



# Undergraduate Handbook

2012-2013  
Accelerated  
Learning  
Program

Medaille College  
School of Adult and  
Graduate Education



# Medaille College

[www.medaille.edu](http://www.medaille.edu)

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Buffalo, New York 14214

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1-800-292-1582

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## *Rochester Campus*

1880 South Winton Road, Suite 1  
Rochester, New York 14618

(585) 272-0030  
1-866-212-2235

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Program Name	Hegis Code
<b>Bachelor of Business Administration</b> Business Administration	0506
<b>Associate in Science in Business</b> Business	5001

This handbook has been prepared as part of and in conjunction with the Medaille College Policy Manuals, Volumes 1 through IX; detailed or background information on some of the policies and procedures covered in this manual may be found by referencing other volumes. Medaille College has made every effort to provide in this publication accurate, up-to-date information regarding the programs, policies, personnel, and activities of the College. However, changes are likely to take place during the life of this Handbook which cannot be foreseen, and errors may occur. The College cannot be held responsible for information which becomes outdated or is printed in error.

September, 2012

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# SECTION 1

## INTRODUCTION

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Medaille College is committed to developing well-prepared, capable, forward-looking, and liberally educated women and men who go on to contribute productively in their careers and to live enriched lives. At Medaille, the learning experience includes a close, positive interaction between faculty and students which develops and promotes an atmosphere of dialogue and intimacy. Within Medaille's rigorous academic framework, the students will find broad opportunities for challenge and growth. Thus, the College seeks to stretch the minds of its students, stimulate their inquisitiveness, and encourage the realization of their full potential, both as scholars and as human beings.

In addition to the solid academic grounding the College offers, it seeks to bring together a richly diverse student body, composed of individuals of all races, creeds, ages and nationalities. Medaille fosters an atmosphere of mutual respect, in which members of the College community enrich each other through the sharing of a wide spectrum of backgrounds and develop a sense of responsibility to the community as a whole.

The registration of a student in this program signifies the assumption of obligations between the student and the College. It is an agreement on the student's part to fulfill the terms of the contract for the program and indicates acceptance of financial and general regulations of the College. This Student Handbook provides you with information related to the College's Accelerated Learning Program and corresponding policies and procedures. While every effort is made to provide accurate and current information, Medaille College reserves the right to change, without notice, statements in the Handbook concerning rules, policies, fees, curriculum, courses, calendar or other matters. Students enrolled at the College agree to comply with the College's rules and regulations and to accommodate any changes necessary.

## A Message from the President of Medaille College...

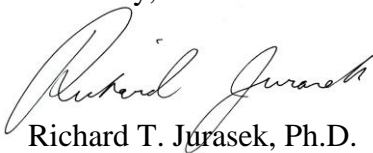
I am very pleased to welcome you to the Accelerated Learning Program of Medaille College. I congratulate you on your decision to continue your education in one of our programs.

I know that you will find that the accelerated curriculum, small classes, and excellent instruction create a learning environment that will stimulate you and support your learning objectives. Our faculty and staff are committed to helping you succeed.

We at Medaille are proud of our long tradition of serving the adult learner. The Accelerated Learning Program continues this tradition by providing an innovative, high quality learning experience specifically designed for the adult student.

I wish you great success in this program. Your experience will challenge you, enhance your skills, and advance your career opportunities. We are pleased that you have joined the Medaille Community.

Sincerely,

A handwritten signature in cursive script, reading "Richard T. Jurasek".

Richard T. Jurasek, Ph.D.  
President

## Greetings from the Academic Dean...

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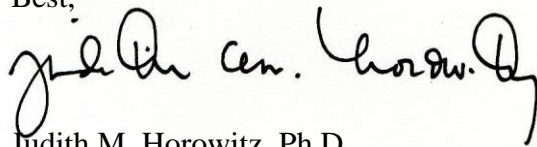
Welcome to the School of Adult and Graduate Education at Medaille College. Congratulations on making the choice to continue your education in our Accelerated Learning Program!

The Accelerated Learning Program was created especially to meet the needs of working adults. Medaille combines the convenience of small class sizes and personal attention with a high-quality educational experience that will prepare you to move up in your career.

Our programs focus on building strengths in five key areas: communication, ethics, technology, problem solving, and team skills. Using these five key themes as a foundation, the lessons you'll learn in the classroom are designed to help you meet the challenges you'll face in the real world.

Drawing upon the knowledge and experience of our faculty and the expertise of practitioners in the business world, Medaille is dedicated to providing you with the education that you need to succeed.

Best,



Judith M. Horowitz, Ph.D.  
Dean, School of Adult and Graduate Education (SAGE)

# Medaille College History

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Medaille College is a dynamic private, four-year college committed to serving the higher education needs of Western and Central New York and Southern Ontario. The College is located within the historic Olmsted Crescent in the heart of Buffalo, New York, with branch campuses in Amherst and Rochester. Known for its flexible delivery systems and its commitment to meeting individual student needs, Medaille offers graduate and undergraduate degrees through both day and evening programs.

Medaille College traces its roots to 1875, when it was founded by the Sisters of St. Joseph as an Institute to prepare teachers. In 1937, the Institute received an absolute charter from New York State, was named Mount St. Joseph Teachers College, and was chartered to grant baccalaureate degrees in Education. In 1968, the Sisters of St. Joseph, led by Alice Huber, SSJ, Ph.D., initiated a change in the charter which would create a new college, accessible to all men and women. The State granted this charter and Medaille College was born.

Over the decades, Medaille evolved into a diverse and vibrant institution. Enrollment grew steadily as programs expanded to include veterinary technology, business, criminal justice, and media/communications, as well as education and liberal studies. With the emergence of a significant adult student population, the advent of two branch campuses, the implementation of graduate programs, and the maintenance of a robust traditional undergraduate program, the College is positioned to meet the educational needs of Western New York.

The Accelerated Learning Program (ALP) began offering classes in 1997, establishing Medaille's first branch campus in Amherst, New York. Initially a business degree completion program for working adult students, the Program soon grew to incorporate associate and graduate degrees as well. In January 2002, the first Rochester ALP students attended classes at the Rochester Campus in Corporate Woods. Enrollment and programs continued to grow. In 2007, the Amherst Campus expanded to a new location on Wilson Road which housed the newly-formed School of Adult and Graduate Education (SAGE); in 2009, the Rochester Campus opened enhanced facilities on South Winton Road. As programs and enrollments continued to diversify, ALP expanded into the online classroom; in September 2010, the first students were enrolled into Medaille Online Experience (MOE).

As one of the fastest growing colleges in the country, Medaille continues to serve as an exciting institution, providing outstanding educational programs for men and women.



# Medaille College Mission and Vision

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## Mission

Medaille College concentrates on excellence in teaching, with an emphasis on personal attention to its diverse student body. Its curriculum provides a solid liberal arts and sciences foundation with early access to career-oriented education. The faculty and all of those involved in the mission of education challenge students and themselves to the highest possible standards of achievement, but that challenge is balanced by support for every individual student and a concern that each one succeeds.

## Vision

Medaille College will be known as the leader in preparing learners for career success and a lifelong commitment to a civic and sustainable future in Buffalo, the region, and the world.

# Accreditation

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Medaille College is chartered by the Board of Regents of The University of the State of New York. It is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The 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's degree programs are registered by the New York State Education Department, Office of Higher Education, Cultural Education Center, Room 5B28, Albany, NY 12230, (518) 474-5851. Medaille College, through its Business Department, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE): the Master of Business Administration Degree; the Bachelor of Business Administration Degree; the Bachelor of Science Degree in Business Administration, in Financial Services, and in Sports Management; and the Associate in Science Degree in Business. Medaille College's Associate in Science Degree in Veterinary Technology is accredited by the American Veterinary Medical Association (AVMA). The College's memberships include the Commission on Independent Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and The Council of Independent Colleges.

Medaille College is an affirmative action/equal opportunity employer. Further, it admits students of any race, color, national and ethnic origin, and age to all rights, privileges, programs, and activities generally accorded its students. In conformance with Title IX, 1972 Education Amendments, it does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin, or age in the administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other institutionally administered programs.

## **Higher Education Opportunity Act (HEOA) Compliance**

Information regarding Medaille College's compliance with the *Higher Education Opportunity Act* (HEOA) is published on the College's website, available here:

<http://www.medaille.edu/heoa>.

# The Accelerated Learning Program

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## Mission

**Sharing in the mission of Medaille College, the Accelerated Learning Program provides high quality, non-traditional adult degree or certification programs. Based on Medaille's liberal arts and career-oriented programs, an Accelerated Learning Program education is structured around self-directed and collaborative learning situations, the meaningful integration of theory and practice, an emphasis on meeting individual student needs, and a commitment to innovative instructional methods and technology.**

Furthermore, we are dedicated to excellence in teaching and professional and student development, as well as to serving both the College and the community. The program is committed to the maximum development of its human resources - students and faculty - and strives to create an atmosphere characterized by inquiry, openness, and professionalism. We are actively engaged in providing high quality degrees that develop lifelong, pro-active, adult learning skills through applied instruction and in cultivating and sustaining partnerships with the academic, business, and public communities.

## Accelerated Learning Program Goals

- To provide a relevant and innovative education which prepares individuals for professional careers and lifelong learning.
- To develop in all students the interpersonal skills necessary for effective participation in teams and groups.
- To enhance the analytical, critical thinking, and decision-making skills of each individual student.
- To develop and cultivate a sense of purpose, responsibility, and ethical behavior among individuals.
- To enhance the student's written and spoken communication skills.
- To develop proficiency in the application of computer technologies.

# Non-Traditional Education in the Accelerated Learning Program

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Five characteristics distinguish the Accelerated Learning Program's non-traditional education:

- A. *Acceleration*: The accelerated pace of the program places much of the learning responsibility with the student. Students are expected to spend considerable time each week preparing for class. Because courses run for only seven weeks, every meeting is important.
- B. *Collaborative Cohort Learning*: Most ALP students are members of two learning communities: their cohort and their learning team. Even students enrolled in programs that do not use formal learning teams will find that collaboration is a significant part of their learning experience. We believe that adult students bring with them meaningful life experiences and that collaboration facilitates efficient learning, high student motivation, effective teamwork, and increased self-confidence. Students learn from classmates and help them to learn.
- C. *Facilitation*: The role of the instructor is to guide and stimulate the class; some courses will have little formal lecturing. Students are expected to be actively involved in the classroom learning environment.
- D. *Variety of Instructional Formats*: Teaching strategies include: seminars, small groups, experiential learning, simulations, presentations, and brainstorming. Case studies and research projects are used extensively. Up-to-date course management software and wireless connectivity on both campuses allows instructors to incorporate online research and sources, virtual experiences, and video conferencing.
- E. *Adult Learning*: In the Accelerated Learning Program, adult students are responsible for their own education. The role of staff and instructors is to facilitate students' exposure to learning experiences; students are responsible for assimilating the information. The program provides appropriate learning opportunities; students must decide how these opportunities will be used.

