Fee	Up-front Interest Rebate
July 1, 2009 and before July 1, 2010	1.5%	1.0%
July 1, 2010 and beyond PLUS fees remain at 4.0% with an upfront interest rebate of 1.5%	1.0%	0.5%

FEDERAL DIRECT LOAN DISBURSEMENTS

Loan funds for first-time borrowers will not be disbursed earlier than 30 days from the beginning of the semester. All subsequent loan funds are disbursed to student accounts after the third week of each semester contingent on when the loan was originated.

DIRECT LOAN LIMIT GRADUATE STUDENTS

Up to \$20,500 each academic year (maximum \$8,500 subsidized).

The maximum that may actually be borrowed also depends on the College’s cost of attendance.

MAXIMUM AGGREGATE (COMBINED UNDERGRADUATE AND GRADUATE LOAN TOTALS)

Subsidized:	\$65,500
Unsubsidized:	\$73,000
Total:	\$138,500

EXIT COUNSELING

All recipients of a Federal Direct Loan who withdraw, drop below six (6) credits, or graduate must complete an exit counseling session on the web at NSLDS.ed.gov. Students will need their federal PIN to access this website. During this counseling session, students will be able to view their loan history and learn about deferral and repayment options.

Repayment: The repayment of Federal Direct loans begins six (6) months after a student graduates or drops below half-time status. The calculation of the amount of the monthly repayment is based upon the total amount that has been borrowed, as well as the repayment plan selected. Students can visit studentloans.gov or NSLDS.ed.gov and click on the link "Repayment Plans and Calculators" to learn more.

NON- FEDERAL LOANS

Students in need of funds beyond those available from federal, state, college and outside grants, scholarships, work study and federal loans may seek non-federal loans. Students should carefully research these options as interest rates, fees and loan terms vary widely among loan providers.

Students must obtain a Self Certification form from the Student Financial Services Office that must be submitted to their lender upon approval of the non-federal loan.

STANDARDS OF ACADEMIC PROGRESS FOR TITLE IV ELIGIBILITY

To remain eligible for Title IV aid, students must make satisfactory progress towards completion of their degree. Satisfactory progress is measured by a qualitative standard (students must maintain a minimum GPA) and a quantitative standard (students must earn a percentage of credits attempted.)

QUALITATIVE STANDARDS

- Students are expected to maintain a 3.0 cumulative GPA.

- Cumulative GPA's will be reviewed at the end of each semester.
- If a student's cumulative GPA falls below 2.0, he/she will be dismissed.
- If a student's cumulative GPA falls between 2.0-2.99, he/she will be placed on academic probation.
- A student must achieve a 3.0 GPA by the end of his/her probationary semester.

QUANTITATIVE STANDARD

Students are expected to make satisfactory progress toward the completion of their degree. To demonstrate satisfactory progress, students must complete 66.66% of the courses they have attempted. (Percentages will be rounded up to a whole number) Students who fail to achieve this standard will be placed in a federal warning status.

MAXIMUM NUMBER OF CREDITS ATTEMPTED

Students receiving federal aid must complete their degrees within 150% of the normal time for completion. Graduate students may not attempt more than 54 credits to earn 36 credits needed for the Masters Degree. Students who change their degree will have their quantitative standards of progress calculated from the time of the change of degree, and all credits applicable to the new degree will be counted.

DETERMINATION OF CREDITS ATTEMPTED AND EFFECT ON GPA

WITHDRAWALS

Withdrawals will be considered course attempts but will not count towards a student's grade point average.

ADMINISTRATIVE WITHDRAWALS

Administrative Withdrawals will be considered course attempts and will count towards a student's grade point average, with the grade equivalent of an F.

REPEAT COURSES

Repeated courses will be considered course attempts. A course can only be attempted twice. The highest passing grade will replace the lowest grade.

INCOMPLETES

Incompletes will be considered course attempts and prior to any grade change, will be calculated as an F.

TRANSFER CREDITS, PROFICIENCY EXAMS, PRIOR LEARNING ASSESSMENT, AND OTHER TEST BASED CREDITS

All transfer or test based credits earned will count as credits attempted and credits earned but will not count towards a student's grade point average.

FEDERAL SAP WARNING STATUS

Students who fail to achieve the quantitative standards outlined are placed in a warning status and remain eligible for Title IV aid. However, they must meet standards by the end of their next payment period. If they do not achieve the required standard, they lose their Title IV eligibility.

LOSS OF TITLE IV ELIGIBILITY

A student who falls into one of the following categories will be subject to loss of Title IV eligibility:

1. Students who fail to achieve a 3.0 GPA after one semester of academic probation.
2. Students who fail to achieve the quantitative standards by the end of their "warning" semester.
3. Students who attempt more than 150% of the credits required for the completion of their degree.

SAP APPEAL

Students who fail to make Satisfactory Academic Progress (SAP) or fail to complete their degree within the maximum timeframe may appeal the loss of their Title IV eligibility. If the appeal is granted, the student will be placed on probation or an academic plan. The student remains eligible for Title IV aid during the probationary period or as long as the plan is successfully followed.

Students can initiate appeals at the King Graduate School Office or Office of Student Financial Services on their respective campus. SAP appeals are considered on a case-by-case basis where extenuating circumstances prevented the student from meeting SAP requirements. Documentation of the circumstances and an explanation of how the student's circumstances have changed to now enable him/her to meet SAP requirements after one probationary period or by following a customized academic plan.

NON-MATRICULATED AND NON-TITLE IV SEMESTERS

During semesters in which the student is non-matriculated or in which the student does not receive any Title IV assistance, all appropriate courses taken will count as courses attempted for the cumulative quantitative and qualitative analysis.

TREATMENT OF NONSTANDARD SITUATIONS

1. Transfer Students

For the purpose of satisfactory academic progress, transfer credits will be accepted toward the degree as both credits attempted and credits earned.

2. Second Degree Students

Students pursuing a second degree shall measure satisfactory academic progress by counting the credits accepted toward the second degree as both credits attempted and credits earned.

3. Change of Major/Change of Degree

Students who change majors will calculate their standards of progress from the time of the change of major and include all credits applicable to the degree.

FOUNDATION COURSES (GRADUATE PROGRAMS)

- A grade of B is required in all Foundation Courses
- A student who does not earn a B, may be put on probation and must earn a B the second time the course is taken.
- A student who does not earn a B in a foundation course after taking it twice, may be dismissed from the Master's Program.

GRADUATE SCHOLARSHIPS AND GRANT PROGRAMS

- **MCC/LC Scholarship** (Carolyn Chiang and Lou-Jen Chiang Scholarship) – This scholarship will provide a one-time award to students in the M.B.A. program at the King Graduate School. Awards will be based on the evaluation of the student's personal self-nomination essay, which must be submitted in electronic form (MS Word) to the King Graduate School Office. Contact the KGS Office for semester deadlines. This scholarship is privately funded, open to all students and has no GPA threshold. The required essay is

determined by the donor and may change from year to year. The final award decision is made by the donor of these funds.

- **Mayor's Graduate Scholarship Program (MGSP)** – This award is valued up to \$2,000 per semester until completion of the degree provided eligibility is maintained. Awards will be made to one student from the MBA program and one from the MS in Criminal Justice program. Students must be full-time employees of the city of New York and full-time graduate students. An undergraduate GPA of 3.0 is required. Students must maintain a cumulative GPA of 3.3 to retain the scholarship. The contact person at Monroe College is the Dean of Graduate Programs at the appropriate campus.

- **International Student Grant (ISG)** – This grant may be awarded to entering international graduate students for a minimum of \$500 per semester.

- **CCCJ Council of Community Colleges of Jamaica Faculty MBA Option**

Interested CCCJ faculty will be able to pursue their MBA at Monroe College while receiving an Assistantship, which will defray a portion of their educational expenses. Those participating faculty members who require housing assistance will also be given a Housing Allowance of \$1,500 per semester (annual value of \$4,500). Contact the KGS Office on both campuses for further details.) The number of awards are limited by the available budget.

- **MART Graduate Articulation Scholarship**

MBA applicants with a 3.5 GPA who are attending an undergraduate institution with a Monroe articulation agreement may be eligible for this scholarship. Applications are initiated at the undergraduate institution and sent to Monroe College. Selections are made based on the strength of the applicant's undergraduate GPA. Awards may range up to \$3,000 per semester based on full time studies and may be prorated. They continue through the completion of studies. Students must maintain a 3.5 GPA. For further information contact Dean of Graduate Programs at the appropriate campus.

Please note: Students may only receive one Scholarship funded by Monroe College.

VETERAN'S BENEFITS

THE POST-9/11 G.I. BILL

Eligible veterans can receive benefits to pay tuition, housing and textbook costs.

- **Post-9/11 G.I. Bill Eligibility:** The Post-9/11 G.I. Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 G.I. Bill.
- Application can be made online at: <http://vabenefits.vba.va.gov/vonapp/main.asp> or by calling 888.442.4551 to request that a form be mailed to you.
- Monroe Tuition and Fees covered by the Post 9/11 G.I. Bill:

FULL TIME STUDENTS: Up to \$6466 per semester

Students are encouraged to apply for Pell and TAP. TAP awards will be used in determining the final amount of the student's VCH33 payment.

Any remaining tuition difference above \$17,500 per academic year will be fully covered by the Yellow Ribbon program.

PART TIME STUDENTS: \$674 per credit

Any remaining tuition difference above \$17,500 per academic year will be fully covered by the Yellow Ribbon program.

- VA. Stipend for books and supplies \$1000 annually.
- Transfer of Eligible Benefits (TEB) to dependent spouse or children.

Service members who are enrolled in the Post 9/11 G.I. Bill may be able to transfer unused education benefits to their dependent spouse or children.

