

**ROSEMONT COLLEGE
SCHOOLS OF GRADUATE AND
PROFESSIONAL STUDIES**

GRADUATE STUDENT HANDBOOK

Rev. October, 2013

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MISSION STATEMENT

Rosemont College is a community of learners dedicated to excellence and joy in the pursuit of knowledge. Rosemont College seeks to develop in all members of the community open and critical minds and the ability to make reasoned moral decisions. Rooted in Catholicism and guided by the educational principles of Cornelia Connelly and the Society of the Holy Child Jesus, Rosemont College values...

- Trust in and reverence for the dignity of each person
- Diversity in human culture and experience
- Persistence and courage in promoting justice with compassion.

The Schools of Graduate Studies support and contribute to the mission of Rosemont College by providing educational programs that prepare students for professional advancement. The Schools of Graduate Studies deliver a variety of advanced curricula and practical internship experiences to a diverse population of adult learners.

History

Founded on the original Sinnott Estate, Rosemont received its charter as a college of liberal arts and was incorporated under the laws of the Commonwealth of Pennsylvania in 1922. In 1930, Rosemont was accredited by the Middle States Association of Colleges and Secondary Schools; 1943, the College was recognized by the Association of American Universities.

In 1986, Rosemont established its first graduate program, a master's degree (M.Ed.) in Computing in Education, which evolved into the master's degree in Technology in Education. In 1996, Rosemont introduced a master's degree (M.A.) in English/English and Publishing, and in 1997 the College launched a master's degree (M.A.) in Counseling Psychology with PA certification available in Elementary and Secondary School Counseling. In the fall of 2001, a master's degree (M.A.) in Curriculum and Instruction with Elementary Teacher Certification K-6, was added, and in September 2004, the College welcomed the inaugural class of a master's degree (M.F.A.) in Creative Writing. In 2006, the School of Graduate Studies and the School of Professional Studies merged into one academic unit named The Schools of Graduate and Professional Studies dedicated to the educational needs of adult learners. At that time, the accelerated-format MBA and MSM programs were aligned with all other master's programs. In 2009 the master's degree (M.A.) in Curriculum and Instruction with Elementary Teacher Certification K-6 program changed names to (M.A.) in Education, and the master's degree (M.A.) in English/English and Publishing changed names to (M.A.) in Publishing, leading to the same degrees. During that same year Rosemont offered two new five-course, 15 credit graduate certificate programs in Entrepreneurship and ePublishing. In 2010 the master's degree (M.A.) in Counseling Psychology offered a new five-course, 15 credit graduate certificate program in Forensic Psychology.

SGPS STAFF AND ADMINISTRATION

Contact Information

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Schools of Graduate and Professional Studies Council

SGPS Council consists of the Dean of the Schools of Graduate and Professional Studies and all directors of undergraduate accelerated programs, graduate programs and student services. The Dean of the Schools of Graduate and Professional Studies serves as Council Chair for purposes of establishing and maintaining the agenda and providing information, suggestions, and matters for discussion and review. Others may be included at Council meetings as appropriate for particular programs or issues.

The Council considers, evaluates and makes recommendations to the Dean of the Schools of Graduate and Professional Studies concerning academic and student service matters, including admission policies, special admission cases, academic standards, degree requirements, waivers and special petitions, the assessment and review of current programs or courses of study, and the review of proposed new programs.

CAMPUS FACILITIES

The 56 acres of Rosemont's campus provide space for academic and residential buildings as well as for playing fields. Here are some of the buildings of particular interest to SGPS students:

THE MAIN BUILDING (Rathalla), the original home on the estate when the College opened, is the architectural center of the campus. Its French Renaissance turrets are the focus of the two concentric arcs of buildings around it. Reception areas, meeting rooms and The Office of Financial Aid are located on the first floor. The second and third floors house the Office of Admissions, and all institutional advancement departments as well as the Offices of Marketing and College Relations, and Human Resources.

THE CHAPEL OF THE IMMACULATE CONCEPTION, designed in the simple Norman Gothic Style, stands opposite the front door of the Main Building. The basement of the chapel, known as St. Joseph's Hall, is home to Campus Ministry, the Wellness Center and the Counseling Center.

ROSEMONT COLLEGE LIBRARY consists of the Gertrude Kistler Memorial Library, the Slide Collection (in Lawrence Hall), and the Computer Labs in the Dorothy McKenna Brown Science Center.

CONWELL MULTIMEDIA CENTER is a support and enrichment center for faculty and students. A fully equipped facility housing an extensive collection of video, in both VHS and DVD format, and audio materials, the Center supports the various academic needs of the faculty and students in all areas including word processing, remote research, printing and scanning of materials, and video-editing. Small technology workshops are offered for faculty and students to reinforce and update technology skills. Faculty and students may schedule a time to use the Center or stop by whenever needed. The Center is available for use by the Rosemont community whenever Lawrence Hall is open.

LAWRENCE HALL, completed in 1968, combines both educational facilities and administrative offices including the Offices of the President and the Provost, art studios, the graduate Directors of Counseling Psychology, Creative Writing, and Publishing, seminar rooms and classrooms, together with faculty offices, and a large lecture room are included in this building. A large, well-lighted foyer on the first floor is in constant use as an art gallery.

GOOD COUNSEL HALL contains classrooms and administrative offices including the offices of the academic administrators for the Undergraduate College and the Schools of Graduate and Professional Studies, SGPS Student Services, the Undergraduate Office of Student Affairs, the Registrar, Career Services, the Accounting Offices and the General Office. Also located on the second floor of Good Counsel Hall is the "Treehouse", a lounge for the students of the Schools of Graduate and Professional Studies.