# Fundamentals of Accelerated Learning

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Medaille College's Accelerated Learning Program designed our non-traditional education on these fundamental concepts:

- the use of academically qualified business professionals to teach courses which integrate theory and practice in a meaningful way;
- emphasis on an instructional model that uses small groups of experienced adults in collaborative learning situations to solve management problems;
- reliance on self-directed learning and highly motivated adult learners;
- a standardized sequence of courses and established curriculum that is regularly reviewed and updated by Medaille faculty and other business professionals;
- special emphasis on meeting individual student needs; and
- a commitment to innovation and non-traditional instructional methods and technology.

## Collaborative Learning Teams

Learning teams are such an integral part of the Accelerated Learning Program's non-traditional learning environment that they warrant their own Handbook. The *ALP Guide to Collaborative Learning Teams* provides techniques and guidance for making the most of collaborative learning. Students in ALP's evening programs meet half of their seat time requirement through learning team meetings, which involve significant and interactive tasks and outcomes. Group activities account for a significant portion of student grades in all programs, yet each student must also demonstrate individual competence. Collaborative learning teams provide a wealth of benefits for students, including increased proficiency at teamwork, problem solving, interpersonal skills, listening, creative thinking, and leadership.



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## SECTION 2

# PROGRAM DESCRIPTION

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### A. Program Summary

Our Bachelor of Business Administration (BBA) and Associate in Science in Business (ASB) degrees and Computer Crimes Investigation (CCI) certificate are designed for highly motivated, non-traditional students. Our students may be working adults who have acquired learning through career experiences, professional or military schools, college or university courses, and in-service training; they may also be students of a more traditional age who are simply interested in completing their degree requirements in an accelerated manner.

ALP bachelor degree business programs are offered in two formats: the Fast Forward day program and the ALP evening programs. In both formats students become members of a learning community with whom they complete a pre-determined sequence of courses. In the ALP evening program, the learning community/cohort is enhanced by a structured learning team, in which half of the student's educational activities occur. ALP evening students are enrolled in one four-credit, seven-week course at a time and progress through a lockstep sequence of courses. The daytime Fast Forward students may enroll in up to four four-credit courses during each fourteen-week semester. An online capstone/internship course is spread across three semesters and may be taken consecutively with four on-ground courses. If students desire to work at this pace, they can complete the requirements for a BBA in one calendar year.

Students who enter the BBA program with zero transfer credits and students in the ASB and ASB R2 programs will be enrolled in the Track sequence of courses; each Track cohort may include students from a variety of programs and is identified as a TRK cohort. The BBA Core refers to a 52-credit degree completion course sequence: BBA cohorts may include both transfer students and students from TRK cohorts.

Medaille's Accelerated Learning Program offers courses that relate theory to practice. Instructional methods include mini-lectures, seminars, case studies, role-playing, and simulations. Each four-credit course is a required component of the program and should be taken in sequence.

### B. Admission Requirements

#### **ASB and BBA Programs**

Students with less than 60 transfer credits will be admitted to either the ASB or BBA degree program, depending on their educational goal, and enrolled in the Track sequence of courses. In this sequence, which includes required General Education courses and

many liberal arts and sciences courses, students may accumulate up to 68 credits. While enrolled in the Track course sequence, student cohorts will be designated as a TRK cohort, which may be comprised of students from various degree programs.

Medaille College retains all documents that have been submitted for admission purposes. They become the property of the College and are not released under any circumstances.

Admission requirements for the ASB/BBA program are as follows:

- a. A completed application for admission with a non-refundable application fee.
- b. Proof of high school graduation (e.g. diploma or transcript) or GED certificate.
- c. An overall grade-point average (GPA) of 2.0 on a 4.0 scale in previous college work for admission.

Grades of "D" will be accepted only as general or liberal arts and sciences electives (12 credit hour maximum) as long as a 2.0 GPA is maintained and each "D" grade can be balanced with an "A" or "B" from the same transcript.

In exceptional circumstances, a student with a GPA below 2.0 may be reviewed for admission. Before a transfer evaluation can be completed, a letter must be submitted to explain the reason for a grade-point average below 2.0. Grades of "D" will not be accepted for those students whose GPA falls below a 2.0 (refer to Section 5M for additional information on admission status).

- d. Submission of all **official** transcripts. (if applicable).
- e. Proof of immunization for individuals born on or after January 1, 1957.
- f. Applicants whose native language is not English must demonstrate the ability to read, write and understand English and submit evidence of proficiency in English by scoring at least 550 (paper), 80 (Internet-based), or 213 (computer) on the Test of English as a Foreign Language (TOEFL).
- g. Use of a laptop computer is a requirement for enrollment in the BBA course sequence.

*An applicant with deficiencies in some of these areas may be offered admission with appropriate evidence supporting the student's ability to succeed.*

*Admissions reserves the right to interview candidates for ALP to gain additional information about their appropriateness for the program.*

*Information about a student's past experience and performance in Medaille programs may be used in the Admissions evaluation.*



## **BBA Core Degree Completion Sequence**

Students with a significant number of transfer credits may be able to enter directly into the BBA Core Degree Completion Sequence, combining with students from TRK cohorts to form a BBA Core cohort.

Admission requirements for the BBA Core are as follows:

- a. A completed application for admission with a non-refundable application fee.
- b. Proof of high school graduation (e.g. diploma or transcript) or GED certificate.
- c. A minimum of 60 credits in transfer from an accredited institution of higher learning and/or credit earned through national testing programs, ACE military training evaluations, ACE-CCRS (American Council on Education College Credit Recommendation Services), or transcribed institutional assessment of documented learning.

In some circumstances, acceptance may be offered to a student with 54-59 transfer credits.

Medaille will accept up to 72 relevant credits from a two-year institution and 76 relevant credits from a four-year institution. Students enrolled in one of Medaille ALP's dual enrollment programs with Erie Community College or Monroe Community College may be eligible to transfer more than 72 credits. No more than 76 credits will be accepted as transfer credit.

- d. An overall grade-point average (GPA) of 2.0 on a 4.0 scale from previous college work for admission.

Grades of "D" will be accepted only as general or liberal arts and science electives (12-credit maximum) as long as a GPA of 2.0 is maintained and each "D" grade can be balanced with an "A" or "B" from the same transcript.

In exceptional circumstances, a student with a GPA below 2.0 may be reviewed for admission. Before a transfer evaluation can be completed, a letter must be submitted to explain the reason for a grade-point average below 2.0. Grades of "D" will not be accepted for those students whose GPA falls below a 2.0 (refer to Section 5M for additional information regarding admission status).

- e. Admission of all **official** transcripts.
- f. Proof of immunization for individuals born on or after January 1, 1957.
- g. Applicants whose native language is not English must demonstrate the ability to read, write and understand English and submit evidence of proficiency in English by scoring at least 550 (paper), 80 (Internet-based), or 213 (computer) on the Test

of English as a Foreign Language (TOEFL).

- h. Use of a laptop computer is a requirement for enrollment.

*An applicant with deficiencies in some of these areas may be offered admission with appropriate evidence supporting the student's ability to succeed.*

*Admissions reserves the right to interview candidates for ALP to gain additional information about their appropriateness for the program.*

*Information about a student's past experience and performance in Medaille programs may be used in the Admissions evaluation.*

### **Computer Crimes Investigation Certificate Program**

Admission requirements for the CCI program are as follows:

- a. A completed application for admission with a non-refundable application fee.
- b. Proof of high school graduation (e.g. diploma or transcript) or GED certificate.
- c. Submission of **official** transcripts for any previous college work.
- d. Proof of immunization for individuals born on or after January 1, 1957.
- e. Work experience in a related field.
- f. A current resume.
- g. Submission of one professional letter of recommendation from a person qualified to judge the applicant's professional expertise, character and capacity for college-level study. (A recommendation from a work colleague is advised; character references are not accepted.)
- h. Applicants whose native language is not English must demonstrate the ability to read, write and understand English and submit evidence of proficiency in English by scoring at least 550 (paper), 80 (Internet-based), or 213 (computer) on the Test of English as a Foreign Language (TOEFL).

*An applicant with deficiencies in some of these areas may be offered admission with appropriate evidence supporting the student's ability to succeed.*

*Admissions reserves the right to interview candidates for ALP to gain additional information about their appropriateness for the program.*

*Information about a student's past experience and performance in Medaille programs may be used in the Admissions evaluation.*

## C. Transfer Policy

Medaille College will accept up to 72 relevant credits in transfer from a two-year institution and up to 76 relevant credits from a four-year institution. Certain exceptions have been established as part of articulation agreements with specific schools. Students enrolled in one of Medaille ALP's dual enrollment programs with Erie Community College or Monroe Community College may be eligible to transfer more than 72 credits.

No more than 76 credits will be accepted in transfer credit toward the Accelerated Learning Program BBA degree. This allows for credits in general education, liberal arts and sciences, and general electives that are applied toward the student's degree completion plan, as well as two potential course waivers within the BBA course sequence.

A course-by-course evaluation is performed by SAGE Registrar/Student Services. Each student will then meet with Student Services to discuss how transfer courses may be applied to the Degree Completion Plan (DCP). All students must participate in this mandatory degree audit to insure that specific graduation requirements are met.

## D. Graduation Requirements

Graduation from the College with the award of the appropriate degree or certificate will be granted upon fulfillment of the following general requirements:

- a. The student must complete all prescribed courses in a specific program and sufficient elective credits to make up the minimum total required credit hours with a cumulative grade point average of at least 2.0. A minimum 2.0 grade point average is also required of students in their major (core and elective courses).
- b. The student must earn his/her final 30 credits at Medaille if enrolled in a bachelor's degree and his/her final 15 credits at Medaille if enrolled in an associate degree program.
- c. All College property on loan to the student must be returned in satisfactory condition to the College and all financial obligations to the College must be met prior to degree conferral and transcript release.