Contact Allen Hansen, the VA Liaison, for further information about VA education benefits. (ahansen@monroecollege.edu)

Withdrawal Policies

REFUND POLICY

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES BY STUDENT

There will be no financial liability for students who withdraw prior to the commencement of classes with the exception of the non-refundable charges and any incurred bookstore liability.

WITHDRAWAL FROM COLLEGE AFTER COMMENCEMENT OF CLASSES

Official Withdrawal: The student's withdrawal date is the date that the college is provided with "official" notice of withdrawal. Official notice occurs when the King Graduate School Student Services Office, or any other school official, is notified of intent to withdraw.

Notification can be:

1. In person
2. By telephone
3. By letter
4. By email
5. By fax

The college strongly recommends an in-person visit so that withdrawal can be expedited. One-on-one counseling is provided which results in students being well informed regarding all the ramifications of their specific withdrawal, which may include a delay in graduation, potential financial liability and/or potential loss of future financial aid due to academic standards of progress.

Unofficial Withdrawal: An unofficial withdrawal takes place when a student does not provide the college with official notification. In such cases, the withdrawal date for unofficially withdrawn students will be determined based on the last date of attendance in an academic activity.

FINANCIAL RESPONSIBILITIES FOR BOTH OFFICIAL AND UNOFFICIAL WITHDRAWALS

If a student withdraws or is dismissed after classes begin, he/she will be responsible for the administrative fee, actual bookstore charges and a percentage of tuition as shown on the following chart: (See additional charts for Housing and Meal Plan cost adjustments as a result of withdrawing from the college.)

Withdrawal Date	Amount of Tuition Liability
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During the 1st week	10%
During the 2nd week	30%
During the 3rd week	50%
During the 4th week	60%
During the 5th week	70%
During the 6th week	75%
During the 7th week	75%
During the 8th week	80%
During the 9th week and after	100%

Students who do not officially withdraw from the college by the twelfth week of the semester will receive grades submitted by the faculty.

Students who withdraw or are administratively withdrawn from the college must satisfy all financial obligations with the Bursar.

HOUSING AND MEAL PLAN REFUND POLICY

Refunds will be processed only after the withdrawal and move-out procedures have been completed. Students who are administratively terminated from housing for violating College and Residence Life policies are ineligible for a refund.

If a student withdraws from the college or decides to move out of the dorm during the semester, the student's liability is as follows:

Student's Liability for Cost of Dorm.

During the 1st week	15%
During the 2nd week	15%
During the 3rd week	50%
During the 4th week	50%
During the 5th week or after	100%

MEAL PLAN

If a student leaves the college and had the meal plan, the student's refund is based on the dormitory refund policy. However, the highest actual percentage will be used.

Example: Student left at end of 3rd week. The college's refund policy is 50%; however, the student used 60% of the meals he was entitled to and, therefore, will be responsible for 60% of the cost of the meal plan.

Unused funds related to the meal plan are not refundable if the student has not withdrawn from the college.

EXAMPLES OF REFUND POLICY

Examples of the refund policy are available in the Office of Student Financial Services. Students are urged to confer with the Graduate Financial Services Advisor to determine the financial consequences of their withdrawal from the college.

Student Retention of Financial Aid as a Result of a Withdrawal

TITLE IV

The Federal Department of Education regulates the treatment of all federal grants and loans. For those students who withdraw during a semester, the college is required to exercise the "Return to Title IV calculation (R2T4)

The R2T4 is based on the number of days in the semester divided by the number of days attended up to the last date of attendance in academic activity. This provides the percentage of Title IV aid a student has "earned".

For example, if the semester is 100 days, and a student's last date of attendance in an academic activity falls on the 43rd day of the semester, the formula used would be $43 / 100$ or 43 percent. This percentage would then be applied to the Title IV aid disbursed, and/or the aid that can be potentially disbursed, in order to determine how much aid can be used by the student and how much needs to be returned. Any "earned" percentage greater than 60 will yield the student 100% retention of all eligible Title IV aid.

The order in which funds are returned is also determined by the U.S. Department of Education. Funds are required to be returned as follows:

First	Direct Unsubsidized Loan
Second	Direct Subsidized Loan
Third	Direct Graduate PLUS Loans

MONROE GRANTS AND SCHOLARSHIPS

Withdrawn students will have their awards pro-rated based on their percentage of tuition liability. Students whose withdrawal date takes place during or after the ninth week of the semester will retain 100% of their awards.

BALANCE DUE AND OVER AWARDS

Students are responsible for open balances resulting from withdrawal. Students are also responsible for any aid proceeds received in the form of a refund for which they are no longer eligible. Monroe College encourages all students who need to withdraw to take advantage of one-on-one counseling available during an official on-site withdrawal.

BOOKS, EQUIPMENT, AND SUPPLIES

Students are fully responsible for the purchase of their books, equipment and supplies and these are non-institutional charges.

WITHDRAWAL FROM INDIVIDUAL CLASSES

This policy applies to students who withdraw from individual class(es) but remain matriculated at the college.

Students who withdraw from one or more classes after the add/drop period are liable for full tuition charges.

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 King Graduate School 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 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 King Graduate School.*

THE COLLEGE DAY

Administrative offices are normally open from 8:30 a.m. to 7:30 p.m., Monday through Thursday and from 8:30 a.m. to 2:00 p.m., Friday, and 8:30 a.m. to 12:30 p.m. on Saturday.

The hours for libraries and learning centers are posted at the start of each semester.

Academic Policies & Procedures

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. 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, he or she 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 King Graduate School 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 King Graduate School 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 may 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 may 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 the King Graduate School.

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 his/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.

M.B.A. Curriculum and Course Descriptions

THE M.B.A. PROGRAM

The college awards the Master of Business Administration (M.B.A.) degree in Business Management.

Program Code: 514

Degree: M.B.A.

HEGIS Code: 0506

Students may enroll for this program in the online learning format.

NOTE: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain awards.

VISION STATEMENT

The M.B.A. program at the King Graduate School has a dynamic, responsive, and flexible graduate level learning environment. Through a focus on integrative learning we seek to assist students in making coherent sense of business knowledge, see its value and utility, and prepare for progressive employment opportunities.

OUR LEARNING PHILOSOPHY

The structure of the M.B.A. program in business management gives participants a holistic and broad picture of the business world. Our aim is to stimulate learning and acquisition of the competencies executives need to lead and manage in a complex and competitive environment.

Our program is dynamic and flexible, responding to the ever changing demands of new information and concepts while paying attention to the hands-on skills required in a variety of professional settings.

This flexibility and dynamism is enhanced and grounded by a reality-based reflective educational philosophy. Education at King is a combination of several interconnected methods that result in a unique approach to graduate business education. First, we are committed to the integration of learning around the exploration of problems, questions, and scenarios that reflect real world situations. Second, we emphasize appreciative inquiry into approaches and solutions that work in various contexts and that enable collaborative engagement. Third, we support a balance between analytical and interpersonal skills. The

combination of these methods is at the heart of our dynamic approach to business education and learning and to successful professional practice.

Our approach places particular emphasis on the competencies that are critical to participant success:

- The development of personal leadership qualities;
- The ability to communicate effectively;
- The ability to engage in strategic, creative, and critical thinking;
- The ability to adapt to and manage change;
- The ability to apply theories, concepts and experience to real world situations.

COMMITMENT TO REAL LEARNING

The faculty is responsible for facilitating learning and is committed to student achievement of the program's competencies.

In that spirit, students are expected to learn proactively, commit to discovering, applying and disseminating knowledge, and to recognize life-long learning as the path to successful professional and personal accomplishment.

INTEGRATIVE LEARNING PROJECTS

The Integrative Learning Projects at the King Graduate School are an innovative approach to foster students' ability to apply and integrate learning across courses and over the entire length of the M.B.A. program. These projects will allow students to build on their own interest and expertise by helping them apply theory and concepts to real world issues, investigate multiple points of view and understand issues and problems contextually.

GUIDELINES FOR EXEMPLARY PRACTICE IN THE M.B.A. PROGRAM

King Graduate School students, faculty, and administrators are committed to conducting themselves in a manner appropriate to an academic environment and thereby to promoting principles of respect, honesty, and integrity. Each student is asked to commit to the *Guidelines for Exemplary Practice*, and by signing them, agrees to honor

and support these practices.

Copies of the *Guidelines* are available from the King Graduate School office.

M.B.A. CURRICULUM AND COURSE DESCRIPTIONS

The M.B.A. curriculum offers four choices: A general M.B.A. in Business Management or one of three concentrations. Concentrations allow you to add depth and focus to your program and customize your education to fit your career goals. The King Graduate School M.B.A. offers three areas of concentration: Finance, Healthcare Management and Information Technology Management. Concentrations allow you to focus your studies and develop skills in an area of business consistent with your career goals. The King Graduate School delivers an M.B.A. curriculum that is dynamic, interactive, flexible, and targeted to your ultimate career goals. Applicants seeking admission into the King M.B.A. program who have no previous business background and whose bachelor's degree is not related to business are required to take the foundation courses in addition to other requirements of the program.

Students without relevant professional experience may be required to complete one or more internships.

M.B.A. FOUNDATION COURSES

- AC-591 Financial Accounting
- EC-591 Economics and Finance
- CT-591 Information Technology
- IT-591 Management and Marketing
- MA-591 Statistics
- HA-591 Healthcare

OPTIONS FOR SATISFYING FOUNDATION COURSE REQUIREMENTS

An admitted M.B.A. student may satisfy these requirements through the following options:

- Satisfactory performance on proficiency exams;
- Provide evidence of knowledge (Life Experience Portfolio) acquired through professional work experience;
- Complete required M.B.A. Foundation Courses with a grade of B or better.

The M.B.A. curriculum consists of 8 core courses and 4 electives or concentration courses (this depends upon which of the four choices is chosen by each student.)