THE DOROTHY BROWN MCKENNA SCIENCE CENTER, opened in 1953, has the Academic Support Center, classrooms, laboratories, faculty offices, and computer workshops. The building was completely renovated in 1993.

ALUMNAE HALL, on its main floor, houses facilities for indoor sports. The ground floor houses the bookstore, a campus snack bar, the mailroom and the Fitness Center.

CARDINAL HALL is the main take-out shop and dining hall. The lower level of Cardinal Hall houses the Offices of Public Safety and Facilities.

ACADEMIC POLICIES AND PROCEDURES

Student Status

Matriculated status - Matriculated students are fully accepted into a graduate degree granting program. Matriculated students may undertake part-time or full-time studies.

Non-matriculated status – Non-matriculated students are not fully accepted into a graduate degree granting program. Non-matriculated students are not eligible for financial aid and can take a maximum of 6 credits.

- Visiting status – These are non-matriculated students taking courses for professional development or enrichment, who do not intend to enroll in a graduate degree granting program. A maximum of 12 graduate credits may be earned under this status. Visiting status is granted by the Program Director after review of academic credentials.
- Provisional status – These are non-matriculated students who are granted provisional acceptance by the admissions committee. Provisional students are permitted to take a maximum of 6 graduate credits. In order to be considered for matriculation, the student must achieve a minimum 3.0 GPA with no grade lower than a B- while under provisional status.
- Pre-application status - These are non-matriculated students who have not completed the application process. This status is granted by the Program Director. Students with pre-application status are permitted to take a maximum of 6 graduate credits. Completing courses does not guarantee acceptance into the degree granting program. In order to be considered for admission, the student must achieve a minimum 3.0 GPA with no grade lower than a B-.

International Students

1. The admission requirements for international students include a TOEFL score of at least 550 to demonstrate the ability to read and write in English, and a phone interview with the Program Director to demonstrate the ability to converse in English. If a student is accepted and it becomes apparent that he/she is clearly not demonstrating sufficient fluency in English to enable continuation in the program, he/she will be required to take supplemental courses in English as a second language.
2. If an international student plans to seek certification or licensure to practice in the United States, the student must be proficient in English conversational and writing skills. If the student cannot effectively communicate in English, he or she must enroll in language immersion classes. Permission to register for experiential courses and field experience (including the Counseling Psychology internship or Elementary Education student teaching) is contingent on demonstration of effective written and oral communication skills in English.
3. If an international student enrolled in the Counseling Psychology program does not plan to seek certification or licensure to practice in the United States, the student may earn a 48 credit Master's degree without a field experience. If an international student enrolled in the Elementary Education program does not plan to seek certification, the student may earn a 30 credit Master's degree without a student teaching experience.

Student Advising and Registration Procedures

Registration is done through the Rosemont portal, the *iWay*, which is a system designed to provide a streamlined and easy process to register for courses online. If advising is needed to choose a course, contact with the Program Advisor or Director is important.

To access the <i>iWay</i> for registration:	To view the course schedule:	To register for a class:
- go to www.rosemont.edu , click the <i>iWay</i> link	- use the "schedule of classes" link, then "course search"	- enter the term, the program course code (PSY) and the division--SGPS Graduate Studies
- enter your username and password		- to register or drop a class use the "add/drop courses" link
- go to the Student Services tab, click on Registration		

The *iWay* will hold your selection(s) until your advisor reviews, approves and allows for the completion of your registration. Please contact Information Services at iWay@rosemont.edu with any TECHNICAL questions, including problems with your login or password.

Drop/Add Policy

At the beginning of each semester/session, a designated Drop/Add period allows students to adjust their schedules. There is no grade penalty, and a full refund is issued for classes dropped within the first week of the starting session/semester. Schedule changes require that the student contact Student Services by phone or email. Once the first week of classes has ended, the student's option is to withdraw or remain in the class.

Withdrawal from Classes

Students may withdraw from a class at any time for nonacademic reasons, and will receive a grade of "W" on the transcript, which is not factored into the grade point average. There is no tuition refund. Students must notify the professor and advisor prior to processing the withdrawal through the Office of Student Services. The withdraw form is available as handouts on the *iWay* under the "Student Services" tab. If a student does not officially withdraw from the course before the last class meets, the grade becomes an "F" and is factored into the grade point average.

Military Deployment Policy

Rosemont College recognizes the hardships military personnel and their families face during times of uncertainty. The College acknowledges that military students who are deployed away from their homes or permanent duty stations may experience difficulties with completing their degree requirements and/or distance learning courses. Rosemont encourages service members to continue with their education and will remain flexible and responsive to their needs. In support of deployed forces, the College will provide the following options:

During or after the Drop/Add registration period with copies of the deployment orders, Student Services will process a drop slip under "justifiable circumstances" so that no charges are assessed for the term and no courses appear on an official transcript. Without deployment orders the student must follow standard College withdrawal procedures. A retroactive appeal to have the courses and charges removed from the record can be initiated upon delivery of the required deployment orders.

After the drop/add period (Withdrawal Period), the College can provide the student with an option to apply for an incomplete "I" grade with the course instructor. The incomplete grade "I" must be completed by the end of the semester following deployment. If the course is not completed and the student submitted a copy of the deployment orders prior to leaving, the course and the tuition will be removed from the student's record. If the student does not complete the requirements of the incomplete "I" grade and did not submit a copy of the deployment orders prior to leaving, the incomplete grade "I" will convert to a failing "F" grade. The student may appeal the grade and tuition upon return to the College with submission of the deployment orders.