Specifically, to earn the Bachelor of Business Administration degree, students must complete the following:

- A total of 120 semester credits (which include at least 42 liberal arts and sciences credits) with a minimum cumulative GPA of 2.0.
- A designated sequence of required courses that make up the BBA program; at least 44 credits must be earned at Medaille.
- A final 30 credits earned at Medaille. Students wishing to take non-Medaille

credits must have prior approval from Registrar/Student Services.

To earn the Associate in Science in Business degree, students must complete the following:

- At least 60 semester credits (which include at least 31 liberal arts and sciences credits) with a minimum cumulative GPA of 2.0.
- A final 15 credits earned at Medaille. Students wishing to take non-Medaille credits must have prior approval from Registrar/Student Services.

Before degrees are awarded, students must apply for graduation, complete payment of all tuition and fees, and return in satisfactory condition to the College all College property on loan to the student. To determine the fees associated with your diploma or certificate, please contact Student Services; information on degree and certificate application can be found in Section 5X.

Any person who wishes to participate in the annual commencement, held during the month of May each year must complete all academic requirements for graduation in order to participate, except for (1) those students in the process of completing requirements in the semester during which commencement takes place and (2) those students lacking their last one or two courses who, prior to the ceremony, register to take those outstanding credits during the Summer Session of their graduation year.

## E. General Education Requirements

General Education requirements are detailed on each student's degree completion plan and should be reviewed with his/her advisor prior to starting the program.

If additional credit hours are required to reach 120 credit hours, including the fulfillment of general education requirements, they may be obtained in the following ways:

- *Take 5* online electives
- Additional Medaille College courses
- Traditional college courses from regionally accredited institutions
- Online college courses from OCICU or other regionally accredited institutions
- Credit for Prior Learning
- Challenge Exams
- Credit by Examination - RCE, CLEP, DSST
- Independent Study

It is strongly recommended that degree requirements be completed within a year of finishing the BBA program. However, if a student has outstanding credits to complete following the completion of the BBA Program, **he/she must complete at least one 3-credit hour course per year to maintain an active enrollment status with Medaille. If one year lapses in which the student does not complete a 3-credit hour course, he**

or she may be subject to new admission and graduation requirements, as well as new tuition pricing levels, and will be required to reapply for admission to the program.

## F. The Curriculum: Course Sequences

### **ASB/BBA Track Course Sequence Evening Program**

**68 Credits**

*All courses are 4 credits, 7 weeks.*

ENG 111	Writing Effective Essays
MGT 112	Fundamentals of Management
GEN 111	Critical and Academic Thought
PHI 190	Ethical Issues for Today
MAT 121	Mathematical Applications
MGT 231	Human Resource Fundamentals
ENG 201	Writing the Research Paper
CIS 118	Computer Skills and Applications
GEN 241	Scientific Methods and Discovery
GEN 221	Cultural Interactions: Early American Experiences
ENG 206	Literature and Society
PSY 101	General Psychology
ACC 110	Accounting Concepts
MGT 265	Negotiation and Consensus
HIS 251	Perspectives: The World Today
GEN 231	Creativity and Expression
SPE 242	Public Speaking: Skills and Techniques
HIS 281	History of American Business

### **ASB R2 Track Course Sequence Evening Program**

**68 Credits**

*All courses are 4 credits, 7 weeks.*

ENG 111	Writing Effective Essays
MGT 112	Fundamentals of Management
GEN 111	Critical and Academic Thought
MAT 113	Introductory Algebra
PHI 190	Ethical Issues for Today
MAT 121	Mathematical Applications
MGT 231	Human Resource Fundamentals
ENG 201	Writing the Research Paper
CIS 118	Computer Skills and Applications
GEN 241	Scientific Methods and Discovery
GEN 221	Cultural Interactions: Early American Experiences
ENG 206	Literature and Society
ACC 110	Accounting Concepts

MGT 265	Negotiation and Consensus
HIS 251	Perspectives: The World Today
GEN 231	Creativity and Expression
SPE 242	Public Speaking: Skills and Techniques
HIS 281	History of American Business

**BBA Core Course Sequence** **52 Credits**  
**Evening Program**

*All courses are 4 credits, 7 weeks.*

GEN 300	Critical Thinking and the Adult Learner
MGT 310	Contemporary Management and Leadership
ACC 304	Current Issues in Financial Accounting
ENG 361	Advanced Business Report Writing
MAT 203	Statistics for Today's Businesses
MKT 346	Managing the Marketing Function
ECO 301	Concepts in Economics
BUS 301	Legal and Ethical Issues in Business
FNS 203	Principles of Finance
MGT 366	Organizational Development and Behavior
ACC 315	Accounting Analysis and Decision Making
BUS 445	Case Studies in Global Strategy
BUS 476	Business Strategy Capstone

**BBA Core Course Sequence** **52 Credits**  
**Fast Forward Day Program**

*All courses are 4 credits, 14 weeks, except the Capstone sequence.*

GEN 303	Critical Thinking and Learning
MGT 310	Contemporary Management and Leadership
ACC 304	Current Issues in Financial Accounting
ENG 361	Advanced Business Report Writing
MAT 203	Statistics for Today's Businesses
MKT 346	Managing the Marketing Function
ECO 301	Concepts in Economics
BUS 301	Legal and Ethical Issues in Business
FNS 203	Principles of Finance
MGT 366	Organizational Development and Behavior
ACC 315	Accounting Analysis and Decision Making
BUS 445	Case Studies in Global Strategy
BUS 470	Business and Strategy Capstone 1 (1 credit)
BUS 471	Business and Strategy Capstone 2 (1 credit)
BUS 472	Business and Strategy Capstone 3 (2 credits)

**CCI Course Sequence** **16 Credits**

*The first four courses are 3 credits, 5 weeks. CRJ 480X is 4 credits, 7 weeks.*

CIS 120	Computer Applications
CRJ 180	Intro to Computer Hardware and Operating Systems

CRJ 280	Computer Forensics: Electronic Media as Evidence
CRJ 380	CCI: Evidence, Law and Investigative Techniques
CRJ 480	Topics in CCI: Computer Networks and the Internet

## G. The Curriculum: Course Descriptions

### ASB/BBA TRACK COURSES

#### **ACC 110**

##### **Accounting Concepts**

*4 credits*

This course is an introduction to the principles of accounting with emphasis on preparation and analysis of the four primary financial statements. Topics covered include the accounting equation, the accounting cycle, internal controls, account classifications, and use of accrual accounting to record and analyze transactions related to revenues, expenses, dividends, assets, liabilities and owners' equity. Basic managerial accounting concepts will be introduced. Ethical issues and the influence of FASB, IMA, and the SEC will be explored.

#### **CIS 118**

##### **Computer Skills and Applications**

*4 credits*

This skill-based introduction to the personal computer develops specific skills in the types of standard application software used in most organizations. Instruction includes the introduction of a graphical user interface (GUI), computer word processing, spreadsheets, and database management along with graphics, telecommunications and other pertinent topics such as computer ethics.

#### **ENG 111**

##### **Writing Effective Essays**

*4 credits*

Developed for the returning adult student, this course enables students to assess, critique, and hone their college-level composition skills, developing the ability to write effectively. It assists students to make judgments regarding content, organization, structure, and mechanics, focusing on the production of relevant, clear, and concise student essays. Research and revision are emphasized. Students will compile and evaluate a portfolio of their writings, including a self-assessment.

#### **ENG 201**

##### **Writing the Research Paper**

*4 credits*

This second course in the ALP writing sequence develops students' skills in thinking and in writing analyses, using subject matter from across the curriculum. Each writing assignment requires research and writing from sources. Students will produce a formal research paper and a portfolio of their writings, including a self-assessment. Several writing diagnostics will be administered to help students identify and correct individual writing weaknesses.

#### **ENG 206**

##### **Literature and Society**

*4 credits*

This course introduces students to the basic literary forms, techniques, and processes used in

poetry, drama, and the short story while examining the relationship between literature and society. Students will read and discuss selections from European and American literature, as well as selected classical and religious texts that have contributed to the development of Western Literature.

### **GEN 111**

#### **Critical and Academic Thought**

*4 credits*

This course is designed to provide adult students with an introduction to the expectations and opportunities of college-level study. Throughout the course, critical thinking, problem solving, and communication skills are emphasized in the exploration and evaluation of significant ideas. In addition, the course specifically addresses the academic, study, personal, and interpersonal skills required for success in accelerated learning situations. Students will also participate in and evaluate group learning interactions.

### **GEN 221**

#### **Cultural Interaction: Early American Experiences**

*4 credits*

This course examines the ways in which the widely divergent cultures of seventeenth and eighteenth century North America interacted with each other and with their specific environments. The course uses historical, anthropological, social, economic, and political perspectives to develop a more sophisticated understanding of the American past, and the complex nature of global cultural interactions of which the colonial American experience is an example.

### **GEN 231**

#### **Creativity and Expression**

*4 credits*

This course explores forms of creative expression in visual, performing, and literary arts. Students will critically examine a variety of works of art, using accepted terminology to describe them, while acquiring perspective about these works and the interrelationships among them. In addition, through exploring, developing, and demonstrating their creativity in one art form, students will enhance their understanding of artistic expression.

### **GEN 241**

#### **Scientific Methods and Discovery**

*4 credits*

This course is an inquiry into the process of scientific discovery, its methodology, development, relationship with technology, and role in modern society. By exploring aspects of scientific inquiry, students will develop a critical awareness of scientific and technological issues, methods, and critical processes.

### **HIS 251**

#### **Perspective: The World Today**

*4 credits*

This course provides a global perspective on the forces uniting to shape the post-modern world. In particular, the impact of Western and non-Western societies upon each other is illuminated through an historical, cultural, and social examination of Chinese, Indian, and African states. This course highlights the re-emergence of traditional societies in an age of fluid communications.



**HIS 281****History of American Business***4 credits*

This course traces the development of American business from colonial times to the present, analyzing the emergence of American economic and management theories in conjunction with historical events and developments. Students will examine contemporary managerial thought as a result of a long development which was influenced by major events in the history of the United States.

**MAT 113****Introductory Algebra***4 credits*

This course review the structure of algebra, including numbers and their properties, exponents, equations and inequalities, polynomials, functions and graphs.

**MAT 121****Mathematical Applications***4 credits*

This course provides an introduction to the basic mathematical concepts, techniques, and applications associated with the fields of business and management. Topics include the algebra of linear equations, graphing, compound interest, set theory, and mathematical reasoning.