M.B.A. CORE COURSES

- MG-615 Managing in a Global Environment
- MG-620 Research and Statistics for Managerial Decision Making
- MG-630 Organizational Behavior and Leadership in the 21st Century
- MG-640 Managerial Economics or MG-641 Managerial Economics in Healthcare (for Healthcare Management concentration)
- MG-650 Managing Information Technology Across the Enterprise
- MG-660 Strategic Marketing
- MG-670 Managerial Finance
- MG-800 Strategic Management

M.B.A. ELECTIVE AND CONCENTRATION COURSES

- MG-616 Healthcare Policy
- MG-625 Strategies for Decision Analysis in Healthcare
- MG-651 Managing Web and Database Technologies
- MG-652 Information Systems – Concepts, Design and Analysis
- MG-680 Operational Excellence
- MG-681 Operational Excellence in Healthcare
- MG-682 Operational Excellence in Information Technology
- MG-735 Legal Environment of Business
- MG-740 Managing Organizational Change and Development
- MG-750 Project Management
- MG-760 International Finance
- MG-761 Mergers and Acquisitions
- MG-762 Financial Markets and Institutions

- MG-770 Financial Statement Analysis
- MG-775 Negotiation and Conflict Management
- MK-775 International Marketing

PROGRAM DESCRIPTION

Students are required to complete 12 courses. Concentrations are available in Finance, Healthcare Management, and Information Technology Management

Following is the suggested M.B.A. curriculum for full time students:

	M.B.A. (General)	Healthcare M.B.A.	Finance M.B.A.	IT M.B.A.
Semester 1	MG-615 MG-620 MG-630	MG-615 MG-620 MG-616	MG-615 MG-620 MG-670	MG-615 MG-620 MG-651
Semester 2	MG-640 MG-670 MG-680	MG-641 MG-625 MG-630	MG-640 MG-770 MG-762	MG-640 MG-652 MG-682
Semester 3	Elective MG-650 MG-660	MG-650 MG-681 MG-660	MG-630 MG-660 MG-650	MG-630 MG-660 MG-650
Semester 4	MG-800 MG-770 Elective	MG-800 MG-670 MG-770	MG-800 MG-760 MG-761	MG-670 MG-750 MG-800

COURSE DESCRIPTIONS

FOUNDATION COURSES

Foundation courses for the KGS M.B.A. Program provide the underlying business education necessary for the advanced curriculum in the M.B.A. program. Completion of these courses will greatly enhance the learning experiences and likelihood of success in the graduate business program, but cannot be used to satisfy the 12 course requirement of the M.B.A. program. A grade of B or better is required for successful completion of foundation courses. These courses are:

AC-591 FINANCIAL ACCOUNTING

3 credits

This course introduces students to the nature of financial accounting, the accounting cycle, and use of accounting information for decision making purposes. Students will be

familiarized with the basics of cost accounting and income recognition, financial statements (cash flow, income statement, statement of owner's equity, balance sheet), and other basic accounting terms and processes.

EC-591 ECONOMIC AND FINANCE

3 credits

This course introduces microeconomics, examining how individual household choices are made and how market decisions are made. The students examine the behavior of business firms in competitive and non-competitive markets in short-term and long-term situations. The functioning of labor and capital markets is explored. The students analyze the role of the entrepreneur in combining land, labor, and capital to produce output.

In the second part of the seminar, macroeconomics, the students examine the behavior of the economy as a whole. Specifically, they examine the components of gross domestic product, unemployment, inflation, national income, the money supply, and economic growth.

MA-591 STATISTICS

3 credits

This course covers concepts in algebra, graphing, probability theory and statistics. The objective of this course is to strengthen skills in abstract thinking, critical analysis, and forecasting. Topics include descriptive statistics, basic statistical applications, probability outcomes of experiments and events, graphing exponential equations, correlation, regression and sample testing.

MG-591 MANAGEMENT AND MARKETING

3 credits

This course focuses on the nature of management. It examines the interpersonal and analytical skills managers and professionals need to meet their day-to-day responsibilities in a variety of large, medium and small work settings, as well as profit and not-for-profit organizations. Students will examine the manager's role with emphasis on planning, organizing, leading and controlling. Theories on leadership, motivation, and communication are also covered.

This seminar also includes an introduction to the nature and role of Marketing in today's modern economy.

HA-591 HEALTHCARE

3 credits

The information contained in this course is required for students to embark on study that will prepare them to be successful managers of medical organizations, including hospitals, nursing homes, ambulatory care centers, hospice facilities, insurance companies and provider networks.

Students are introduced to the historical development, structure, operation, and current and future directions of the major components of the American health care delivery system and will undertake an in-depth analysis of the nature and operations of managed care in the United States as well as the purposes of various plans and how they operate. Additionally covered are provider, manager, and consumer perspectives. Finally, the integration of health care delivery systems and financial aspects will be analyzed.

IT-591 INFORMATION TECHNOLOGY

3 credits

The information in this course is required for students who will take advanced IT courses. Topics include: Database, Systems Analysis and Design and Management Information Systems. This foundation course will be required for students without appropriate undergraduate IT coursework.

MG-690 – MG-695 INTERNSHIP

1 credit

These internship courses are structured for students with limited or no prior business exposure. They are designed to provide the maximum development in the functional areas of business administration to compete in today's exciting and complex professional marketplace. In addition, the courses will provide students with supervised work experience in a field they hope to enter. These courses are part of an academic support program that combines practical work experience with academic study. Students from a broad range of backgrounds participate in this program and work in a business, government agency, health organization, or similar location, giving them opportunities to apply their academic background and develop applied skills. Through their placements, students are able to expand their resumes, clarify career goals, and make contact with potential employers.

M.B.A. COURSES

ALL M.B.A. STUDENTS MUST COMPLETE ALL THE REQUIRED COURSES FOR THEIR PROGRAM.

NOTE: COURSES ARE OFFERED DURING EACH ACADEMIC YEAR BASED ON STUDENT NEED AND REGISTRATION. SPECIFIC DETAILS MAY BE OBTAINED FROM THE KING GRADUATE SCHOOL OFFICE.

MG-615 MANAGING IN A GLOBAL ENVIRONMENT

3 credits

Prerequisite MG-591

Global companies are faced with varied and dynamic environments in which they must accurately assess the political, legal, technological, competitive, and cultural factors that shape their strategies and operations. This course prepares students for careers in a dynamic global environment wherein they will be responsible for effective strategic, organizational, and interpersonal management. In addition to focusing in topics related with managing within international and cross-cultural contexts, this course explores how recent developments and trends within a hypercompetitive global arena present managers with challenging situations and guides the student as to what actions to take, and how to develop the skills necessary to design and implement global strategies, conduct effective cross-national interactions, and to manage daily operations in foreign subsidiaries.

MG-616 HEALTHCARE POLICY

3 credits

Prerequisite HA-591

This course provides an overview of health care policy in the United States and a close examination of selected current policy issues. The student will critically examine the process of health policy development, analysis and implementation and better understand what influences policy. The political roles of the legislative, executive and judicial branches of government in health policy will be scrutinized, as well as political roles that selected health professionals assume in the community. In addition, because health policy is complex and issues of concern change over time, the course aims to provide students with an understanding of sources of analysis and information on health policy issues. The course will provide practical mechanisms to intervene on behalf of programs or institutions

MG-620 RESEARCH AND STATISTICS FOR MANAGERIAL DECISION MAKING

3 credits

Prerequisite MA-591

Applied Managerial Statistics stresses the practical use of statistics in collecting, organizing, analyzing, interpreting, and presenting data. Areas covered include descriptive statistics, inferential statistics, regression analysis, and time series analysis. Attention is devoted to the use of statistical thinking in improving the managerial decision making process.

MG-625 STRATEGIES FOR DECISION ANALYSIS IN HEALTHCARE

3 credits

Prerequisite MA-591

Students will be introduced to the elements of cost-effectiveness analysis for health interventions and outcomes, alternative interventions, health states, health status, the quality-adjusted life year, and costs. Each student will identify a research problem, collect data, create a decision analysis tree, calculate quality-adjusted life years, and test for errors to demonstrate how cost-effectiveness analyses may transform the way healthcare is administered

MG-630 ORGANIZATIONAL BEHAVIOR AND LEADERSHIP IN THE 21ST CENTURY

3 credits

Prerequisite MG-591

This course is intended to provide a broad understanding of the theories, research and practices necessary to understand organizational behavior and leadership in the global environment of the 21st century. Emphasis will be placed on examining the multilevel issues of change, behavior and leadership through the lenses of political, cultural, and economic influence and strategic design. The course will provide a solid overview of the social science theories and scholarship that seek to explain variations and similarities in the behavior of individuals, groups, and organizations, comparative perspectives on motivation and leadership, workforce diversity, teamwork, communication, and ethics. Special attention will be given to geography, globalization, demographics, diversity, change/change management, and corporate responsibility.

MG-640 MANAGERIAL ECONOMICS

3 credits

Prerequisite EC-591 , MG-620

Students pursuing the general M.B.A. can substitute MG-641. Managerial economics is an applied branch of microeconomics. It examines resource allocations and tactical decisions that are made by analysts, managers, and consultants in the private, public, and not-for-profits sectors of the economy. In this course students are introduced to key economic concepts and tools addressing the decision-making process. Also, students examine the philosophy of optimization, the role of profit, and the relationship between managerial economics and other areas of business and economic analysis. Specific topics include the fundamental economic concepts of marginal analysis, net present value, risk, and decision analysis. The course also critically looks at areas of demand and forecasting, production and cost, pricing and output decisions; including strategy and tactics, long term investment decisions, and risk management in the private and the public not-for-profit sectors of the economy. Students will be required to apply economics tools to solve business problems using analysis from a wide array of industries.