Procedure:

The students should notify the Director of Student Services and submit a copy of the deployment orders. Without proper documentation, the student must follow the normal College withdrawal and refunding procedures. The active military students should work directly with the Director of Student Services.

Attendance

Classroom Attendance

All students are expected to attend all classes as scheduled. The faculty maintains attendance records and evaluates punctuality and attendance as part of course grades. Absences equivalent to 15% of instructional time can result in one (1) full letter grade reduction. For absences greater than 15%, the student will be advised to withdraw or receive a failing grade. Students who miss a class can be required to submit make-up work. It is the policy of SGPS that faculty will report an absence to the student's Program Director immediately.

Online Attendance

Students are expected to contribute actively to online courses by contributing to interactive discourse multiple times per week and every week throughout the duration of the course. Graduate students who fail to contribute actively and substantively in any five-day period during the course will be considered to have been "absent" for 15% of the course. Such absence will be treated in the same way as a missed class of face-to-face instruction, and will be subject to one letter grade reduction in the final grade. Students can be required to do make-up work. Students who fail to contribute actively and substantively in any subsequent five-day period of time are advised to withdraw or receive a failing grade.

Grade Reports

Grade reports are posted in the Rosemont *iWay*. The student's standing for that semester or session is shown by the grade point average. Letter grades are given for individual courses and grade points are used to compute averages for each student at the end of each semester on a cumulative basis. These averages are determined by multiplying the grade points for each course by the units for the course and dividing the sum of these products by the sum of the units they represent. A minimum grade point average of 3.0 is required for continued graduate study and for degree completion.

The graduate faculty will grade student work as follows:

Grade	Quality Points	Comments
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	Minimum acceptable GPA for all graduate programs
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
F	0.00	Failure
PA	0.00	Pass (for P/F courses only – grade is not calculated into GPA)
W	0.00	Withdrawal – grade is not calculated into GPA
I	0.00	Incomplete – if not resolved by deadline, becomes F

Incomplete

If serious reason prevents a student from completing the requirements for a course, the student may request a grade of Incomplete from the instructor of the course. The student must initiate the request. The instructor, after consulting with the Program Director, decides whether or not to grant the request. An Incomplete grade not removed by the subsequent January 15 for a summer course, by the subsequent May 15 for a fall course, or by the subsequent September 15 for a spring course will become an “F”.

Grade Appeals

1. Students who wish to appeal a final course grade must first talk directly with the faculty member involved, seeking a mutually acceptable resolution. Only final course grades below a B (3.0) may be appealed; all appeals must be initiated within two weeks of the student's receipt of her/his final course grade.
2. If the matter cannot be resolved between the student and the faculty member, the student has two weeks to appeal the matter, in writing, to the director of the program in which the student is enrolled. The Program Director will forward the matter to the Academic Standards and Practice Committee. At their next meeting, the committee will review all relevant evidence including copies of the course syllabus, grading criteria, completed assignments and exams, and the student's rationale for requesting the appeal. Within two weeks of this review, the decision of the committee must be documented in writing and sent to the student; a copy must also be placed in the student's academic file.
3. A student who wishes to appeal the committee's decision may send a letter and all substantiating documentation to the Dean of the Schools of Graduate and Professional Studies. This appeal must be received within four weeks of the student's receipt of the committee's decision. The Dean has two weeks to render a decision, which will be final, and which must be communicated in writing to the student, the Program Director, and the members of the Academic Standards and Practice Committee.

Academic Probation

Any matriculated student who does not achieve and maintain a minimum GPA of 3.0, *or* who earns more than one final course grade below a B-, will be placed on academic probation. The student must achieve a minimum overall GPA of 3.0 within nine additional credits of graduate work *and* must earn final grades of B or better for all remaining courses throughout the duration of his/her program of study. Any student who does not meet these grading criteria will be dismissed from the program.

Student Academic Concerns

Students who have any course-related concerns (other than grade appeals) must talk first with the faculty member involved, prior to their next class meeting, seeking assistance and/or a mutually acceptable resolution. If the matter cannot be resolved between the student and the faculty member, the student has two weeks to bring the matter, in writing, to the director of the program in which the student is enrolled. The Program Director has full discretion to discuss the matter with the student and/or the faculty member; the Program Director may also collect any relevant documentation (syllabus, course assignments, etc.). The Program Director will make every reasonable effort to mediate a resolution, and will document the outcome in writing, placing a copy in the student's academic file.

Transcripts

Students may obtain transcripts of their academic records from the Office of the Registrar by applying either in person or in writing. Telephone requests cannot be accepted. A minimum of three days' notice is required. Written requests must include the student's signature and the current transcript fee for each official transcript. For additional information, contact the Office of the Registrar, 610-527-0200, Ext. 2305.

Transfer of Credits

Students who have completed previous graduate work may, at the time they matriculate, request in writing the transfer of a maximum of two 3-credit courses. To be acceptable in transfer, a course may not have been previously applied toward a graduate degree, and it must have been initiated no more than five calendar years prior to requesting its acceptance in transfer at Rosemont. The course(s) must provide a good match for the relevant Rosemont College program of graduate study, and the student must have attained at least a grade of a "B" (3.0). All requests for transfer credits must include a copy of the official course description from the College where the course was taken, as well as an official transcript showing the student's grade. Pass/Fail courses are not eligible for transfer.

Independent Study Policy

In most graduate programs, eligible students may submit, for review and approval by the Program Director, a written plan for Independent Study that extends their academic and professional work in a direction that program coursework cannot provide. Independent Study plans may not substantially duplicate the content of an existing course, and students must obtain the cooperation of an appropriate faculty supervisor. Independent Study is open only to matriculated students in good academic standing (GPA of 3.0 or higher) who are within 12 credit hours of graduation; eligible students may earn a maximum of 3 credit hours in an Independent Study format.