**MGT 112****Fundamentals of Management***4 credits*

This course serves as a basic introduction to the study of management. Students will study the managerial environment and the processes of planning, organizing, leading, motivating, and controlling. These fundamental principles are examined using current events and practices in the business environment. The course will emphasize management in the 21st century as it faces the challenges of globalization, diversity, technology, social responsibility, and ethics.

**MGT 231****Human Resource Fundamentals***4 credits*

This course examines the functions of human resource management within a business environment. Emphasis is placed upon the effective management of employees as a means of achieving organizational goals. Topics to be covered include the legal environment of human resources, planning personnel needs, recruitment and employee selection, performance evaluation, employee motivational strategies, training and development, benefits management, compensation analysis and administration, labor relations in a union environment, safety and health, employee termination, ethics, diversity, and the impact of globalization and technological changes.

**MGT 265****Negotiation and Consensus***4 credits*

This course examines two common methods used to resolve conflicting interests: negotiation and consensus building. Students are introduced to a range of effective organizational communication tools, including negotiation, consensus facilitation, and dispute resolution practices. Students will become aware of their own and other's behavior in conflict situations and the effect or response that their communication has on others. Students will participate in a variety of negotiation cases, role plays, and communication exercises that illustrate different

conflict resolution styles and strategies.

### **PHI 190**

#### **Ethical Issues for Today**

*4 credits*

This course examines the ways in which ethical philosophies affect our day-today choices and decisions. Various theories of ethics and morality are analyzed; students apply concepts to case studies, simulations, and real world situations. Students analyze their personal values, articulate a personal moral code, examine the role of ethics in today's professions, and define and defend right and wrong behavior. Course concepts include normative and applied ethics, the history of moral philosophy, and major figures and theories.

### **PSY 101**

#### **General Psychology**

*4 credits*

This course provides an introduction to the science of psychology, including how psychological data are gathered and applied to everyday life. Topics covered include the amazing brain, intelligence and thinking, learning and memory, social psychology, motivation, emotions and stress, personality and psychopathology, the senses and perception.

### **SPE 242**

#### **Public Speaking: Skills and Techniques**

*4 credits*

This course provides the foundation in public communication required for professional success in contemporary business. Topics include formal, informal, rehearsed, and extemporaneous speeches; preparing an effective presentation; group speech delivery; techniques for overcoming anxiety and elevating self confidence; and videotape and written feedback evaluation strategies.

## **BBA CORE COURSES**

### **ACC 304**

#### **Current Issues in Financial Accounting**

*4 credits*

Financial accounting focuses on the creation and use of financial information for external reporting requirements. Emphasis is placed on using corporate financial statements to evaluate organizations and understand the impact of managerial decisions. Accounting transactions and financial statements will be prepared using Generally Accepted Accounting Principles (GAAP).

### **ACC 315**

#### **Accounting Analysis and Decision Making**

*4 credits*

This course provides students with an understanding of how to use accounting information in the decision making process as well as the kinds of information found outside of traditional accounting systems that can be drawn upon to improve the quality of financial analysis and decision making. Topics include cost systems, budgeting, evaluation and control, performance measurement, human resource management, strategic planning (including game theory), forecasting, managing intellectual property, and costing and pricing challenges in an information-based economy. Throughout the course there is an emphasis on the role of ethics in decision making, internal control, and global interactions.

**BUS 301****Legal and Ethical Issues in Business***4 credits*

This course provides a comprehensive look at the legal and ethical issues which shape modern business, integrating concepts from law, ethics and current management practice. Students will review government regulation, business structures, legal concepts, professional codes of conduct, individual personal value conflicts, and corporate values, morals, and ethical codes. Although the course focuses on the American corporation, international law and business transactions are covered as well. Extensive use of case studies will help students to integrate legal and ethical concepts with practical business applications.

**BUS 445****Case Studies in Global Strategy***4 credits*

This course examines the strategies, competencies, policies, and procedures used to compete in a global business environment. Through in-depth study of the macro and micro-environments and the internal core competencies of an approved company, students will examine how a strategy can be crafted to build and maintain a competitive advantage. The forces which drive and control international business will be identified and their impact on conducting business in foreign countries analyzed. Through case study analysis, students will apply the material; in a final international business case, students will assess the overall success of a business venture and offer recommendations for long-term viability.

**BUS 470****Business and Strategy Capstone I***1 credit*

This Fast Forward course introduces the student's capstone experience. Online activities lead the student to evaluate and improve his/her resume and interviewing techniques. At the same time, students will engage in online discussion of current business readings and case studies to become familiar with the fundamentals of business strategy. This course is offered only in conjunction with BUS 471 and BUS 472.

**BUS 471****Business and Strategy Capstone II***1 credit*

This Fast Forward course introduces the fundamental concepts of business strategy. Students engage in online analysis of current readings and case studies on business strategy: student teams participate in an online business strategy simulation. This course is offered only in conjunction with BUS 470 and BUS 472.

**BUS 472****Business and Strategy Capstone III***2 credits*

This Fast Forward course concludes the students' capstone experience. At the same time, student teams will participate in an online business strategy simulation. This course is only offered in conjunction with BUS 470 and BUS 471.

**BUS 476****Business Strategy Capstone***4 credits*

This Capstone course integrates the knowledge and skills learned in the previous BBA courses, asking students to demonstrate integrative thinking and the ability to transfer theoretical

knowledge from one setting to another. Using a business simulation, each group will apply theory to real situations, analyze data statistically, employ appropriate problem-solving methodologies, and function effectively as a team. Each group will analyze its progress in a series of written and oral reports. Each student will evaluate his/her own growth and development through the BBA program in a series of reflective written and oral essays.

### **ECO 301**

#### **Concepts in Economics**

*4 credits*

This course presents basic micro- and macro-economic concepts and methods used to formulate and solve problems. Topics include demand and supply theories, production, profit maximization, pricing in different market structures, income determination, labor markets, international trade, aggregate demand and supply, and fiscal and monetary policy with an emphasis on how policy influences decisions made by management.

### **ENG 361**

#### **Advanced Business Report Writing**

*4 credits*

This course teaches advanced critical thinking and writing skills for application in academic, business, and professional contexts. Students will produce professional and academic reports that are print-ready, coherent, and cohesive. Emphasis is placed on honing the students' skills in written, verbal, and electronic communication, producing an accomplished writer who is practiced in the conventions of written English and professional communication. Students produce a portfolio in both print and web-based media that will include an advanced research report and a proposal.

### **FNS 203**

#### **Principles of Finance**

*4 credits*

This course is an introduction to the theoretical and practical uses of financial management principles with emphasis on financial analysis, decision making, and communication. Topics covered include financial ratios, along with concepts of risk, return and value. Emphasis is also placed on working capital management, cost of capital, capital structure, and long-term financing strategies.

### **GEN 300**

#### **Critical Thinking and the Adult Learner**

*4 credits*

This course provides an introduction to the expectations and methodology of the Accelerated Learning Programs. Through readings, discussion, and writing assignments, the course examines critical thinking and communication skills as they are used in the analysis of significant ideas. In addition, the course specifically addresses self-directed and collaborative learning, the role of communication in conflict resolution, the conventions of academic research, an introduction to Medaille's General Education themes, and the study and personal skills required for success as an adult student. Study group formation, library orientation, and learning style assessment are also included.

### **MAT 203**

#### **Statistics for Today's Businesses**

*4 credits*

This course presents an introduction to data collection and interpretation, descriptive and inferential statistics, sampling, hypothesis testing, and probability distribution as they apply to

business planning and decision making. Emphasis is placed on the use of statistical software for data analyses and the ethical uses of statistics.

### **MGT 310**

#### **Contemporary Management and Leadership**

*4 credits*

This course examines the distinct traits and roles of leaders and managers, as well as the impact of each on successfully organizing and directing a business. The role of vision, commitment, empowerment, and emotional intelligence in leadership will be analyzed and applied to various corporate situations. Traditional and contemporary management theories, a systems approach to problem solving, and the four major roles of managers will be studied and applied. A review of current management practices, including Total Quality Management and Six Sigma, will afford insights into improving overall productivity and enhancing strategic advantage. Working individually and as groups, students will apply course content to both their current business roles and to pertinent case studies.

### **MGT 366**

#### **Organizational Development and Behavior**

*4 credits*

This case-study based course uses systems thinking to apply advanced organizational behavior concepts to real world problems and situations. Students will be asked to analyze the global implications of organizations, to distinguish between a business and the organization that conducts that business, and to develop proficiency in motivation and the creation of win-win environments. Students will use “framing” in decision-making models, analyze the traits of a learning organization perspective, and review the historical foundations of organizations. Ongoing individual assignments require synthesis of course concepts, as students act as an internal consultant to the CEO, recommending and evaluating various actions and their consequences.

### **MKT 346**

#### **Managing the Marketing Function**

*4 credits*

This course examines the strategic role of marketing and the decision making role of marketing managers. Emphasis is placed on how the organization seeks to understand its customers while serving increasingly diverse markets. The course is designed to enhance the student's ability to make ethical, comprehensive decisions about product distribution, product promotion, and pricing issues. The use of modern technology is explored through e-business, the Internet, globalization, and evolving and new media sources.

## **COMPUTER CRIMES INVESTIGATION CERTIFICATE COURSES**

### **CIS 120**

#### **Computer Applications**

*3 credits, 5 weeks*

This course assesses student computer literacy, as it will be used in subsequent CCI courses. Demonstrated skills in standard application software are required, including graphical user interface (GUI), computer work processing, spreadsheets, and database management, along with graphics and telecommunications. Student proficiency will determine the level of instruction;

questions of ethics, the role of technology in today's culture, and study group formation are also highlighted.

### **CRJ 180**

#### **Intro to Computer Hardware and Operating Systems**

*3 credits, 5 weeks*

Providing an introduction to the IBM-based personal computer and its DOS and Windows-based operating system, this course is designed for students who may eventually specialize in computer-related investigations. Students will demonstrate an intermediate working knowledge of computer hardware and the basic operating systems of DOS and Windows. The course will focus on the creation, maintenance, and destruction of data stored in electronic form, and will provide an understanding of the significance of this data as possible evidence in criminal investigations.

### **CRJ 280**

#### **Computer Forensics: Electronic Media as Evidence**

*3 credits, 5 weeks*

This course provides an introduction to evidence collection, preservation, examination and presentation in an investigation involving electronic media for the student who may eventually specialize in computer-related investigations. The course will provide a working knowledge of the seizure of computers and other evidence in electronic form. Course activities will focus on the preservation and examination of data stored in electronic form, providing an understanding of the significance of this data as possible evidence to criminal investigations.