MG-641 MANAGERIAL ECONOMICS IN HEALTHCARE

3 credits

Prerequisite EC-591, MG-620

The emphasis of this course is on the empirical analysis of basic economic principles, theories, and concepts to understand and help improve a variety of healthcare issues. Students are provided with the resources needed to apply an in-depth analysis of economic principles for healthcare insurance payment systems, government policies, physician services, acute care services, ambulatory care services, long term care services, and pharmaceutical industries in the U.S.

Specific topics include the fundamental economic concepts of managing risk, analysis of supply and demand, analysis of clinical interventions, market structure, and profits. Students will be required to apply economic tools to solve business problems using case analysis from a variety of healthcare entities.

MG-650 MANAGING INFORMATION TECHNOLOGY ACROSS THE ENTERPRISE

3 Credits

Prerequisite MA-591, MG-591

Through computer-based simulations, this course provides students with cognitive economics conflict tasks as they apply managerial and accounting concepts to build models, solve problems, and analyze decisions. The course provides an in-depth appreciation of problem solving and decision making in a dynamic business world through computer-based simulations. Emphasis is placed on defining managerial problems quantitatively and modeling these problems using computer-based simulations. Topics include queuing theory, decision analysis, project planning, networking, and inventory analysis.

MG-651 MANAGING WEB AND DATABASE TECHNOLOGIES

3 credits

Prerequisite IT-591

This course provides an overview of Web and Database Technologies. Key issues that typically arise in the context of large-scale enterprise database management including distributed and non relational database systems, network-centric database management, web-based information systems, design techniques necessary for organizing and managing large web sites, and an in-depth critical analysis of today's web-database technologies.

MG-652 INFORMATION SYSTEMS—CONCEPTS, ANALYSIS, AND DESIGN

3 credits

Prerequisite IT-591

This course is designed to provide an introduction to fundamental concepts and techniques of information systems analysis and design. Students will use elementary tools and techniques based on the standards currently used for, planning, analysis, design and construction of information systems. Topics covered include, requirements gathering and modeling, structural modeling, system architecture and user interface design, documentation, testing and installation, traceability, project planning and management. Object-oriented System Analysis and Design and Visual Modeling are the current standards adopted for this course.

MG-660 STRATEGIC MARKETING

3 credits

Prerequisite MG-615

This course is designed to develop the ability to apply a market-oriented perspective in analyzing environmental factors and organizational resources and capabilities to formulate goals and design marketing strategies that are customer-driven. Strategic marketing planning is the process of arriving at marketing decisions that are sourced from an organization's mission and driven based on the integration of the major goals of all business units whose collective efforts, along with the marketing function, are necessary to achieve a sustainable competitive advantage. This course will emphasize the use of critical thinking skills by concentrating on marketing cases involving real-world organizations. Issues arising from these cases will encompass problems, opportunities, and threats that require sound decision-making regarding identifying marketing opportunities, conducting environmental analysis, formulating marketing strategy, and implementing and evaluating marketing programs.

MG-670 MANAGERIAL FINANCE

3 credits

Prerequisite AC-591, EC-591

This course introduces students to financial theory and concepts and incorporates analysis, planning, and control of internal and external financial decisions of a firm with emphasis on corporate structure. Topics include cash flows, cash management, ratio analysis, time value of money, risk-return trade-off and pricing models, financial reporting, portfolio analysis, fundamentals of capital budgeting, security valuation, choice of capital structure, cost of capital, and working capital management. In addition, the course will explore important financial concerns facing multinational corporations, small business issues, ethics, and the role of information technology in financial decision-making process, and implementation and control as well as the development and use of IT in organizations. Other issues considered include determination of optimal dividend policy and capital structure, investment decisions under uncertainty, mergers and acquisitions, and the application of investment theory to corporate finance problems. Through the case study method, students will acquire a practical knowledge of how to develop and examine financial reports that aid managers in making business decisions, in addition to gaining a working knowledge of

managerial finance by learning to develop a systematic approach to financial analysis.

MG-680 OPERATIONAL EXCELLENCE

3 credits

Prerequisite MG-620

The emphasis of this course is on the managerial skills of the professional manager in the implementation of production policies and strategies. This course is designed to examine the issues in production and operations management and enable students to take an active role in developing effective methods for solving problems. Through analysis and preparation of case studies, students develop problem solving skills in a number of areas pertaining to manufacturing and service organizations. The case study method will be supplemented with lectures/discussions and readings. The topics include the traditional functional areas of production and operations management such as processes, facilities, forecasting, quality, JIT, inventory, and project management. Students examine how creative production and operations management can provide important competitive advantages for firms and how successful operation strategies are integrated into overall planning.

MG-681 OPERATIONAL EXCELLENCE IN HEALTHCARE

3 credits

Prerequisite MG-620

The emphasis of this course is on the identification and utilization of methods to improve organizational operations, enhance quality performance, and improve customer satisfaction within budgetary and labor constraints. The student will obtain the practical knowledge necessary to deal with the critical issues facing healthcare managers today; “doing more with what you have.” The case study method will be supplemented with lectures/discussions and readings. The topics include management by constraints, reducing response times, clinical quality improvement, pricing services, and creating value. Students examine how creative operations management can provide important competitive advantages and how successful operation strategies are integrated into overall planning within legally sanctioned guidelines.

MG-682 OPERATIONAL EXCELLENCE IN INFORMATION TECHNOLOGY

3 credits

Prerequisite MG-620

The emphasis of this course is on the identification and utilization of methods to improve organizational operations, enhance quality performance, and improve customer satisfaction within budgetary and labor constraints. The student will obtain the practical knowledge necessary to deal with the critical issues facing information technology managers today; “doing more with what you have.” The case study method will be supplemented with lectures/discussions and readings. The topics include information technology operations management, IT quality, using IT to optimize management operations, and project management. Students examine how creative operations management can provide important competitive advantages and how successful operation strategies are integrated into overall planning.

MG-735 LEGAL ENVIRONMENT OF BUSINESS

3 credits

Prerequisite MG-615

This course provides a sound legal foundation that students can use to understand the laws and regulations affecting today's businesses. Students will examine the legal procedures and the judicial system as applied to business situations to be better prepared to make business decisions within a legal and ethical framework. This course also provides general coverage of the substantive laws most commonly associated with business. Topics include contract law, which encompasses an international business component; commerce property law; the laws of business organizations; regulatory environment; contracts; business torts; anti-trust; employment law; the background and origin of the U.S. legal system; government legal procedures, consumer protection; and business ethics and social responsibility.

MG-740 MANAGING ORGANIZATIONAL CHANGE AND DEVELOPMENT

3 credits

Prerequisite: MG-630

This course examines the critical success factors of managing organizational change and process innovation in the multidisciplinary subject areas such as marketing, opera-

tions management, product and process design, business process reengineering, management accounting, finance and administration. The course is intended to develop an understanding of change and its impact on the organization as well as the people in the work place. Emphasis will be on exploring the dynamics of planned organizational change as well as models of organizational development in organizational management. Topics include change process, process management/continuous improvement, business process reengineering, redesign/innovation, zero defects, organizational development, theorizing how change occurs, seeing and creating opportunities in change, navigating political dynamics in change, developing an innovating culture, navigating cultural dynamics in change, and resistance to change.

MG-750 PROJECT MANAGEMENT

3 credits

Prerequisite: MG-650

This course introduces the student to the field of project management and the work of The Project Management Institute (PMI). The project management framework suggested by PMI forms the main structure of this course. The purpose of this course is to provide a comprehensive overview of the basic techniques of project management. It will cover the strategic role of projects in modern organizations, how projects are prioritized, and the tools and techniques that can be used to plan, schedule, and control projects. Microsoft Project will be incorporated into the course to demonstrate the use of project management software.

MG-760 INTERNATIONAL FINANCE

3 credits

Prerequisite MG-670

This course will examine international financial management and the concepts of exchange rate risks. It will include the economics underlying the determination of exchange rates, their parity relationships and a nation's balance of international payment. Foreign exchange markets and the tools that can be used to hedge exchange rate risks such as options, futures and swaps contracts will be analyzed. Effective management of accounting and economic exchange rate exposures will be addressed, including the risk-return trade-off in international investments. The students will also compare financing options available to multinational financial manager and determine the cost of capital.

MG-761 MERGERS AND ACQUISITIONS

3 credits

Prerequisite MG-670

This course will analyze corporate mergers and acquisitions (M&A). Students will develop skills necessary to structure a deal or form an opinion about a proposed transaction. Topics include value creation in mergers; choice of payment method; valuation of contingent payments; deal protection; merger arbitrage; defensive tactics; and leveraged buyouts. Bidding strategies and takeover tactics will be addressed. Students get to practice merger negotiations in a team exercise. The course evaluates the legal and regulatory framework for takeovers, such as filing requirements, fiduciary duties of the target board of directors, and antitrust regulation. The course uses a mix of cases analysis, providing ample opportunity to practice the application of standard corporate valuation methods, lectures and assignments. The impact of Operational Excellence on M&A decisions is evaluated.

MG-762 FINANCIAL MARKETS AND INSTITUTIONS

3 credits

Prerequisite MG-670

This course deals with the composition of the Capital Markets, the functions performed by financial markets; the flow of funds in the market; the fundamentals of interest rate determination and the term structure of the interest rates; interest rate risk; default risk; the analysis and valuation of the exchange rates traded in financial markets; the regulation of the financial markets and institutions; the deregulation movement; the money supply process; the hedging in the financial markets in the presence of economic uncertainty; risk metrics; option valuation, hedging, forward and futures contracts, swaps and other off balance derivative concepts. Students will analyze the impact of structural, policy, operational and legislative changes on the system.

MG- 770 FINANCIAL STATEMENT ANALYSIS

3 credits

Prerequisite: AC-591, MG-615

This course explains the fundamentals of analyzing financial statements of corporations and not-for-profit businesses. The analysis of financial statements is important in making business decisions, allocating resources and accumulating individual wealth through investing directly or indirectly in companies. Properly interpreting financial in-

formation is vital to the long-term well-being of the firm. This course will allow the student to examine the implications of financial and accounting conventions on the financial statement totals and the various methods available for analyzing such information.