Style Requirements for Written Assignments

Students in Counseling Psychology, Education and Business programs are expected to use APA style, students in English Literature and workshop courses are expected to use MLA style, and students in Publishing courses are expected to use Chicago Manual of Style. Current issues of the *APA Publication Manual*, *MLA Handbook* and *Chicago Manual* are readily available at most bookstores.

TUITION, FEES AND FINANCIAL AID

Payment Plan

Rosemont offers a payment plan to qualified students. Through this program, tuition can be extended over a period of time, rather than being paid in one sum at the beginning of each semester. For more information, contact Student Accounts (610/527-0200, Ext. 2591).

Financial Obligations

All financial obligations must be met prior to the start of the semester or session in which they are incurred, unless other arrangements have been made through the Accounting Office. Transcripts will not be released for students with outstanding financial obligations. Students with outstanding financial obligations will be refused permission to register until their obligations are satisfied. For graduating students, all costs incurred at Rosemont College must be paid in full before graduation. Direct all questions about bills or billing to the Accounting Office (610/527-0200, Ext. 2244).

Receipts and Verification of Payment

All requests for receipts or other verification of payment should be made to the Accounting Office, 610-527-0200, Ext.2244. Receipts will be forwarded directly to the student's home address.

All requests for receipts must be made at the time that payment is made. If a request for a receipt is not made at the time of payment, it will be assumed that no receipt is required and that none will be requested. A fee is charged when a receipt is requested at a time other than at the time of payment, including requests for duplicate receipts.

Neither the Office of the Schools of Graduate and Professional Studies nor the Registrar's Office can verify that payment has been received.

Tuition and Fees

Current tuition and fees are available in the Office of the Schools of Graduate and Professional Studies and on the Rosemont College website (www.rosemont.edu).

Students make payments in the Student Accounts Office with check, cash or money orders. Payments can also be made on the *iWay* and Cash net. Mastercard, Visa, Amex and Discover also with an Electronic Check. There is a 3 percent charge if students use credit cards on the *iWay* to make a payment. This is a charge from the credit card company not the College.

Financial Aid Policy

Matriculated students who are enrolled in a degree-granting program of study, and who are pursuing at least half-time coursework (a minimum of 4.5 credit hours in the fall, spring, and summer), are eligible to apply for tuition assistance in the form of federal Stafford Loans and Graduate PLUS loans. Graduate students who have been approved to earn certification as a separate credential (without a master's degree) are also eligible for federal student aid, although limitations apply to their borrowing status. Non-matriculated students should explore alternative financing options with the Office of Financial Aid (610/527-0200, Ext. 2221).

Disbursement to the Office of Student Accounts:

The Office of Financial Aid initially posts estimated aid to the Office of Student Accounts. Once you are eligible for disbursement and eligibility requirements have been confirmed, the Office of Financial Aid will disburse the actual funds to the Office of Student Accounts.

Students should view their information on the Rosemont INet to see if all required forms have been submitted and signed. Any questions should be directed to finaid@rosemont.edu or 610-527-0200 ext. 2221.

The Office of Student Accounts has fourteen (14) calendar days to release any credit refund due to the student. By law, general federal guidelines state that credit refunds created by financial aid will be refunded within fourteen (14) days from the date of financial aid disbursement(s). In the calculation of the student refund, any pending aid will not be counted until such a time that aid is disbursed by the Office of Financial Aid.

Graduate Students:

Loan funds will be disbursed to the Office of Student Accounts beginning with the day after the end of the drop/add period of each semester. Students should view their information on the Rosemont INet to see if all required forms have been submitted and signed. Any questions should be directed to finaid@rosemont.edu or 610-527-0200 ext. 2221.

MBA & Education students need to register for both sessions in the semester before the beginning of each semester. The graduate financial aid application must be completed before any financial aid can be awarded. This form is located on the Rosemont INet.

Graduate Assistantships

A limited number of competitive Graduate Assistantships are available to matriculated graduate students. Awards are recommended by the Program Director, and granted by the Dean of the Schools of Graduate and Professional Studies.

The following procedures apply:

1. Award recipients must be fully accepted into a master's degree program (i.e., candidates who are pursuing certification only, or who are non-matriculated, are not eligible).
2. Awards are based upon promise and/or achievement in the student's chosen program of study, as well as the expertise and availability to fulfill the work requirements associated with the award. Interviews are required.
3. Graduate Assistants receive one course tuition waiver per semester and fulfill a work requirement of 10 hours per week during each semester of the award. Work assignments are based upon program needs and are assigned and are usually supervised by the Program Director or other academic administrators. Award recipients are required to maintain and submit a weekly log, detailing the work they undertake and the time they spend on each assignment.
4. Award recipients are reviewed annually by their Program Director. Awards may be renewed, for a maximum of two years, dependent upon satisfactory work performance and demonstrated scholarship within the program.
5. Candidates must complete an Application for Graduate Assistantships online. The deadline for fall applications is July 1st; should positions remain open, the deadline for spring applications is December 1st.
6. To apply for a position, go online to https://jobs.rosemont.edu/applicants/jsp/shared/Welcome_css.jsp Click on the link for "Graduate Assistantships."

COMMENCEMENT

General Criteria for the May or January Diploma

All Rosemont students who are candidates for degree completion and diplomas must meet the following general criteria:

- Complete all degree requirements with an acceptable minimum GPA;
- Obtain academic and financial clearances from appropriate administrative offices of the College;
- Submit an Application for Diploma to the Office of the Registrar by the published deadline.