### **CRJ 380**

#### **CCI: Evidence, Law and Investigative Techniques**

*3 credits, 5 weeks*

This course will focus on the investigation of computer crime, applying previously acquired skills in collecting and examining digital and electronic evidence to the use of this evidence in both civil/administrative and/or criminal investigations. The significance and application of investigative techniques and procedures for criminal and non-criminal investigators will be examined. Investigative techniques such as interviewing, surveillance, and warrant execution also will be applied to investigations involving electronic evidence. Students will become thoroughly familiar with the current issues of computer crime investigation.

### **CRJ 480**

#### **Topics in CCI: Computer Networks and the Internet**

*4 credits, 7 weeks*

This course will focus on the relationship of networks (and by extension, the Internet) to computer crime. The student will learn how to apply the previously acquired skills of collecting and examining electronic evidence to the use of this evidence in a criminal investigation which involves a computer network and/or the Internet. The course will also examine issues related to the detection, investigation and prevention of network intrusions.

## **TAKE FIVE ONLINE ELECTIVES**

### **ART 115E**

#### **Art and the World**

*4 credits/ Online*

This course presents a global view of the major epochs of human experience and major events of historical and cultural significance from the European Renaissance to the present. Works of art examined in context offer insight into the ways that people in different times and places have explored their relationship with other human beings, nature, and specific social development, and have defined meaning and value in existence.

### **BIO 150E**

#### **Environmental Studies**

*4 credits/ Online*

This course provides an introduction to ecological theory, natural and man-made environmental problems and human population dynamics. The interaction of science and society in creating and solving natural and man-made environmental problems is emphasized. Students are challenged to question their own attitudes concerning man and nature and the future course of global environmental direction.

### **ENG 260E**

#### **Persuasive Writing in Today's World**

*4 credits/ Online*

This course is a study of persuasive and ethical written communication - in the workplace, in the marketplace, and in interpersonal communication. Students will use proven techniques of effective writing such as purpose, scope, audience, thesis development, and structure to explore argument and opinion. Course topics include evaluating persuasive strategies and attitudes as well as the approaches and techniques of argument; students will apply their learning to a variety of business communication tools including essays, web-based messages, speeches, advertisements, and proposals.

### **HIS 152E**

#### **Twentieth Century United States History**

*4 credits/ Online*

This survey course is an exploration of United States history throughout the twentieth century, including both national politics and foreign affairs. Students will trace the emergence of modern America, focusing on the issues, institutions, and players that shaped the century. The course looks for what is unique in the American historical experience, placing historical events in a global context. Students will research in depth one event or issue from twentieth century America.

### **HIS 250E**

#### **World Systems**

*4 credits/ Online*

This course provides a global perspective on the forces uniting to shape the post-modern world. In particular, the impact of Western and non-Western societies upon each other is illuminated through an historical, cultural, and social examination of Chinese, Indian, and African states. This course highlights the reemergence of traditional societies in an age of fluid communications.





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## SECTION 3

# ACADEMIC ALTERNATIVES

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### A. Overview

Medaille College recognizes that adult students may possess knowledge and experiences distinguishing them from the traditional college student. Therefore, Medaille College offers students the opportunity to obtain credit for this knowledge and those experiences through Academic Alternatives.

The Academic Alternative process deals solely with college-level knowledge obtained outside the accredited classroom. This includes, for example, formal learning gained through successful completion of course work sponsored by business, military, and government institutions; it also may include, for example, knowledge obtained through career experiences, business experiences, and volunteer work.

The most essential thing to keep in mind about Academic Alternatives is that credit is not awarded for experience (no matter how sophisticated) but for the **student's ability to demonstrate that these experiences, knowledge, and/or skills are comparable to what is required within Medaille College's degree programs and courses.**

For enrolled Medaille students, the primary avenues for Academic Alternatives are Prior Learning Assessment and Challenge Exams.

The total number of credits earned through any of the following academic alternatives or combination thereof cannot exceed 60 for the baccalaureate degree or 30 for the associate degree. Accelerated Learning Program students should contact their Academic Advisor for their specific degree requirements. All students working toward the bachelor's degree must earn the last 30 credits in course work at Medaille; for the associate degree, the last 15 must be earned at Medaille. Please note that no more than two courses in the BBA or ASB programs may be deferred or waived based on prior learning assessment or any other academic alternative.

### B. Options

#### 1. Prior Learning Assessment (PLA)

The College recognizes the educational value of and awards credit for many types of life experience related to its degree programs. Each program may decide which of its requirements may be fulfilled by PLA. No student will be allowed to receive

credit for Prior Learning Assessment to replace a course in which a failing grade was earned. Students applying for such credit must be matriculated at Medaille either part-time or full-time before application. Credits for Prior Learning Assessment are considered transfer credits. Each student applying for PLA prepares, in consultation with the Portfolio Advisor, a portfolio showing evidence in support of the application. A Faculty Evaluator reviews the portfolio submitted and makes a recommendation to the Vice President for Academic Affairs regarding credit. The schedule of fees is listed in the PLA Application Packet. More information and application packets can be obtained from Student Services or the PLA Portfolio Advisor.

**Deadlines for Prior Learning Assessment:**

Application for PLA:                    Must be submitted at least two months before completion of BBA Program.

Submission of Portfolio:            At least one month before conferral date (May 31, June 30, August 31, or December 31.)

Prior Learning Assessment portfolios are accepted at any time during the year. However, *PORTFOLIOS MUST BE COMPLETED WITHIN ONE YEAR OF THE DATE ON THE OFFICIAL LETTER FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS ASSIGNING THE FACULTY EVALUATOR.*

2.      **Challenge Exams**

Any student enrolled at Medaille College may apply for Challenge Exams. Student Services will have a list of available exams from department chairpersons. No student will be allowed to take a Challenge Exam to replace a course in which a failing grade was earned. The College does not guarantee that a Challenge Exam will be available for a particular course in any given semester. In general, the College will not offer tests already offered through the College Level Examination Program. A student successfully completing a Challenge Exam receives credit; no grade is issued. Challenge exam credit is considered residential credit.

Application packets are available from Student Services. A non-refundable and non-transferrable fee of \$100 for each Challenge Exam should be submitted with the completed application. The student will receive notification from ALP administration that his application and payment have been processed; exams may not be scheduled until that time. Students must complete the challenge exam within one year of the date on his/her approval letter. A test for any particular course will be given only once to an individual student

### **Deadlines for Challenge Exams:**

Prior consultation with Student Services is required before any application for challenge exams will be accepted.

A. For a course **within** a student's program:

The exam for the course being challenged must be filed for at least two weeks prior to and taken by the conclusion of the scheduled course in the student's respective cohort. Most Accelerated Learning Program courses may not be challenged. Students may challenge CIS 116 to meet their entry-level computer requirement.

B. For a course **not** in the student's BBA or ASB program (or for Buffalo Campus courses):

The exam must be filed for and taken one month prior to respective degree conferral deadlines (May 31, June 30, August 31, or December 31).

### 3. Independent Study

An independent study is a student's self-directed pursuit of academic expertise in collaboration with a faculty mentor. Independent studies require a rigorous search into a specified body of knowledge in which the course content, learning activities, and evaluative criteria are developed by the student in collaboration with the instructor. Students with a GPA above 2.70 who have demonstrated the ability to pursue a topic in an academically rigorous manner are eligible to enroll in an independent study; interested students should apply through Student Services.

### 4. Other Academic Alternatives

Medaille offers on-site paper-and-pencil, as well as on-line, DSST (DANTES Subject Standardized Test) exams; students pay a fee of \$140 for each examination. All other academic alternatives are options taken at other institutions and are eligible for possible transfer credit at Medaille. They are as follows: Excelsior College Examinations, CLEP (College Level Examination Program), AP (Advanced Placement), ACE CCRS (American Council on Education College Credit Recommendation Services), and ACE/Military.

The College records will indicate that transfer credit has been earned and from which source. The number of credits to be accepted will be determined on an individual basis. Credit by examination granted through other colleges will be subject to review by the Vice President for Academic Affairs. Additional information can be obtained from Student Services.

## 5. Cross-Registration

Medaille College belongs to the Western New York Consortium of Higher Education, which permits full-time students to register for individual courses in any of the participant colleges or universities. A student may only cross-register for one course per semester. Cross-registration is valid only during the fall and spring semesters. There is no additional tuition for courses taken through the Consortium, provided the student's total class load does not exceed 18 hours, at least 12 of which are being taken at Medaille. Students are responsible for the cost of books and any associated college fees. Forms for cross-registration are obtained from Student Services.

## 6. Registration at Alternate College

A Medaille student who has been accepted as a matriculated student may take course work from another college if he/she has prior written approval from his/her advisor and department chairperson. The form to request this permission is available from Student Services. The student must receive a grade of "C" or better to transfer. The permission is granted on a course by course basis for each course taken at an alternate college. (Note: For a bachelor's degree, a student must earn the final 30 credit hours at Medaille; for an associate degree, the final 15.) Upon completion of the course, the student must request an official transcript be sent to Medaille.

## 7. Work-based training programs

Students can receive credit for work-based training programs that have been reviewed by ACE or PONSI. Dale Carnegie courses and some professional certifications are also accepted. See Student Services for more information.

Continuing Education Units (CEUs) are not accepted for credit; however, learning and documentation may be applicable for Prior Learning Assessment.

## 8. Online Courses

Through Medaille's membership in OCICU, Online Consortium of Independent Colleges and Universities, on-line courses are available for ALP students. Courses run in five- to eight-week sessions and are three credit hours each. Students should meet with their advisor to determine which course will meet their graduation requirements. Courses are offered at the student's current tuition rate. Students with a GPA of 2.7 or above can register by contacting Student Services.

Students may also enroll in any of the Take Five multi-purpose online electives offered through Medaille Online Experience (MOE). These include liberal arts and sciences electives in writing, art, history, and science.

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## SECTION 4 STUDENT SERVICES

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### A. Academic Advisement

Some undergraduate students may need additional or specific credits beyond their course sequence in order to meet graduation requirements. All students must attend an academic advising session prior to starting the program to complete their Educational Goal Plan and review their degree completion requirements. Academic advising occurs only after transcripts from all previous colleges have been evaluated and the student is officially admitted to the program. The student is notified in the advisement letter to set up an appointment with an Academic Advisor.