MG-775 NEGOTIATION AND CONFLICT MANAGEMENT

3 credits

Prerequisite: MG-630

This course deals with understanding the behavior of individuals, groups and organizations in the context of competitive situations. This course will provide experience in the negotiation process, including learning to evaluate the costs and benefits of alternative actions and how to manage the negotiation process. In addition to the theory and exercises presented in class, students will practice negotiating with role playing simulations that cover a range of topics. Coursework includes a case analysis to be completed by "on-going group negotiation" teams.

MK-775 INTERNATIONAL MARKETING

3 credits

Prerequisite: MG-660

This course is intended to help the student understand the complexities of marketing products and services in the international market environment. This course utilizes an analytical approach to analyze complex business problems concerning the dynamics of implementing marketing management approaches into the framework of the global marketplace. Emphasis will be on applying a multidisciplinary framework to assist the student in understanding the challenges that confront strategic market planners when evaluating economic, financial, political, regulatory, socio-cultural, and technological issues when they are involved in international-market strategic planning and implementation.

MG-800 STRATEGIC MANAGEMENT

3 credits

Prerequisites: MG-640, MG-660

This course can only be taken during a student's final semester in the program.

This is the capstone course that integrates the core business disciplines with formal analysis of an organization's macro and industry environment; mission and goals; strategy formulation, implementation, and control, using the

case method approach. The purpose of the course is to give students the opportunity to organize what they have learned about various business topics and utilize this knowledge in the analysis of complex business problems and to prepare a full scale business plan. In this course students apply many of the concepts and techniques used by management, while analyzing case studies, participating in weekly discussions, and drafting a business plan. The business plan is the final project for this course and requires a presentation and defense of the plan.

M.S. in Criminal Justice Curriculum and Course Descriptions

CRIMINAL JUSTICE M.S. PROGRAM

The college awards the Master of Science (M.S.) degree in Criminal Justice.

Program Code: 578

Degree: M.S.

HEGIS Code: 2105

NOTE: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain awards.

VISION STATEMENT

The Master's Degree Program in Criminal Justice is predicated on the democratic principles of the American constitution. Our aim is to produce graduates who will have a profound understanding of the world in which they live and the role that the criminal justice system plays in the advance of civilization.

Our graduates will be cognizant of the impact that globalization has had on America's criminal justice system.

Our aim is to graduate extraordinary leaders with the necessary technical and managerial expertise to make a difference in the dangerous and changing world of the criminal justice system.

THE LEARNING COMMUNITY

Faculty and students create a learning environment that is mindful of the interdisciplinary nature of criminal justice. Students are expected to cultivate a love of learning and to be guided by the scientific method and intellectual rigor.

There is never an end to learning and we encourage students to read critically, exhaustively, and to refrain from embracing dogmatic approaches to learning. We seek to create a community of scholars and expect our students to be critical thinkers and to contribute to the literature on criminal justice.

M.S. IN CRIMINAL JUSTICE

The interdisciplinary field of criminal justice has grown exponentially over the last two decades. This incredibly rich discipline seeks not solely to explain the dysfunctional aspects of society but to contribute to the civilizing of the

larger society. The criminal justice professional has developed a social science arsenal that transcends the use of deadly force. The incorporation of crime reduction strategies, the burgeoning impact of forensics, and advance criminological theories have made the study of criminal justice exciting and gratifying.

Globalization has altered the landscape of the criminal justice system. Biological warfare, cyber crimes, international terrorism, human trafficking and drug cartels reflect the changing landscape of the criminal justice system.

The Criminal Justice System encompasses the field of Human Services and students in the Master's Program are encouraged to opt for the Human Services concentration. Graduate students specializing in Criminal Justice can seek careers in law enforcement field with federal, state and city agencies. Career opportunities also exist in the variegated field of Human Services which would include working in child agencies, adoption agencies, elderly intervention programs, rehabilitation programs, etc.

The innovative curriculum of the Master of Science in Criminal Justice effectively prepares the criminal justice professional for the challenges of the twenty-first century.

REQUIRED COURSES (24 CREDITS)

CJ-615	Criminological Theory	3
CJ-620	Research Methods and Data Analysis	3
CJ-630	The Supreme Court, U.S. Constitution, and Criminal Law	3
CJ-640	Perspective on Drugs, Alcohol, and the Criminal Justice System	3
CJ-730	Comparative Criminal Justice Systems	3
CJ-740	Leadership, Ethics, and Management in Criminal Justice	3
CJ-755	Terrorism and Counter-Terrorism	3
CJ-780	Public Police and Criminal Justice (Capstone Course)	3

ELECTIVE COURSES (12 CREDITS)

Four Elective Courses	12
OR Two Elective Courses and	6

CJ-790 Master's Thesis (6 credits) 6

TOTAL CREDITS REQUIRED (36 CREDITS)

HUMAN SERVICES CONCENTRATION

The Human Services Concentration aptly complements the Master's in Criminal Justice. The concentration entails twelve credits from the following courses:

CJ 618 Crime Scene Investigation 3

CJ 640 Perspectives on Drugs and Alcohol and the Criminal Justice System 3

CJ 650 The Sociology of Juvenile Delinquency 3

CJ 718 The Psychology of Criminal Behavior 3

CJ 740 Leadership, Ethics, and Management in the Criminal Justice System 3

CJ 760 Community Violence: Causes, Effects, and Solutions 3

CJ 765 Child Development, Trauma and the Criminal Justice System 3

CJ 770 Urban Poverty and the Family 3

CJ 775 Counseling Psychology and Human Services 3

MASTER OF SCIENCE – CRIMINAL JUSTICE

RECOMMENDED SEMESTER SEQUENCE

SEMESTER I

CJ-615 Criminological Theory 3

CJ-620 Research Methods and Data Analysis 3

CJ-630 The Supreme Court, U.S. Constitution, and Criminal Law 3

SEMESTER II

CJ-640 Perspectives on Drugs, Alcohol and the Criminal Justice System 3

CJ-730 Comparative Criminal Justice Systems 3

CJ-xxx Elective 3

SEMESTER III

CJ-740 Leadership, Ethics, and Management in Criminal Justice 3

CJ-755 Terrorism and Counter-Terrorism 3

CJ-xxx Elective Course 3

SEMESTER IV

CJ-780 Public Policy Issues in Criminal Justice (Capstone Course) 3

CJ-xxx Elective 3

CJ 790 Master's Thesis or two Electives 6

CORE COURSES

NOTE: COURSES ARE OFFERED DURING EACH ACADEMIC YEAR BASED ON STUDENT NEED AND REGISTRATION. SPECIFIC DETAILS MAY BE OBTAINED FROM THE KING GRADUATE SCHOOL OFFICE.

CJ- 615 CRIMINOLOGICAL THEORY

3 credits

This course is designed so that students develop a knowledge of different theories used to explain criminal behavior. In addition to becoming versed in the different criminological theories, the assignments in the course will focus on the efficacy of the different theories and their usefulness in crime reduction strategies.

CJ -620 RESEARCH METHODS AND DATA ANALYSIS

3 credits

Prerequisite: An undergraduate course in either Research Methods or Statistics

Students will formulate hypotheses and research designs in order to develop mastery of empirical analysis. The course will include dissecting data-sets and putting together surveys to conduct empirical research. A research paper demonstrating an understanding of quantitative and qualitative research skills will be required.

CJ-630 THE SUPREME COURT, U.S. CONSTITUTION, AND CRIMINAL LAW

3 credits

Students will critically examine landmark cases and discuss the impact on the criminal justice system. Special attention will be given to the constitutional protection of civil liberties and the urgent need to maintain the social order.

CJ -640 PERSPECTIVES ON DRUGS, ALCOHOL AND THE CRIMINAL JUSTICE SYSTEM

3 credits

A course on the different approaches to dealing with the twin plagues of alcoholism and drug addiction. The effects of the war on drugs and its impact on families and communities and the subsequent impact on the correctional system will be analyzed.

CJ -730 COMPARATIVE CRIMINAL JUSTICE SYSTEMS

3 credits

The study of other criminal justice systems will provide graduate students with a greater understanding of the American criminal justice system. Some countries have much lower homicide rates and much lower incarceration rates than the United States. Some regions like Latin America and the Caribbean have much higher homicide rates. The course will explore how culture, economic development, or under development can affect the level of crime.

CJ -740 LEADERSHIP, ETHICS, AND MANAGEMENT IN CRIMINAL JUSTICE

3 credits

In all aspects of the criminal justice system – policing, corrections, and the courts, increased emphasis has been placed on bureaucratic efficiency and accountability to the larger society. The course will critically examine the different styles of leadership and their applicability to the criminal justice system. The exceptional leaders who have had the greatest impact on the field will be studied and critically analyzed.

CJ -755 TERRORISM AND COUNTER-TERRORISM

3 credits

The wanton destruction of people and property is a fundamental feature of terrorist organizations. The course will be divided into two parts (1) the study of terrorist organizations and (2) the use of intelligence and counter-terrorism strategies to contain and eliminate these threats. Students will examine the measures adopted by the government on all levels to enhance national security.

CJ -780 PUBLIC POLICY ISSUES IN CRIMINAL JUSTICE (CAPSTONE COURSE)

3 credits

The capstone course provides the student with the opportunity to synthesize theories about issues related to the

criminal justice system. The competencies of students in critical thinking, analytical writing and in effective oral communication will be tested throughout the semester.

ELECTIVE COURSES:

CJ -618 CRIME SCENE INVESTIGATION

3 credits

Police work has become increasingly scientific and the preservation of the crime scene often determines the validity of the evidence gathered. The obtaining of fingerprints, blood samples, DNA evidence, etc. is essential for successful prosecution of suspects. The course will emphasize the importance of the untampered nature of evidence and the developments in forensic science that have revolutionized the approach to crime scene investigations.