Students who complete all degree requirements at any time during the calendar year may request written verification of degree completion from the Registrar.

Diplomas are awarded twice – once in May, and again in late January of the following year. Candidates who complete all degree requirements by the end of the spring semester/academic session are eligible to participate in Rosemont's annual May Commencement ceremonies and receive their diplomas in person (or by mail) that same month. Candidates who complete all degree requirements by the end of the fall semester/academic session may receive their diplomas either in person or by mail the following January. The College will hold diplomas until all degree requirements are completed and all clearances have been obtained.

While there are many members of the Rosemont staff and faculty who are available to help students plan for successful degree completion, the ultimate responsibility for meeting *all requirements on time* rests with each individual student.

Specific Criteria for the May Diploma (no exceptions will be considered)

- To earn an accelerated *master's degree in business* (MBA or MSM) from the *Schools of Graduate & Professional Studies* and to be eligible to participate in the May Commencement ceremonies, students must successfully complete a minimum of 36 semester credit hours of approved coursework, including their thesis, by the end of Session D. To earn the accelerated MBA or MSM along with a graduate certificate and to be eligible to participate in the May Commencement ceremonies, students must successfully complete a minimum of 45 semester credit hours of approved coursework by the end of Session D. Students must also have achieved a minimum overall GPA of at least 3.0. In certain cases, students who have not yet completed all of their program requirements may still request permission to participate in Commencement ceremonies with their classmates in May. Permission will be granted provided such students meet all other criteria and have no more than one 3-credit course remaining (exclusive of thesis). The College will hold diplomas until all coursework is successfully completed.
- To earn a *master's degree in Counseling Psychology, Creative Writing, Education, English, or English & Publishing* from the *Schools of Graduate & Professional Studies* and to be eligible to participate in the May Commencement ceremonies, students must successfully complete a minimum of 30 - 60 semester credit hours of approved coursework (depending on program requirements) – including their internship, thesis, or student teaching -- by the end of the spring semester. Students must also have achieved a minimum overall GPA of at least 3.0. In certain cases, students who have not yet completed all of their program requirements may still request permission to participate in Commencement ceremonies with their classmates in May. Permission will be granted provided such students meet all other criteria and have no more than one 3-credit course remaining (exclusive of internship, thesis, student teaching or graduate seminar). The College will hold diplomas until all coursework is successfully completed.

Specific Criteria for the January Diploma (no exceptions will be considered)

- To earn an accelerated *master's degree in business* (MBA or MSM) from the *Schools of Graduate & Professional Studies* in January, and to be eligible to participate in the following May's Commencement ceremonies, students must successfully complete a minimum of 36 semester credit hours of approved coursework, including their thesis, by the end of Session B. To earn the accelerated MBA or MSM along with a graduate certificate in January, and to be eligible to participate in the following May's Commencement ceremonies, students must successfully complete a minimum of 45 semester credit hours of approved coursework by the end of Session B. Students must also have achieved a minimum overall GPA of at least 3.0.
- To earn a *master's degree in Counseling Psychology, Creative Writing, Education, English, or English & Publishing* from the *Schools of Graduate & Professional Studies* in January, and to be eligible to participate in the following May's Commencement ceremonies, students must successfully complete a minimum of 30 - 60 semester credit hours of approved coursework (depending on program requirements) – including their internship, thesis, or student teaching -- by the end of the fall semester. Students must also have achieved a minimum overall GPA of at least 3.0.

Commencement Awards

By recommendation of the faculty, Commencement awards may be presented to a deserving student in each graduate program.

Student Commencement Speaker

Eligibility

1. Minimum GPA of 3.5
2. No Incompletes on transcript
3. Academic clearance from Program Director/advisor
4. Anticipated completion of all program requirements (including thesis, practicum, and/or comprehensive exam) prior to Commencement ceremony.

Speech

1. Typed, double-spaced; no longer than 2 pages
2. Appropriate to the occasion and audience
3. Well-organized, good grammar, original thought
4. Focused on the year's academic theme

Schedule

1. Third week of January, Memo of invitation sent to SGPS students
2. First week of March, Deadline for submission of written speeches
3. Third week of March, Committee reviews and ranks written speeches
4. Mid-April, Committee announces selection of student speaker
5. Mid-May, Commencement ceremonies

Time Limit for Completion of Graduate Programs

Graduate students (in all programs) have 6 years from the date of their matriculation to complete all program requirements. Students may petition the Program Director for an extension if circumstances warrant.

STUDENT SERVICES

Campus Ministry - 610-527-0200, Ext. 2412

The Campus Ministry, located in the lower level of the Chapel, St. Joseph's Hall, provides space for hospitality, reflection, and interaction.

With the conviction that God has called all men and women to make known the reality of God's presence, Campus Ministry offers a way of meeting life in its daily unfolding. Each succeeding stage of life is a new beginning toward personal growth and spiritual maturity. Campus Ministry endeavors to provide members of the campus community with opportunities to express their faith, to find an oasis of refreshing renewal in a busy world, and to relate religion to academic and professional programs. These opportunities include:

- celebrating together at Eucharist;
- assisting at liturgies as Eucharistic ministers and readers;
- providing ecumenical prayer experiences;
- planning religious and social events;
- sharing individual talents in music ministry through singing and playing musical instruments;
- participating in programs of social concern and community service;
- providing space for reflection, renewal, relaxation through retreats, and days of prayer;
- developing programs for spiritual and personal growth;
- being available for spiritual and personal direction/guidance.

Campus Post Office - 610/527-0200, Ext. 2249

Hours: Monday-Friday 9:00am-5:00pm

Career Counseling and Placement - 610/527-0200, Ext. 2405

The Office of Career Counseling offers a credential service for graduate students.