### B. Degree Completion Planning

Degree completion planning allows the ALP student to create a plan that enables him/her to complete all degree requirements in a timely manner. All undergraduate students are required to ascertain what general education requirements, liberal arts and sciences electives, and general elective requirements have been met. It is the responsibility of the student to make appointments with his/her advisor to assess status toward graduation. Students should schedule their mandatory advisement session prior to or during their first course to complete the Educational Goal Plan. Both evening and Fast Forward students in the BBA Core sequence must schedule a mandatory advisement session midway through their program. Failure to do so may result in a delayed graduation date.

Student Services will assist the student in the development of an Educational Goal Plan and explain all available options for earning credits toward the degree requirements. Options include supplemental courses and programs offered at Medaille College, national testing programs, unique offerings at other colleges, and assessment of prior documented and experiential learning. The purpose of educational goal planning is to assist students in selecting those options which are most appropriate for attaining a degree through the Accelerated Learning Program at Medaille.

### C. Textbooks and Course Materials

Textbooks and materials for ALP evening students are delivered to the student if fee payments have been completed in accordance with the payment policies of Medaille College and if immunization requirements have been met. If a student is absent from any session during which materials are delivered, it is the student's responsibility to contact the branch campus administrative office to obtain his/her course materials.

Fast Forward students may purchase their texts through Medaille's on-ground or online bookstore. Contact the online bookstore at: [www.medaille.bkstr.com](http://www.medaille.bkstr.com).

## D. Library Services

The Medaille College Libraries are headquartered at the Buffalo Campus and maintain a qualified library staff to help with research needs, reserve information, or materials. A valid college ID card is necessary to take books out of the library. Hours may vary seasonally; additional information on library hours is available in the Appendix. Please call the Buffalo Campus library at (716) 880-2283 with your questions.

Amherst Campus Library provides regularly scheduled hours when librarians are available at the Wilson Road facility to assist groups and individuals. Hours are posted on the door of the Library Resource Room, Room 131.

Rochester Campus Library is located in the South Winton Road facility. Staffed by Medaille librarians, the library is open from 5:00pm until 9:00pm, Monday through Thursday, and 8:30am until 12:30pm on Saturdays. Research assistance is available for individuals and groups. For more information, please contact one of the Rochester librarians at (585) 272-0030, extension 9370 or 9379.

Hours for all three libraries are available at <http://libraries.medaille.edu>. Students at both branch campuses may access Medaille library on-line resources from any computer with an Internet connection. To log in, students should use their MedailleOne username and password.

## E. Student Services Centers

### 1. Academic Support Center

The Buffalo Campus Academic Support Center offers a full range of learning services. Both peer and professional tutoring in a variety of disciplines are available at scheduled times and upon request. Computers with Internet access, study skills workshops, instructional software, learning strategy guides, and reference materials are all provided in the Buffalo Campus Center. All Medaille ALP students may use the Academic Support Center.

Regular on-site tutorial services are available at both the Amherst and Rochester campuses. Contact Academic Services in Amherst; requests made directly to tutors will not be honored. The class representative may call Academic Services to arrange tutoring for the whole cohort when appropriate.

The Rochester Academic Support Center offers tutoring in a variety of subjects, as well as boot camps and workshops for specific courses. The Writing Lab is available to students seeking assistance on class assignments, APA citation and format, or writing techniques. For more information or to schedule an appointment, contact one of the Rochester librarians or visit the website at:

<http://libraryguides.medaille.edu/ascr> .

## 2. Career Planning

Students are encouraged to take advantage of career planning and personal counseling provided on the Buffalo Campus at Medaille College, which includes a career library, full-time and part-time job listings, and group workshops. Please call for an appointment at (716) 880-2210.

### **Services Available:**

- **Career Issues:** Students who have concerns regarding their career path are encouraged to meet with a Career planning staff member. The Career staff will meet with the student to discuss their interest, goals and job market issues. Instruments may be used to help the process such as Strong Interest and/or Myers Briggs Personality Type Indicator.
- **Web page:** [www.medaille.edu/careerplanning](http://www.medaille.edu/careerplanning) Career planning's web site contains information on programs and activities planned for the semester, including recruitment events and workshop schedules. It also includes a vast amount of self-help information.
- **On-line job system:** Our on-line job system (College Central) allows students and alumni to search for job postings submitted by employers. Once registered students may post their resume for employers to view and receive weekly listings of all new posted jobs.
- **Recruitment Activities:** Each year we host a variety of networking events for our students. These events are typically held during the lunch hour or early evening to accommodate our large working student population. Visit our web site for semester events.
- **Contact Information and Office Hours:** For your convenience, a Career Planning staff member will be on the Amherst and Rochester campuses one day each week. Look for the schedule on the Career Planning bulletin board. In addition, the Buffalo Campus office is open from 8:00 A.M. to 6:00 P.M. Monday through Thursday, and 8:00 A.M. to 4:00 P.M. on Fridays. If you wish to meet with a staff member it is best to call for an appointment; later hours are available.  
**Call** (716) 880-2210.  
**email:** [ccullinan@medaille.edu](mailto:ccullinan@medaille.edu),  
**visit:** [www.medaille.edu/careerplanning](http://www.medaille.edu/careerplanning)

## 3. Counseling Office

The Counseling Office is staffed by licensed and nationally certified mental health counselors and provides free and confidential services to all enrolled Medaille students. Counseling services are designed to help students understand themselves better, resolve problems, and come to terms with difficult issues. Specific services include individual counseling, group counseling, and self-improvement workshops. Referrals to outside professionals can also be provided. Self-help materials on a wide variety of topics are disseminated by the Counseling

Center. Students may also visit the counseling website for mental health and wellness materials.

Contact Information: The Counseling Office is located in the Wellness Center on 117 Humboldt Parkway. Day and evening appointments are available. Telephone: (716) 880-2339.

#### 4. Campus Public Safety Office

The College's Campus Public Safety Office is headquartered at 2 Agassiz Circle on the Buffalo Campus. Its primary responsibility is to work proactively with students, faculty, and College departments to identify, reduce, and remove the opportunity for crime and criminal activity before it occurs.

Public Safety Officers patrol campus buildings, grounds, parking lots, and facilities, control traffic and parking as necessary, provide escorts when requested, and are responsible for the safety and security of the College community.

The Public Safety office on the Buffalo Campus is open 24 hours a day, 7 days a week. Additionally, a Public Safety Officer is on duty at the Amherst Campus on Wilson Road from 7:00am until 11:00pm, Monday through Thursday, and on Fridays and weekends when classes are in session. An officer is available at the Rochester Campus during evening class sessions from 6:30pm until 10:30pm Monday through Thursdays and Saturdays from 8:30am until 12:30pm.

Student identification cards and parking permits are available through Public Safety as well as information and literature to assist in preventing crime and victimization. Anyone encountering safety or security issues or observing criminal activity on any campus should report it immediately to the nearest Public Safety Office.

Buffalo Public Safety	(716) 880-2911
Amherst Public Safety	(716) 984-1350
Rochester Public Safety	(585) 272-0030

Medaille College annually supplies a security report containing statistics, policies, and a description of programs that promote campus safety. A copy of this report is available to all prospective students and employees and may be requested by contacting the Admissions Office, the Student Affairs Office, or the Public Safety Office. Crimes statistics are also included in the appendix of the Accelerated Learning Program Student Handbook.

#### 5. Disabilities Services

Any student with a disability who believes he/she needs accommodation(s) in



order to complete his/her course of study should contact the Coordinator of Disability Services in the Buffalo Campus Academic Support Center as soon as possible. The staff will determine what accommodations are appropriate and reasonable under the Americans with Disabilities Act. Disability Services is located on Medaille's Buffalo Campus in Huber Hall, room 107, and can be reached by phone at (716) 566-3088.

## F. Student Activities

A Student Activity Fee is charged to undergraduate students on the Buffalo Campus. This fee is used to support Student Government, the Yearbook and Newspaper, fifteen clubs and organizations and is also used to underwrite various trips and activities. Graduate and branch campus students are not assessed this fee. As a result, different prices for trips or activities are assessed for different student populations.

Amherst and Rochester Campus students can participate in approved activities by paying the Medaille College community price per event.



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## SECTION 5

# ACADEMIC POLICIES AND PROCEDURES

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### A. Program/Course Registration

Accelerated Learning Program students are registered for all courses within a specific program. No auditing of courses is allowed. A student who fails to attend or complete any course for which he or she registered will receive an "F" and be billed for the course. In order to prevent such action, the student must be placed on an official leave of absence or officially withdraw from the program. All forms are available from Student Services. To prevent being billed for a class the student must request an official leave of absence before the first class meeting. Waivers must be requested at least four weeks prior to the first class of the waived course.

### B. Class Attendance

#### ALP Evening Cohorts

Classes are held once per week for four hours. At this session, the entire class meets with the instructor. Additionally, students are expected to meet a second time during the week in small learning teams without the instructor's presence. Class and learning team attendance is **mandatory** and records are maintained in Academic Services.

Because of the nature of the Accelerated Learning Program, attendance at all class meetings and team sessions is **mandatory**. A student who misses one class meeting, for any reason whatsoever, must understand that his or her academic progress is in jeopardy. A student who has missed one class meeting, or who knows that such an absence will occur, must schedule a conference with the course instructor to detail what steps are to be taken to ensure that readings, assignments, and activities will be completed in a timely fashion. This includes any supplementary assignments which may be assigned, evaluated, and factored into the final course grade at the discretion of the instructor. The responsibility for completing all assignments rests with the student. *Failure to comply with these regulations will negatively impact the final course grade.*

*Missing more than one class meeting may be grounds for a student being dropped from the course in question.* A student who misses more than one class meeting, or who knows that such absences will occur, must contact his/her instructor to explain the absences and provide an academic rationale for approving this exception to academic policy. The Completion of Course Requirements form, which verifies the required make-up work, must be completed and signed by both the student and the instructor, then filed with Academic Services.

Any student who misses more than two of the scheduled class sessions cannot pass the

course. Students with extraordinary circumstances should contact Student Services to discuss their options. Failure to attend three consecutive class sessions will result in an administrative withdrawal, unless the student has been approved for a leave of absence.

### ALP Fast Forward Day Programs

Classes are held once per week for three hours and thirty-five minutes over a fourteen-week semester. Class attendance is mandatory and records are maintained in Academic Services.

Students enrolled in the Fast Forward program must understand the rigorous nature of the educational undertaking in which they are engaged. A student who misses a class meeting, for any reason, is responsible for the material missed. A student who has missed a class, or who knows that such an absence will occur, must meet with the course instructor to ensure that readings, assignments, and activities are completed and submitted in a timely fashion. It is the student's responsibility, not the instructor's, to initiate this conference.