CJ -650 THE SOCIOLOGY OF JUVENILE DELINQUENCY

3 credits

This course will examine the patterns of juvenile delinquency and assess how changes in the family structure impact on sub-cultural deviance and juvenile delinquency. Public policy measures to rehabilitate juvenile delinquents will be critically examined. The course will highlight best practices.

CJ -655 RACE, CLASS AND CRIME IN AMERICA

3 credits

The course will examine race, class and ethnicity in the criminal justice system. The literature on the particular forms of policing in multicultural and urban communities will be read and critically analyzed. Emphasis will be placed on inner city communities, sentencing disparities and the disproportionate representation of minorities in the penal system.

CJ -660 STATISTICS FOR CRIMINAL JUSTICE

3 credits

This course will provide students with a grounding in the basic tools used in quantitative analysis in the field of criminal justice along with an introduction to the statistical issues involved in the design and logic of research. Students will learn to use various non-parametric tests of significance and will be introduced to the fundamentals of correlation and regression. Although students will make use of a standard statistical software package (SPSS), they will

also learn the computation of several measures and statistical tests in order to enhance understanding of the concepts that underlie them. The emphasis in the course, however, will be on comprehension, not computation.

CJ -690 - CJ-695 INTERNSHIP IN CRIMINAL JUSTICE

3 credits

This course is designed to observe learned theory in a practical setting. Police agencies, para-professional positions in probation, correctional counseling, juvenile facilities, custodial and non-custodial correctional facilities, detention centers, and similar agencies are most appropriate. Students employed in Criminal Justice will develop a specialized internship with their existing agencies. Classes will meet on a regular basis to assess student progress and share individual experiences.

CJ-718 THE PSYCHOLOGY OF CRIMINAL BEHAVIOR

3 credits

The course will explore psychological theory and research findings to further our understanding of criminal behavior with a particular focus on the developmental, cognitive-behavioral aspects of the offender. Students will analyze the psychological, social, economic, political and ecological factors that impact on criminal behavior.

CJ-720 COMPUTER APPLICATIONS AND CRIME MAPPING

3 credits

Crime Mapping has become an essential technique for the control of crime in modern police departments. A geographical-based information system such as Crimestat is used to guide anti-crime strategies, and crime mapping data are used to determine clustering and the designation of hot spots. Students will develop expertise in crime mapping and apply criminological theory to crime reduction strategies. Written assignments will be given so students can demonstrate these research skills.

CJ -725 ORGANIZED CRIME AND TRANSNATIONAL CRIME

3 credits

This course will explore the roots and guile of organized crime elements and how globalization has facilitated the emergence of transnational organized crime syndicates that are engaged in the flow of drugs, the transfer of funds, the illegal arms trade, and human trafficking. New measures to

break up these crime syndicates like RICO laws will be assessed.

CJ- 735 INTERNATIONAL PERSPECTIVES ON THE DEATH PENALTY

3 credits

The course entails a study of legal and social history of the death penalty and how it is applied in different parts of the world. Students will examine controversial cases, and the way capital punishment is used to prop up political regimes. Students will learn about the troubling issues of race, class and religion. The course will also examine the widespread use of capital punishment in particular countries and the abolishment of the death penalty in other regions of the world.

CJ-750 CRISIS MANAGEMENT AND DISASTER PREPAREDNESS

3 credits

The brittle nature of the social order is evident when we examine the impact of Hurricane Katrina in New Orleans, the terrorist attack on the World Trade Center, the riots in Crown Heights, Brooklyn and in Los Angeles. Supervisory law enforcement personnel are perennially faced with natural and unnatural disasters.

CJ-760 COMMUNITY VIOLENCE: CAUSES, EFFECTS, AND SOLUTIONS

3 credits

The course examines the proliferation of community violence in an age of globalization. The failure of the state to establish legitimate control has created a vacuum that has been filled by community groups that are tantamount to a state in a state. The course examines the rising phenomenon of inter-community violence, intra-community violence, and violence against the state. Violence can be caused by religious, ethnic, or racial rivalries. Measures by the state to reassert its legitimacy and reduce violence will be examined within the context of globalization.

CJ -765 CHILD DEVELOPMENT, TRAUMA AND THE CRIMINAL JUSTICE SYSTEM

3 credits

The course is designed so that students will gain theoretical and practical knowledge of cognitive, socio-emotional, and physical development from infancy through adolescence and family styles of parenting and discipline, the im-

pact of trauma on juvenile's development and behavior, and the best practices in forensic interviewing. Students will also critically examine various roles that human services personnel play in juvenile and adult criminal justice system.

CJ -770 URBAN POVERTY AND THE FAMILY

3 credits

This course will examine the persistence of poverty in America and the recent impact on inner city communities when work disappears. The course will encompass an analysis of neighborhoods where there is a concentration of poverty and the disintegration of once viable institutions. Special attention will be given to recommended policy reforms and the literature on community efficacy.

CJ -775 COUNSELING PSYCHOLOGY AND HUMAN SERVICES

3 credits

This course deals with improving the lives of people served by the criminal justice system and the human services system. Some of the clients served by the criminal justice system and human services experience crisis and distress. It is very important to focus on these clients in a caring way to alleviate the crisis. The human services practitioner responds to these clients daily. This course provides an understanding of the problems human services practitioners encounter dealing with people in crisis, the issues the people in crisis are facing, and how these practitioners can work with other professionals to improve the lives of these clients.

CJ -790 MASTER'S THESIS

6 credits

Students have the option of completing four elective courses or two elective courses and the Master's thesis for 6 credits. Students are encouraged to make a decision before they complete 24 credits regarding whether or not they intend to pursue the thesis option. In order to be eligible for the thesis option, students must have maintained a minimum GPA of 3.5 at the completion of 24 credits in the program. Students will be assigned to a thesis advisor who will work with the student in developing the hypothesis, research design, and the bibliography. The thesis topic chosen will be related in some aspect to the material covered in the core courses.

Facilities and Services

ACADEMIC ADVISEMENT/REGISTRATION

The King Graduate School provides each student with assistance in planning and developing a specific academic program leading to a degree upon completion of all required courses.

Each incoming student participates in an advisement interview, at which time a complete schedule of program requirements is reviewed. Counselors are available to discuss any questions the student may have on academic matters.

After the first semester, advisors assist each student in registration and provide advisory services in academic, interpersonal, school-related and personal areas. These services are provided to assist students in the completion of their education at Monroe.

Each student's progress is maintained in the Degree Audit Program Evaluation. This serves as the basis of certifying that all degree or certificate requirements for graduation have been satisfied.

LIBRARY SERVICES

The college has libraries with books, periodicals and various electronic resources at all campuses. When visiting libraries, students will find computer workstations, which provide access to the Libraries' on-line catalog, selected databases and internet resources to support graduate programs. Students may also access our "virtual collection" from home. As long as you have access to the Internet, you will be able to access our electronic resources and services.

LEARNING CENTERS

The College provides Learning Centers at each campus where students can utilize the comprehensive array of services and facilities that are available including tutors, computer programs, and audio-visual materials.

THE COLLEGE DAY

The offices of the King Graduate School are open from 9:30 a.m. to 8:30 p.m., Monday through Thursday, 8:30 a.m. to 2:00 p.m., Friday, and 8:30 a.m. to 3:30 p.m., Saturday.

Administrative offices are open from 8:30 a.m. to 7:30 p.m., Monday through Thursday, from 8:30 a.m. to 2:00 p.m., Friday, and 8:30 a.m. to 12:30 p.m. on Saturday.

The hours for libraries and learning centers are posted at the start of each semester.

Online courses are offered where students can log onto courses at any time.

BUSINESS HONOR SOCIETY

Monroe College has a chapter of Sigma Beta Delta which is the international honor society for business administration and management. The objectives of Sigma Beta Delta are to recognize and promote higher scholarship in education for business students. Induction and membership are open to graduate M.B.A. students.

THE BOOKSTORES

The bookstores on each campus offer a variety of items including textbooks, book bags, supplies, gifts, novelties, campus wear and other sundries. The Bookstore schedules for each semester will be posted outside the bookstore, and communication through memos and faculty announcements.

MONROECARD (ID CARD)

All students must have a MonroeCard and are required to carry their validated ID card at all times. You must present your ID card when requested by any staff member. You will use it for borrowing books from the library, getting student discounts on tickets, using various facilities, etc. There is a \$5.00 fee to replace lost ID cards. Students will not be admitted to College facilities without a MonroeCard. There will be no exceptions to this policy.

CAREER EDUCATION AND DEVELOPMENT

The KGS and the Office of Career Advancement offer a range of services to help graduate students in conducting a successful job search. Through the use of assessment tools, career resources, workshops covering resume preparation, interviewing techniques, as well as opportunities for networking and job postings, we will assist you to attain your career goals.

VETERANS AND MILITARY PERSONNEL

The Office of Veterans' Services is located in the Admissions Office in King Hall, Bronx Campus. The office provides information about admissions, the Montgomery GI Bill, Dependents' and Survivors' Benefits, Chapter 35

benefits, and programs available to National Guard, Reservists, and active military personnel. The counselor meets with all military applicants and continuing students and certifies students for military benefits. Monroe College evaluates military transcripts and will accept credits that are applicable to the student's chosen major. The college may also accept applicable credits earned through DANTES testing.

STUDENTS WITH DISABILITIES

Monroe College is fully accessible to the disabled and admits those students whose credentials demonstrate that they have the motivation and capabilities to pursue successfully their academic goals at the college. All disabled students will have access to the Disabled Students' Coordinator, who may assist applicants during the admissions process.