College Bookstore - 610/527-0200, Ext. 2250

Hours: Monday-Thursday 9:00am-6:00pm, Friday 9:00am-4:00pm (Summer hours may vary)

All texts should be available two weeks prior to the beginning of each session. Major credit cards will be accepted. Students who are unable to come to the Rosemont College store are encouraged to have their materials shipped by UPS (\$5.00 charge). Text orders may be placed either by phone, FAX (610-527-0341) or online at bookstore@rosemont.edu. Refunds will be made up to one week after the first class session (a receipt must be submitted).

Email Policy

Rosemont College provides each graduate student with a Rosemont College email address and instructions on its proper use. The Office of Graduate and Professional Studies, the Dean, Program Directors, and graduate faculty routinely use Rosemont email to communicate with students about a variety of essential issues (e.g., advising, registration, Commencement, and other graduate school events). Students are responsible for knowing the content of and for responding appropriately to all communications sent by email; therefore, it is *mandatory* that all active graduate students access their Rosemont College email account on a regular basis.

Fitness Center - 610/527-0200, Ext. 2360

The College offers a gymnasium, an exercise room and a weight-lifting room. Outdoor facilities include tennis courts and a playing field. Rosemont students have access to the indoor swimming pool and other facilities at nearby Villanova University.

Food Services

Cardinal Hall hours are:

Dining Hall

Monday-Thursday: Dinner 5:00-6:30pm

Friday: Dinner 4:45-5:45pm

Saturday & Sunday Brunch: 11:30am-1:00pm

The Raven's Nest, Grab and Go Grille: hours end at 11:00 pm

Cardinal Hall is not open during the summer.

Meals can be bought at the door or a meal ticket can be purchased at a reduced rate.

Health Services

The health of students is under the care of a Nurse/Director of Health Services and a consulting physician. Services are available in the Wellness Center located in the lower level of the Chapel. Emergency consultation with the Villanova University Infirmary is available at night and on weekends. Students are treated at Bryn Mawr Hospital if the need arises. Graduate students interested in purchasing a student health insurance plan may obtain information from the Office of Student Life 610/527-0200, Ext. 2975.

Library

Students enrolled in any graduate program will need to make frequent use of the library facilities provided through the College. Students who live at a distance from the College must provide assurance that they will have access to the information resources they will need to support them in their studies. This may take considerable planning in some instances.

Directory 610/ 527-0200

Circulation Desk & Research Ext. 2271

Interlibrary Loan Ext. 2204

Media Services Ext. 2278

Reference Desk Ext. 2271

Library Hours

Please refer to postings available in the library, on the bulletin board outside the Graduate and Professional Studies Office, and on the College website (www.rosemont.edu).

Resources

The Gertrude Kistler Memorial Library was the first of the College's academic buildings to be erected. Its open stacks house over 155,000 volumes and over 500 current periodicals. Twelve microreaders make possible the use of more than 24,000 units of microtext materials. The library is part of the national computerized online catalog in Columbus, Ohio. Through this participation, the library provides students with access to online searches of numerous databases. The library also offers a number of CD-ROM indexes for literature searches.

TRELLIS is Rosemont's Electronic Learning and Library Information System, the library's fully integrated automatic system. There are *TRELLIS* workstations located throughout the library for public use. *TRELLIS* includes an online public access catalog that replaces the card catalog and includes five of the most popular H. W. Wilson periodical indexes: Reader's Guide, Humanities Index, Social Sciences Index, General Science Index, and Education Index. The periodical indexes replace the library's print subscriptions from 1990 to the present. For the public there is also a reserve module that lists materials on reserve for a particular course by course number and instructor's name. *TRELLIS* includes all materials housed in the Gertrude Kistler Memorial Library.

In addition to Rosemont's library, graduate students with valid ID card have access to a number of other nearby academic libraries through our participation in the Tri-State Library Cooperative. Access to most public libraries in Pennsylvania is available to graduate students with a valid student ID card through Rosemont's participation in Access Pennsylvania.

Parking- 610/527-0200, Ext. 2554

Rosemont offers on-campus parking. A valid permit is required; there is a \$10.00 fee per academic year. Obtain a permit application at the Office of Public Safety. Bring the completed application, proof of insurance and vehicle registration directly to the Office of Public Safety. A map of parking areas is available through Public Safety.

Technology Resources - Call 610/527-0200, Ext. 2271

Macintosh and Windows platform computers are available for use by graduate students in the library and in the computer laboratories in the Dorothy M. Brown Science Center. Both locations have systems equipped with word processing, database, spreadsheet and other tool software programs. All systems have printers. Please call for hours each semester.

Student Identification Cards - 610/527-0200, Ext. 2554

Students must arrange to obtain a valid ID card from the Office of Public Safety. A valid ID card is required for all students using Rosemont College services (library, computer sites, classrooms, etc.).

Snow Code Numbers

In case of inclement weather, call Rosemont College’s Snow Information Hotline 610/527-0200, listen for recorded message.

Weather-related closings are posted on the College website (www.rosemont.edu).

OR

Listen for the announcement of College closings on local radio stations.

Snow code number

Day	Montgomery Co.	342
Evening	Montgomery Co.	2342

OR

Sign-up for Text Message Alerts! College closings, emergencies on campus, delays, etc.

www.E2campus.com/my/rosemont, select: “I need to create an account.”