If a student's absences become excessive, the instructor is required to document the student's ability to meet the course outcomes. The Completion of Course Requirements form, which verifies the required make-up work, must be completed and signed by both the student and the instructor. If a student misses more than three class sessions, a grade will not be issued without a completion of course requirement form.

### ASB R2 Evening Program

ASB R2 classes meet for two four-hour sessions each week over a seven-week period. Class attendance is mandatory and records are maintained in Academic Services.

Students enrolled in the ASB R2 program must understand the rigorous nature of the educational undertaking in which they are engaged. A student who misses a class meeting, for any reason, is responsible for the material missed. A student who has missed a class, or who knows that such an absence will occur, must meet with the course instructor to ensure that readings, assignments, and activities are completed and submitted in a timely fashion. It is the student's responsibility, not the instructor's, to initiate this conference.

If a student's absences become excessive, the instructor is required to document the student's ability to meet the course outcomes. The Completion of Course Requirements form, which verifies the required make-up work, must be completed and signed by both the student and the instructor. If a student misses more than three class sessions, a grade will not be issued without a completion of course requirement form.

### For all ALP students

For financial aid purposes it is important to designate an absence as excused. A student may do so by providing a short written explanation to Academic Services.

Medaille College subscribes to "Guidelines on Student and Religious Observance"

adopted by the Commission on Independent Colleges and Universities. Absence does not excuse a student from course work and responsibility. When a student misses a class or team meeting because of an excused absence, e.g., death of a family member, the student will not be academically penalized provided all course assignments are completed. Students who must miss an entire course due to unavoidable circumstances must arrange with Student Services for a temporary leave of absence prior to the beginning of the class. For financial aid purposes, there are specific guidelines regarding satisfactory progress and attendance requirements. (See Section 7E for more information.)

### **Emergency Class Cancellations**

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes are postponed rather than canceled. Make-up classes will be scheduled for one of the breaks included in the cohort calendar.

Notification channels:

- When possible the Class Representative will be notified of emergency class cancellations and he/she will activate a telephone chain. In cases such as illness of a professor, this is the only means of notification.
- All campus-wide closings will be announced using Medaille Alert, the institution's emergency communication system. Students may choose to be notified via phone, e-mail, and/or text messaging and should verify the accuracy of information at [www.medaille.edu/alert/](http://www.medaille.edu/alert/).
- In cases of inclement weather, the College will also notify local media stations. Area television and radio stations are listed in the Appendix.
- If classes are canceled at Medaille's Buffalo Campus or one of the branch campuses, students should not assume evening classes at other branch campuses are also canceled. Separate announcements will be made after 3:00pm for each branch campus. Students may also telephone the branch campus offices after 3:30pm for closing information: Amherst at (716) 631-1061 and Rochester at (585) 272-0030.

## **C. ALP Evening Program Learning Teams**

Learning teams are a mandatory and valuable part of the Accelerated Learning Program. The initial team is assembled during the first course in the program and is comprised of three to five students who meet weekly outside of class for an average of four hours or longer, if needed.

All students are required to meet in a learning team for a minimum of four hours per week. For their weekly meetings, the group selects a time and meeting modality which is mutually convenient to its members. Meeting modalities include face to face, by phone, or online using written or visual electronic communication technology. Learning teams are encouraged to adapt meeting modalities to reflect the type and extent of interaction required for weekly assignments. For instance, rehearsing a presentation would probably be done most easily in a face to face meeting; writing the team summary for a group

project may be accomplished most expeditiously by meeting online in Blackboard.

Any on-ground or face-to-face meeting locations should provide the following characteristics:

- A. An individual seating area for each member of the team.
- B. A desk or flat surface writing area for each student.
- C. Adequate lighting to ensure the ability of all students to read.
- D. A quiet area with minimum ambient noise, such as bookstores or coffee shops.
- E. Adequate temperature control to allow for the comfort of each student.
- F. Electrical and phone service to allow students to access Medaille library services.
- G. Adequate restroom facilities for students of both genders.
- H. Adequate parking for student convenience.
- I. Accessibility to all students.
- J. Resources consistent with the learning objectives of the specific course.

**Learning team size:** Teams are required to have no fewer than three and no more than five members. If through attrition or combination a group's size becomes larger or smaller than that stipulated by program policy, the group is required to re-form. Within the next two courses, the learning team must come into compliance with the ALP learning team size policy, inviting additional members to join, splitting into smaller teams, or combining with another group. Because a cohort's size may fluctuate due to student leaves of absence, waivers, or short term add-in registration, team membership may be impacted and the size regulations may be waived temporarily. Such temporary arrangements must have a projected end date and should last no longer than two courses.

The learning team functions as a mutual support mechanism for the adult students, enhances the learning process, and simulates the use of teams in the business world. This team concept allows shared participant responsibility for self-directed learning and assists in the development of interpersonal skills. Student evaluation is partially based on group assignments. Learning teams are expected to shift and re-form as the program progresses. New members will be added to the cohort periodically and teams should reassemble to accommodate new students, as well as to expand and sharpen their skills in interpersonal relationships and group dynamics.

Student difficulties related to learning teams should first be addressed within the group. Teams are referred to the *ALP Guide to Collaborative Learning Teams*, found in the ALP Student Resource Manual, for guidance in addressing inter-team conflict. If problems persist, the class representative and Student Services should be contacted.

The responsibility for effective collaborative learning teams remains the obligation of each cohort. However, Medaille College reserves the right to alter the composition of learning teams if circumstances require.

## D. Responsibilities of ALP Students

The non-traditional learning environments found in the Accelerated Learning Program makes some additional demands on its students. These include:

- Students should arrive at class (and at group meetings) fully prepared to participate and contribute to activities.
- ALP Evening Program learning teams are expected to meet every week for four hours.
- Students are responsible for initiating contact with the instructor if they have missed a class, a test, or an assignment.
- Students are responsible for acquiring and maintaining an adequate laptop computer. Medaille will provide software, wireless Internet access, and appropriate IT support.
- Students are expected to comply with the policies and procedures outlined in this handbook.
- Cohorts are encouraged to discuss and establish guidelines or operating principles that govern group-specific issues such as cell phone use and food in the classroom. On the first session of each course, the cohort should review this discussion with the new instructor.

## E. Responsibilities of Class Representatives

ALP Evening Program cohorts select a class representative early in its program. The representative's duties and responsibilities include but are not limited to:

1. Serving as spokesperson for the cohort in order to maintain a constructive dialogue with the Medaille College Accelerated Learning Program.
2. Welcoming new students to the group.
3. Facilitating the student's entry into an available learning team, if appropriate.
4. Developing and coordinating the use of the telephone calling chain for informing students of important information.
5. Assisting the class in organizing social events, as appropriate.
6. Attending periodic meetings as scheduled.
7. Assisting in the distribution of program-related materials and correspondence. (Class reps should check the cohort mailbox each week prior to class and distribute mail to class members.)
8. Contacting and assisting faculty members as needed.
9. Notifying Academic Services if the class does not convene as scheduled for any reason, or if the meeting location changes.
10. Providing contact information to expedite communication with the cohort.

Newly elected class representatives should contact Student Services for a brief training session.

## F. Course Waivers

Up to two courses in the BBA or the ASB program may be waived on the basis of course work which was taken at an accredited college, completed no more than ten years prior to matriculation in the BBA program, and for which a grade of C or better was earned. **No waiver will be granted retroactively.** Students will not be permitted to waive ENG 111X, GEN 303F, or GEN 300X.

Waiver request forms are available from Student Services and must be submitted to the student's advisor with back-up documentation at least four weeks prior to the course start date. The student must provide a photocopy of the course description from the catalog for the year in which he or she enrolled in the course and a photocopy of that catalog cover.

**Students should contact Student Services to discuss the impact of a waiver on their requirements for graduation. Students are cautioned that credits are not awarded for a waived course. If waiver of a BBA or ASB course reduces the student's anticipated accumulation of credit to a level below the amount needed to graduate, the student will have to earn credits in some other way to meet the credit requirement for graduation.**

Students using any form of federal financial aid need to be very careful about how a waiver may affect that aid. Such students may not have more than one waiver (or any leave of absence) in a 12-month period. Lending institutions must be notified of the waiver (leave of absence) and each institution has its own policies governing such situations; deferments may be canceled. *Students are advised to consult with Financial Aid on these matters.* A similar situation exists regarding veteran's benefits. The Department of Veterans' Affairs must be notified whenever a student is not in attendance and thus the situation may affect benefits.

Students are responsible for the content of waived courses; since all Accelerated Learning Program courses of study are sequential, the material covered in one course will be referenced in subsequent classes.

## G. Grade Reports and Transcripts

At the end of each course, the instructor submits grades for each student. Grades are available online through MedailleOne. Payments must be up-to-date in order for grades to be viewed. Grades cannot be released over the phone or faxed.

A student request for a transcript of his/her record must be filed in writing in the Office of the Registrar at least 48 hours in advance of the date it is required. Under no circumstances will an official transcript be presented to a student; it will be issued directly to the institution or individual indicated by the student. Transcripts clearly labeled "Unofficial (for student use only)" may be given directly to the student for personal use. No fee is assessed for the first transcript requested; however, a \$5.00



charge is applied to each additional copy. Transcripts will not be released until all financial obligations to the College have been satisfied.

Requests for transcripts of course work must conform to the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and be signed by the student. Students may request a transcript from the Registrar's office on the Buffalo Campus. The request form may be found online at [www.medaille.edu/transcript](http://www.medaille.edu/transcript); include in the request the branch campus attended. Students may also submit a request through MedailleOne. There is no charge for the first transcript request. There is a \$5.00 fee for each additional transcript. The fee must accompany the request.

Medaille College maintains official transcripts from other institutions that have been submitted for admissions and transfer credit purposes. They become the property of Medaille College and are not released under any circumstances.

## H. Grades

### Grade Equivalents and Letter Grade Descriptions

The College uses the following grade point system to evaluate student performance:

Quality Point Equivalents		
A	4.0	High distinction, exceptionally high achievement
A-	3.7	
B+	3.3	
B	3.0	High achievement
B-	2.7	
C+	2.3	
C	2.0	Average achievement
C-	1.7	
D+	1.3	
D	1.0	Pass, below average achievement
D-	0.7	
F	0.0	Failure, unsatisfactory grade
W		Official Withdrawal
I		Incomplete

Performance-based Letter Grade Descriptions: Undergraduate Level	
A	= Student's performance is excellent. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines and anticipates next steps in progression of ideas.
B	= Student grasps subject matter at a level considered to be very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements.
C	= Student demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts.
D	= The quality and quantity of the student's work in and out of class is below average and barely acceptable.
F	= The quality and quantity of the student's work in and out of class is unacceptable.