Once the disabled student begins class, Monroe ensures full accessibility to all required classes/services. In addition to this basic guarantee, disabled students can also request the following special support services through the Disabled Students' Coordinator:

- Adaptive furniture
- Alternative test formats
- Note takers
- Tape recorders
- "Recording for the Blind" educational materials

Any concern with regard to compliance with these regulations should be immediately brought to the attention of the Disabled Students' Coordinator at the campus of choice. Bronx Campus: Doris Weingrad; New Rochelle Campus: Angie Sanchez.

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs is located at the New Rochelle Campus and acts as the College's liaison to the U.S. Customs and Immigration Services and the US Department of State. It serves as an advocate for international students.

The office maintains a pro-active approach to immigration advising. Accordingly, it sponsors a comprehensive international student new arrival orientation, on-going workshops, and personal advising sessions aimed at

providing students with the tools necessary to maintain legal immigration status while in the United States.

RESIDENCE LIFE

Monroe College offers student residences at the New Rochelle campus. Monroe offers traditional residential housing units as well as spacious furnished apartments located within walking distance to the New Rochelle Campus; for information, contact Residence Life at reslife@monroecollege.edu.

COLLEGE SAFETY

Monroe College is concerned with the safety and security of all its students and staff, and for the protection of College property. Therefore, the College is committed to providing an effective public safety program at all of its campuses. The safety operation is supported by strategically located administrators and staff in each building on both campuses.

EMERGENCY COLLEGE CLOSINGS

All emergency closings will be posted on the college web site and announced on the following broadcast stations:

WFAS 103.9 WINS (AM) 1010

WFAS (AM) 1230 WOR (AM) 710

WRKS 98.7 WCBS (AM) 880

News12 The Bronx (Cable) News12 Westchester
(Cable)

STUDENT PUBLICATIONS

Faculty advisors work with the students in preparing the *Creative Campus*, which is a literary magazine, and the *Monroe Observer*, which is the college newspaper. They keep the college population informed of coming events, college news and programs, and also contain interviews, poetry and feature articles.

DRESS CODE

Students should dress respectfully, in a manner that suits a professional college student. Clothing should provide full coverage. Hats or any type of head covering may not be worn in any building or office. Exceptions will be made for documented religious or medical reasons.

STUDENT RESPONSIBILITY

Upon acceptance and registration, all students become voluntary members of the academic community at Monroe. Initial and continued participation in this community is dependent upon the students' understanding not only of their rights and privileges, but of their responsibilities as well. Therefore, it is understood that all students accept the obligations of this relationship as outlined in the "Code of Conduct."

CODE OF CONDUCT

Student rights, basic to the freedom to learn, carry with them the responsibility for conduct based on mutual respect, which is compatible with the functioning of the college as a community. Enrollment at Monroe College, therefore, assumes an agreement by each student to obey the rules and regulations of the college, as well as the laws of the State of New York and the United States. Violations of these rules, regulations, and laws are subject to appropriate disciplinary action, up to and including expulsion. Such violations include, but are not limited to, the following:

1. Falsification of information to the college through forgery, alteration, or intentional misuse of college documents, records or identification;
2. Theft of, or damage to, property;
3. Failure to comply with directions, of college employees, acting in the performance of their duties;
4. Failure to show proper I.D. to requesting college employees, acting in the performance of their duties;
5. Gambling in any form;
6. Attendance in any class, or college-sponsored function, under the influence of alcoholic beverages, or narcotics and illegal drugs, or the unauthorized possession and/or sale of alcoholic beverages, narcotics or illegal drugs on the college campus;
7. Students may use classrooms for meetings only with the prior consent of the administration;
8. Students shall obey all instructions of faculty and administrative personnel, even if they may disagree with them;
9. Disruptive conduct in or near classrooms that prevents instructors from performing their functions;

10. Students shall comply with the usual standards of academic conduct; cheating and plagiarism will not be tolerated;
11. Infringement upon the rights of other members of the college community by physical or verbal assault or abuse;
12. Abuse of library and/or Learning Center privileges and procedures;
13. Smoking is not permitted in any college facility;
14. Any act that interferes with normal operation of the college, or which adversely affects the student's suitability as a member of the college community;
15. Visitors and guests are not permitted without permission;
16. Students, who request permission to invite a guest on campus, will be held responsible and liable for any disturbances and/or inappropriate behavior of said guest.

DISCIPLINARY PROCEDURES

Any student in violation of any aspect of the Code of Conduct is subject to any or all of the following penalties depending on the seriousness of the offense:

1. Warning
2. Probation
3. Suspension
4. Expulsion

APPEALS PROCESS

If you are subject to suspension or expulsion, you may appeal that action by requesting in writing a hearing within ten days.

Send your request for an appeal to Dean of Graduate Program.

A committee that will include administrators, faculty, and counselors will be convened to hear your appeal in person. The committee will advise you of its decision within five days of the hearing. The determination of the disciplinary committee shall be final. Any penalty imposed shall be noted on all of your appropriate student records.

PROBLEM RESOLUTION

As Monroe College prides itself on the respectful atmosphere it provides for its students, all students at Monroe should expect to be treated with respect, courtesy, and fairness. However, there are times that matters will arise about which reasonable people may disagree. If such a disagreement occurs, students may avail themselves of the following procedure. Students should raise their concerns within ten calendar days of the event, which gave rise to the concern.

PROBLEM RESOLUTION FOR CLASSROOM AND ACADEMIC MATTERS

Students with concerns, which are related to classroom matters, should first address them with the faculty member involved. Monroe believes that open communication between faculty and student is the best approach. However, if the matter is not resolved or the student prefers not to address the faculty member, the student should discuss the matter with the KGS Office. If the matter is not successfully resolved, the student may ask that the matter be addressed by the Vice President for Academics or other appropriate administrator.

PROBLEM RESOLUTION FOR NONACADEMIC MATTERS

Students with concerns that are not academically related should first address them with the KGS Office. That office will act as a mediator with other departments in the college. Should the matter remain unresolved, the student may present the matter in writing to the Vice President, Campus Dean or other appropriate administrator for final resolution.

CHARGES OF DISCRIMINATION - COMPLAINT PROCEDURES

A. INFORMAL RESOLUTION

1. A student who alleges that an act of discrimination has been committed shall immediately notify the Vice President for Student Affairs, at (718) 933-6700 or by mail care of:

Monroe College
2501 Jerome Avenue
Bronx, New York 10468

2. A potential student who alleges that his/her rights have been violated shall immediately notify the Vice President for Student Affairs. If possible, the situation will be remedied immediately. If this is not possible, a complaint form will be provided.
3. If it is found that the complainant's allegation is valid and if the correction is within the scope of authority of the Vice President, within ten days after receipt of the complaint, the appropriate administrator will correct the situation.

B. REVIEW OF TITLE IX AND SECTION 504 VICE PRESIDENT'S DECISION

If the complaint has not been resolved by the Vice President for Student Affairs to the satisfaction of the complainant within ten days, the complainant may enter a formal complaint on the form provided by the college, and file it with the Vice President for Student Affairs who will appoint a review committee which will be composed of administrators.

The review committee will review the case and, if necessary, conduct an investigation. A decision will be made and sent to the complainant in writing within 14 days from presentation of the complaint. The action of the review committee is final.

C. APPEAL TO THE DEPARTMENT OF EDUCATION

Any person who has a complaint that discrimination exists in any program funded by the Department of Education and who has exhausted the college's complaint procedure indicated above may notify the Office for Civil Rights. A complaint should be filed by letter to:

Director, Office for Civil Rights, Department of Education,
Washington, DC 20201

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 STATEMENT OF COMPLIANCE

1. General Policy: Under the Authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, records or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five days after submission of a written request and to obtain copies of such records upon payment of the cost of reproduction.

Students may request the school to amend their education records on the grounds that they are inaccurate, misleading or in violation of their right of privacy. In the event that the school refuses to so amend the records, students may, after complying with the Monroe Complaint Procedure, request a hearing.

2. **Education Records:** Education records are all files, records or documents that contain information directly related to the students. Examples include student placement and financial aid files. Such records are maintained by and are in custody of the school. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.
3. **Exemptions:** The following items are exempt from the Act:
 - a. Parents' Confidential Statement, Financial Need Analysis Report, Federal Grants, Student Eligibility Report.
 - b. Confidential letters of recommendation received after 1974. The Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
 - c. Records about students made by teachers or administrators are maintained by and accessible only to them.
 - d. School security records.
 - e. Employment records for school employees who are not also current students.
 - f. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professional or para-professionals acting or assisting in such capacities, for treatment purposes and which are available only to the persons providing the treatment.
4. **Review of Records:** It is the policy of the school to monitor educational records to insure that they do not contain information that is inaccurate, misleading or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances.
5. **Directory Information:** Directory information is that information that may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The college requires that such requests be made in writing to the Office of the Registrar within 15 days after students start class. Directory information includes: student's name, address (es), telephone number(s), date and place of birth, course of study, extra-curricular activities, degrees and awards received, last school attended, post-graduation employer(s), academic awards or equivalent, and dates of attendance.
6. **Access without Student Consent:** The college may release student information without the student's written consent to:
 - a. Other schools which have legitimate interests,
 - b. Other schools where students have applied for admission. In this case, students must be advised that the records are being sent and that they may receive a copy,
 - c. Authorized representatives of the Department of Education, Office of Inspector General of the United States, or state and local education authorities as part of an audit or program review process,
 - d. Attorney General of the United States or his designee in response to an ex parte order in connection with the investigation of a crime of terrorism,
 - e. Accrediting agencies,
 - f. Parents of students who are dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records,
 - g. Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid, i.e., Bureau of Citizenship and Immigration Services,
 - h. Courts, in compliance with a court order or subpoena with appropriate notification to the student, unless it is an ex parte order that does not require student notification. Appropriate persons or agencies in the event of a health or safety emergency,

where such release without consent is necessary under the circumstances. In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization.