Please check for possible text message fees your wireless provider may charge. This is a SPAM-free application. Your name and personal contact information are protected and will remain private. You may change your message preferences or unsubscribe at any time.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Integrity

Academic integrity is vital to the intellectual well being of the Rosemont College community; it requires a spirit of scholarly cooperation, trust, and mutual respect. Instances of academic dishonesty, including any of the following, cannot be tolerated:

1. Cheating on exams or other course assignments by attempting to receive or provide assistance in any way that is not explicitly approved, in advance, by the course instructor;
2. Fabrication of information, data, or citations in any assignment. This includes making up or changing data, relying on someone else's data without attribution, or citing sources that one has not actually consulted;
3. Multiple submission of work by handing in, without prior approval of the course instructor, any work that was originally undertaken to satisfy the requirements of another course;
4. Plagiarism through the failure to appropriately and accurately acknowledge the extent of one's reliance on or use of someone else's words, ideas, data, arguments or line of reasoning even when such material has been paraphrased, summarized, or rearranged.

Plagiarism is incompatible with academic study, is inexcusable in graduate work and is grounds for dismissal. The faculty is committed to the development of its students as scholars and participants in the academic and professional community. Evaluation of students' work is a means to foster this development. This evaluation process creates the implicit need for the student to acknowledge what is not original. Any plagiarism or academic dishonesty demonstrates not only a lack of academic integrity, but also a violation of the implied agreement that exists between students and faculty working as collaborators in the learning process.

The Internet offers great opportunity for enhanced scholarly research. Students are warned, however, that they may not plagiarize material from this source and that they are obligated to use proper professional citations when making use of information from Internet sites.

Procedures for Handling Breaches of Academic Integrity Policy

1. A faculty member suspicious of a breach of academic integrity must first speak to the student involved; this conversation must happen within two weeks of the discovery of the episode. The faculty member may require the student to explain orally and/or to demonstrate how the student developed the arguments in an assignment and how the student arrived at the conclusions in an assignment or exam.
2. The faculty member has the discretion to a) accept the work that has been submitted and apply normal grading criteria, b) accept the work that has been submitted and assign a grade penalty, c) provide an alternative assignment or exam, or d) forward the matter for further action to the director of the program in which the student is enrolled. *In all cases*, the faculty member must document the incident and submit a written summary to the Program Director, who must ensure that a copy is sent to the student and placed in the student's academic file. The Program Director may refer the student to writing tutorials provided by the Student Academic Support Center.
3. If the matter is forwarded for action to the Program Director, she/he will refer the matter to the chair of the Academic Standards and Practice Committee. If the committee substantiates the breach of academic integrity, the penalty will be dismissal from the program. The decision of the committee must be documented in writing and sent to the student; a copy must also be placed in the student's academic file.
4. A matriculated student who wishes to appeal the subcommittee's decision may send a letter and all substantiating documentation to the Dean of the Schools of Graduate and Professional Studies. This appeal

must be received within four weeks of the student's receipt of the committee's decision. The Dean has two weeks to render a decision, which will be final, and which must be communicated in writing to the student, the Program Director, and the members of the Academic Standards and Practice Committee.

Confidentiality of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Rosemont College releases student records only at the written request of the student and will send grade reports directly to the student. Directory information (name, dates of attendance, major field of study and degree conferred) will be released *unless the student specifically directs, in writing, that directory information be withheld*. Students wishing to review their educational records must make the request in writing to the Office of the Registrar. The requested records will be made available to the student within a 45-day period. The written institutional policy may be obtained in the Office of the Registrar. Students whose employer requires a transcript should take particular note of this, and be sure to provide a written request to the Registrar when requesting transcripts to be sent. Transcript Request forms are available through the Office of the Registrar.

Dismissal

The Rosemont College Graduate School reserves the right to dismiss at any time any student whose academic standing is unsatisfactory, whose conduct is in violation of College policies or procedures, or whose continuance would be detrimental to the student's own health or to the health and well-being of other members of the College community. In such cases tuition and fees may not be refunded and assistantships will be canceled.

Leave of Absence

A student who is unable to register for courses due to outside circumstances may apply for a leave of absence after consulting with their Program Director. A student whose academic work is in good standing will be granted a leave of absence without penalty. The leave of absence is limited to one year. The request for a leave of absence beyond one year may be granted in extraordinary circumstances with permission of the Program Director and the Dean of the Schools of Graduate and Professional Studies. A student who was not granted a leave of absence and has not enrolled in graduate courses for a period of one year will be dismissed from the program. In that case, the student must apply for readmission. All requirements for the degree must be completed within six years of the first admission. A student may request an extension after meeting with the Program Director and developing a degree completion plan.

The student may, on the recommendation of a physician, request a medical leave of absence for reasons of health at any time. Readmission is granted unless there is evidence that the student cannot meet the demands of her or his program.

Change of Name, Address, and Telephone Number

Students are required to notify the Office of the Registrar in writing of any change of name, address or telephone number.

Sexual Harassment Policy

Legality

The Equal Employment Opportunity Commission (EEOC) in 1980 amended its guidelines on sex discrimination covered under Title VII of the amended Civil Rights Act of 1964 and under Title IX of the Education Amendments Act of 1972. These include guidelines on sex discrimination including sexual harassment.

Policy

For the purpose of Rosemont College Policy, "sexual harassment" is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly term or condition of an individual's employment or academic status.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or academic standing.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile or offensive academic, living or work environment.

Examples of specific behaviors which would be considered harassment under these guidelines include:

- uninvited pressure for dates or a sexual relationship or sexual favors
- uninvited teasing, jokes, remarks, questions of a sexual nature
- sexually suggestive looks or gestures
- uninvited or persistent letters, phone calls, giving materials of sexual nature
- uninvited and deliberate touching, leaning over, cornering, pinching
- actual or attempted sexual assault.

The College regards such behavior as a violation of the standards of conduct required of all persons associated with this institution. Accordingly, those inflicting such behavior on others within the College setting are subject to institutional action.

Applicable Procedures

Any member of the College community who believes that he/she has been a victim of sexual harassment as defined above may bring the matter to the attention of the appropriate administrator. Complaints by students should be brought to the Dean of Students, while faculty complaints should be directed to the Dean of Graduate and Professional Studies. Any other employee who believes he/she is a victim of sexual harassment should report the complaint to his/her supervisor or to the supervisor of the person who is the alleged harasser.

1. The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
2. There should be no written record of the initial discussion. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited in order that the privacy of all individuals involved is safeguarded as fully as possible.
3. If the complainant decides to proceed with charges, there will be an investigation. The investigation may include:
 - a. writing a letter to the sexual harasser aimed at ending the harassment or
 - b. submitting a written statement to the grievance officer.
4. The grievance officer should give the written statement of the complaint to the President who would then inform the alleged offender of the allegation and of the identity of the complainant.
5. The President will then initiate whatever steps she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.
6. If an informal resolution cannot be reached the President will follow procedures established for each constituency to insure due process.

ADA Compliance Policy

Students who may require accommodations under the Americans with Disabilities Act/Section 504 are required to meet with the Dean of Students within two weeks of the start of classes. The Dean of Students serves as the College's Section 504 Coordinator and will work with all appropriate parties to document and facilitate necessary accommodations.

GENERAL POLICIES

Alcohol and Drugs

- Graduate students (over the age of 21) who reside on campus may have alcohol in their dormitory rooms.
- Rosemont College does not permit the possession or use of alcohol in classrooms, hallways, lounges, lobby areas, public or recreational areas on campus unless prior written approval for use in a specified location at a specific college sponsored event has been obtained from the Dean of Students. Violation of this policy may result in dismissal.
- Supplying alcohol to a minor, public intoxication and driving under the influence are violations of Pennsylvania law and are strictly prohibited. Documented violation will result in dismissal from the graduate program, and the College reserves the right to report such actions to law enforcement authorities.
- The possession, use, manufacture, or distribution of a controlled substance on college property violates Pennsylvania law, poses a threat to the health and safety of all members of the Rosemont College community, and is strictly prohibited. The documented violation of this policy will result in dismissal from the graduate program. The College reserves the right to report such actions to law enforcement authorities.

Animals on Campus

For reasons of health and safety, Rosemont College policy prohibits bringing animals into any college building. Disabled students who utilize a service animal may request a waiver of this policy from the Dean of Students. Appropriate documentation will be required.

Documentation Irregularities

Forgery, alteration, or duplication (without specific authorization) of college documents, identification cards, or records, and/or presentation of such forged or altered documents or records for fraudulent purposes is strictly prohibited. Documented violation will result in dismissal from the graduate program.

Physical Assault

Physical assault or threat of physical assault of faculty, staff, or students is a criminal offense and will result in dismissal from the graduate program. The College reserves the right to report such actions to law enforcement authorities.

Property Theft or Damage

Willful damage to or theft of personal or college property will result in dismissal from the graduate program. The College reserves the right to report such actions to law enforcement authorities.

Verbal Assault

Verbal abuse, harassment, intimidation, or threats of faculty, staff, or students is unprofessional, and in some cases may constitute criminal behavior (e.g. terroristic threats). Violation of this policy will be investigated and may result in dismissal. The College reserves the right to report such actions to law enforcement authorities.

Weapons

The possession or use of any explosives or deadly weapon on college property is a serious threat to the health and safety of all members of the campus community, and it is strictly prohibited. The documented violation of this policy may result in dismissal from the graduate program.

ROSEMONT COLLEGE ADMINISTRATION

Administration

Sharon L. Hirsh, Ph.D.	President
Jeanne Hatch, SHCJ	Vice President for Mission and Ministry
Christyn Moran, B.A.	Vice President for College Relations
Randy Eldridge	Vice President for Finance
Kevin McIntyre	Vice President for Enrollment Management
Chris Dougherty	Provost/Vice President of Academics and Student Affairs

CAMPUS SAFETY AND SECURITY

Emergency Numbers

Rosemont College Department of Public Safety

On Campus	(610) 527-0200, Ext. 2555 (emergency)
On Campus	(610) 527-0200, Ext. 2554 (non-emergency)
Off Campus	(610) 527-1038
Director	(610) 527-0200, Ext. 2556

Rosemont College Switchboard

On Campus	(610) 527-0200, Ext. 0
Off Campus	(610) 527-0200

Lower Merion Police Department

EMERGENCY	911
Business	(610) 649-1000

Lower Merion Fire Department

EMERGENCY	911
Business	(610) 645-6190

Narberth Ambulance of Lower Merion Township

EMERGENCY	911
Business	(610) 664-5228

CAMPUS INFORMATION DIRECTORY

Rosemont College, Main Number	610-527-0200
Accounting Office	Ext. 2244
Business Office	Ext. 2241
Career Services	Ext. 2405
College Store	Ext. 2250
Financial Aid	Ext. 2221
Graduate Admissions	Ext. 2996
Graduate Registration	Ext. 2187
Graduate Student Services	Ext. 2390
Library	Ext. 2207
Office of the Registrar	Ext. 2305
Public Safety	Ext. 2556
Security	Ext. 2554
Switchboard	Ext. 0
Wellness Center	Ext. 2420

Information contained in this Handbook is accurate as of *October, 2013*. The College reserves the right to make academic, financial or policy changes without prior notice or consultation. Students are responsible for all information contained in this Handbook.

Latest Revisions, 10/13