DRUG-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), please be advised of the following:

- That the possession, use and/or distribution of any controlled substance and the unauthorized and/or illegal use of alcohol are prohibited within the confines of the properties owned or leased by Monroe and at all activities sponsored by the college,
- That the sale and/or the possession of any controlled substance including marijuana is illegal under New York State Law,
- That all employees, students and guests of the college are required to comport themselves in a drug-free manner and atmosphere,
- That the Student Services Centers and the college libraries provide drug-free awareness literature and the availability of drug counseling,
- That sanctions or required rehabilitation of an employee or student convicted of work place/college grounds based drug abuse will be imposed. Violators will be subject to disciplinary action (which can include expulsion or termination of employment) and/or referral to outside authorities.

By establishing this policy, the college seeks to ensure the continuation of a very positive work environment by maintaining a drug and alcohol-free workplace.

CAMPUS CRIME INVESTIGATIONS

Monroe College maintains a close working relationship with the police departments responsible for the Bronx and New Rochelle campuses. The college has plans in place to expedite investigation of any violent felony offenses. This includes immediate notification of the appropriate police agency and open communication between campus safety directors and the police. Each

semester, college personnel and representatives of the police meet to review plans that are in place and make recommendations for changes, if any as necessary. In the Bronx, the campus is within the jurisdiction of the 46th and 52nd precincts of the New York City Police Department. The New Rochelle campus is covered by the New Rochelle Police Department.

In the event of a circumstance where a student is deemed "missing" from campus housing, the college initiates an internal investigation that includes contacting family and friends in search of the person, interviews with faculty, staff, and students to track the person's last known movements, and E-mail and telephone messages left with persons the individual is likely to contact. Simultaneously, the college notifies the appropriate police jurisdiction and provides updated information as that agency carries out its investigation.

Information regarding the plans for investigation of violent felony offenses and students missing from campus housing may be obtained from the director of public safety at each campus.

CAMPUS CRIME DATA

Campus Crime data are available on the Monroe College website and also from the U.S. Department of Education website: <http://www.ope.ed.gov/security>.

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VERNON VEIRA

Chief Technology Officer
Capstone Strategy Group

Directions

BRONX CAMPUS

BY CAR

FROM NORTH

Take the Major Deegan (I-87) South to Fordham Road Exit. Turn left onto Fordham Road and proceed approximately 1 mile to Jerome Avenue. Turn left on Jerome Avenue.

FROM SOUTH

Take the Major Deegan (I-87) North to Fordham Road Exit. Turn right onto Fordham Road and proceed approximately 1 mile to Jerome Avenue. Turn left on Jerome Avenue.

FROM EAST

Take the Cross Bronx Expressway to Jerome Avenue. Turn right onto Jerome Avenue and proceed approximately 3 miles to Fordham Road. Campus is just past Fordham Road.

FROM THE HUTCHINSON RIVER PARKWAY

Take the Hutchinson River Parkway to Pelham Parkway West (which becomes Fordham Road). Proceed on Fordham Road until Jerome Avenue intersection and turn right onto Jerome Avenue.

FROM THE BRONX RIVER PARKWAY

Take the Bronx River Parkway to Fordham Road exit. Proceed West on Fordham Road until Jerome Avenue intersection and turn right onto Jerome Avenue.

BY BUS, TRAIN, ETC.

SUBWAYS (FORDHAM ROAD STATION)

- Independent - 6th Ave. D Train
- IRT Subway - Jerome Ave. No. 4 Train

WESTCHESTER BUS LINES

- #60 and 61 buses

CLUB TRANSPORTATION (WHITE PLAINS - BUS NO.20)

From White Plains down on Central Avenue - through Yonkers - stop at Bedford Park Station (200th Street the Concourse)

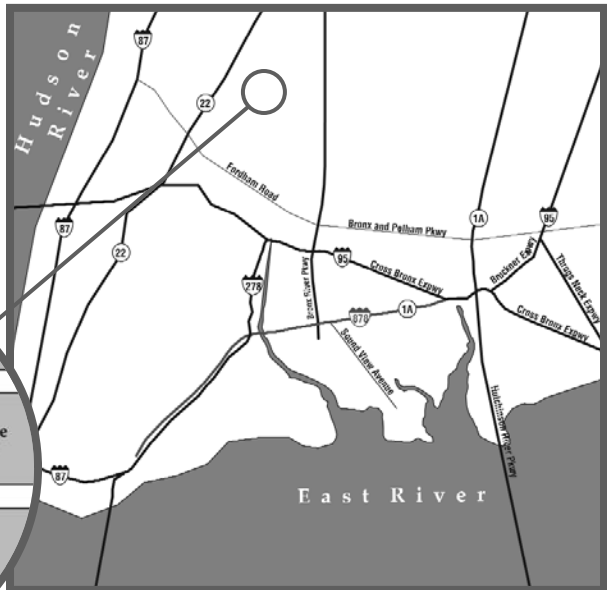
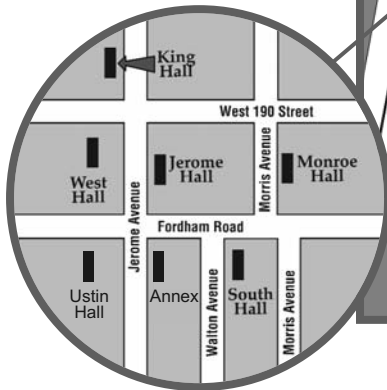
LIBERTY COACH (RED AND WHITE LINE - BUS BXW-9)

Stops at Fordham Road and the Concourse • Yonkers • Hastings • Dobbs Ferry • Irvington • Tarrytown • North Tarrytown

METRO NORTH RAILROAD

New Haven line to Fordham station (1/2 mile from the campus)

2501 Jerome Avenue
Bronx, NY 10468



WESTCHESTER CAMPUS

BY CAR

FROM WESTCHESTER (WHITE PLAINS)

Take I-287 East to I-95 South to Exit 16. From the exit ramp bear left under the overpass, then bear right and continue to traffic light (North Avenue). Turn left at North Avenue, continue for 3 blocks, and take a left turn at Main Street. Monroe is located one block ahead on the right hand side.

TRAVELING NORTH FROM MANHATTAN

From the Triborough Bridge, bear right to take the Bruckner Expressway North (New England) to I-95 North to Exit 15. Take a right from the exit ramp onto Route 1 North (Boston Post Road). Continue on Route 1 (becomes Main Street in downtown New Rochelle). Monroe is approximately 3/4 mile from the exit on the right. OR Take the Cross Bronx Expressway East to I-95 North to Exit 15 (follow instructions above).

TRAVELING WEST FROM LONG ISLAND & QUEENS

Take the L.I.E. (I-495) West to Clearview Expressway North to Throgs Neck Bridge (or the Cross Island Parkway North to the Throgs Neck Bridge). From the Throgs Neck Bridge, take the New England Thruway (I-95) North to Exit 15 (New Rochelle). From the exit ramp, turn right onto Route 1 North (Boston Post Road). Continue on Route 1 which becomes Main Street in downtown New Rochelle. Monroe is approximately 3/4 mile from the exit on the right.

TRAVELING SOUTH FROM ALBANY, ROCKLAND COUNTY, ETC.

Take the Tappan Zee Bridge to I-287 East (Cross Westchester Expressway) to I-95 South to Exit 16. Then continue as in Westchester directions above.

TRAVELING SOUTH ON THE HUTCHINSON RIVER PARKWAY

Take the East Lincoln Avenue Exit. At the top of the ramp, turn right and continue to the traffic light (Lincoln Avenue), and turn right onto Lincoln. Continue approximately 2 miles to North Avenue and turn right. Continue on North Avenue for approximately 1 mile and turn left onto Main Street. Monroe is located one block up on the right side.

BY BUS, TRAIN

ROUTE 7

Yonkers/Mt. Vernon/New Rochelle

ROUTE 30

Yonkers/Bronxville/New Rochelle

ROUTE 42

Bronx/Mt. Vernon/New Rochelle

ROUTE 45

Mt. Vernon/New Rochelle

ROUTE 50

Pelham/New Rochelle

ROUTE 60

White Plains/Mamaroneck/
Larchmont/New
Rochelle/Pelham/North Bronx

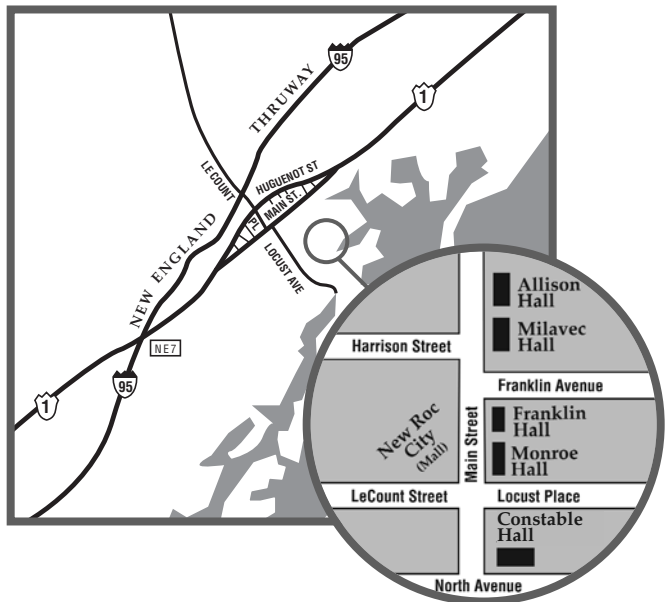
ROUTE 61

Port Chester/Rye/
Harrison/Mamaroneck/
Larchmont/New Rochelle/Pelham
North Bronx

METRO NORTH RAILROAD

New Haven line to the New Rochelle station (2.5 blocks from the campus)

434 Main Street
New Rochelle, NY 10801



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