Online transcripts indicate courses taken, credits received and grades assigned. Final grades are available online approximately one week after the completion of a course unless the course has a take-home final exam or there are extenuating circumstances. Grades will not be available for online viewing for any student who has failed to pay the course tuition.

### **Academic Honors**

At the end of each semester, the college announces the names of the full-time students who are recorded on the Dean's List. Students are placed on the Dean's List if they:

- take a minimum of 12 credit hours
- earn a grade point average of 3.5 or higher for all credit hours carried during that semester are placed on the Dean's List.

Pass (P) and Satisfactory (S) grades are not included in the minimum 12 hours required for Dean's List qualification. Any student receiving an Incomplete (I) grade will not be considered for Dean's List status during the semester in which the Incomplete was issued. A student who attains Dean's List status for four semesters is eligible for the Medaille Medal which is awarded at the College's annual Honors Convocation.

## **I. Incompletes**

Students who fail to complete all course requirements due to exceptional circumstances or events may petition their instructor for the grade of "I." Requests for an Incomplete are student-initiated and must be submitted before the last class meeting. Faculty are not obligated to issue an Incomplete; students must demonstrate or document need. All work must be completed within seven weeks from the final meeting date of the course.

Any student who fails to complete all course requirements within the deadline will have his or her grade of "I" changed to an "F" and will be required to repeat the course at his or her own expense. In cases of extreme hardship, the student may petition Academic Services for an additional extension; such a request must be received prior to the expiration date of the incomplete. **Students should be aware that taking an Incomplete may affect their financial aid. Also, taking an Incomplete automatically disqualifies a student for Dean's list for that semester.**

A grade of Incomplete cannot be issued for the first course in any program sequence. In all programs, the introductory course must be successfully completed before a student may advance deeper into the sequence of program courses.

## **J. Classroom and Learning Team Behavior**

Because the Accelerated Learning Program is designed for highly motivated, non-traditional students, the standards of classroom and group behavior are especially high. To support efficient use of time in all learning environments, students are expected to:

- arrive on time and be prepared to participate in scheduled activities.
- conduct themselves in a polite, mature, and professional manner during all interactions with fellow students or instructors.
- use consideration in situations that may be disruptive to the class or team meetings, such as cell phone calls or late arrivals.
- maintain a respectful silence when the instructor or fellow students are presenting material and remain in class for the duration of all presentations.
- attend all classes and group meetings free from the influence of illegal drugs or alcohol.

The “Student Code of Conduct and Judicial Procedures” is found in the Appendix section of your Student Resource Manual. Students found in violation of expected codes of behavior will be referred to the administration.

## K. Academic Grievance / Grade Appeal

Academically related conflicts between a student and an instructor should be addressed promptly. Students should understand that grading is viewed as a contractual relationship between the faculty member and the student. Although students have the right to protest, actual changes in grades are both rare and at the discretion of the faculty member. Academic Services will intervene only in extreme circumstances and, even then, only as an intermediary.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows (within one week of the grades becoming available on MedailleOne):

1. The student should discuss his or her course work with the instructor and review the grading policies for the course.
2. If the student is still dissatisfied following the discussion with the instructor, a written appeal should be submitted to Academic Services.

A grade may be changed only if there is unequivocal evidence that the grade was the direct result of arbitrary and capricious conduct on the part of the instructor or of mathematical or mechanical errors in scoring course work. Grade changes must be requested within one month from the awarding of the original final course grade. All grade changes are approved by the Office of Academic Affairs.

## L. Academic Integrity and Misconduct

Medaille College and the Accelerated Learning Program uphold the highest standards of academic work; these standards rest upon the academic integrity with which the student performs his or her work. The student’s academic integrity is manifested in the uniqueness of his or her academic work, in his or her conduct during examinations, and

by the proper attribution of his or her sources in preparation of written work. Submission of false data, falsification of transcripts or grades, misconduct during examinations, turning in group work as individual effort, and plagiarism are among the violations of academic integrity. **Cell phones, texting, and instant messaging are prohibited during the administration of any examination in the Accelerated Learning Program.**

Academic Dishonesty is defined as any of the following:

- Submitting work for academic evaluation that is not the student's own.
- Copying answers from another student during an in-class or take-home examination.
- Using unauthorized notes or materials during an examination.
- Accessing a cell phone or instant message program during an examination.
- Submitting group work as individual work.
- Failing to properly acknowledge the source of quoted or paraphrased ideas, data, or research.
- Appropriating, word for word, sections of a book, article, or website and submitting it as the student's or group's own work.
- Fabricating or falsely reporting data, information, or citations.
- Obtaining or attempting to obtain instructor resource material or confidential College records, either electronic or paper.
- Any academic misconduct that calls into question the integrity of a specific student work.

Medaille College does not condone such acts of academic misconduct. When a student is accused of an act of academic dishonesty, the appropriate action will be taken.

### **Actions and Appeals**

When an instructor discovers a violation of academic integrity, the student will be notified as soon as possible. The instructor and the student will then meet to discuss the violation and to consider possible actions, such as the resubmission of an equivalent, but not identical assignment.

For all serious and substantiated violations of academic integrity which are judged by the instructor to be intentional, the institutional process described below will be followed:

- The instructor will present evidence to the Director of Academic Services, who will decide within one week if the charge is warranted. If a charge is deemed unwarranted, the accusation will be rejected and no action will be taken. If the charge is warranted, the case will be presented to both the Accelerated Learning Program Executive Director and the Office of Academic Affairs.
- The Office of Academic Affairs and the Executive Director will inform the student in writing that a charge has been filed.
- The Office of Academic Affairs, the Executive Director and the Director of

Academic Services will review the evidence, interview the student, and meet with the instructor. Within one week, they will render a decision to dismiss the charges, give a failing grade to the assignment, award a grade of F for the course, or suspend the student from the College. Suspension will be reserved for serious instances in which either premeditation or recidivism is present.

## M. Admission Status

A student admitted with a low transfer GPA must maintain a GPA of 2.5 in the first two four-credit hour courses. Status will be reviewed at that time. If the student has less than a 2.5 GPA, he/she may be administratively dismissed.

Students with low GPAs from previously earned Medaille credits may be eligible for the Fresh Start Policy.

- The Policy applies only to former Medaille students and their Medaille transcript.
- Students must have been out of school for three years.
- Old course grades will not be averaged into the student's current GPA.
- Students who choose to avail themselves of the Fresh Start Policy eliminate their entire previous Medaille transcript from GPA calculations.
- Interested students must apply through Student Services.
- Students must document a plan to demonstrate how they will avoid future academic pitfalls.
- Application for the Fresh Start Policy can only be made when the student reapplies to the College during the admissions process. Interested students should talk to their Admissions representative or Student Services advisor.

## N. Probation and Dismissal

### Academic Probation

A student will be placed on academic probation if his or her cumulative GPA falls below 2.00 at any time during the program. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.00 within a probationary period of two consecutive courses. Students placed on academic probation are contacted in writing by their advisor. Please note that financial aid may be affected by poor grades. Check with the Office of Financial Aid on the Amherst Campus for more information (716) 631-1061 or 1-800-252-2235.

- A student who has received the grade of failure ("F") will need to contact Student Services; a student who earns a grade of "F" in a BBA course **must** repeat the course.
- A Fast Forward student who has been placed on academic probation may only take one course at a time.
- Students who do not pass their program's introductory course (ENG 111X, GEN 300X, and GEN 303F) may not progress further into the program sequence before retaking the failed course.

If a student on academic probation fails to raise his/her GPA to 2.0 within two consecutive courses, he/she will be academically dismissed. Dismissed students are not eligible for re-admission until six months have passed. In such cases, a formal re-admit application must be submitted in accordance with admissions procedures; students must once again meet admissions standards. In addition, the applicant should explain the reason for his/her academic deficiencies and why he/she should be given favorable consideration for re-admission.

#### Behavioral Probation

A student may be placed on behavioral probation if he/she violates the Student Code of Conduct (Medaille Student Handbook, Section 7.6) or violates the Misconduct policy (SAGE/ALP Student Handbook, General College Policies). Depending upon the severity of the offense or the number of offenses, a student may be dismissed from his/her program.

### O. Student Leave of Absence (LOA)

A student may take a leave of absence by filling out a leave of absence form and returning it to Student Services. Students receiving financial aid **MUST** notify the Office of Financial Aid if they intend to take a leave. Please refer to Section 7C, for more information regarding how a leave of absence will affect your financial aid. Please note: Students must meet with Student Services to reschedule any courses missed due to a leave of absence. Failure to attend three consecutive class sessions will result in an administrative withdrawal, unless the student has been approved for a leave of absence.

### P. Student Withdrawal

An ALP Evening Program student may drop a course prior to the first night of class by contacting Student Services, and a full refund of tuition will be issued. A student withdrawing from the program is required to fill out a withdrawal form and return it to Student Services. Withdrawals must be done **before** the third class session to avoid a failing grade; however, financial liability still exists. **Students who withdraw on or after the third class session will receive a grade.** Work submitted before the withdrawal will be applied toward the total course requirements and an overall course grade will be calculated.

ALP Fast Forward Students who wish to drop a class must do so before the end of the first week of the semester.

Failure to attend three consecutive sessions will result in an administrative withdrawal, unless the student has received prior approval for a leave of absence.

Tuition refund calculations are based on the date that a properly completed withdrawal form is submitted to Student Services (for more information regarding refunds refer to

Section 7F). Failure to complete the proper paperwork may result in a failing grade for the courses in which the student is enrolled. Students who have been out of attendance for a year or more must be readmitted to the program through Admissions.

Students who complete a program sequence have one year in which to finish any outstanding credits needed to earn their degree. Students who fail to do so may be subject to new program requirements that have been instituted since the date of their completion.

Medaille College supports the unique needs of military personnel who are called to active duty during their enrollment at Medaille. For more information on withdrawal procedures for active duty military personnel, contact the Coordinator of Veteran Student Recruitment and Services or SAGE Admissions.

## Q. Re-Entry Policy/Procedures

To return from a withdrawal, a student who has been away from the program for under a year must meet with both Student Services and Financial Aid.

Students who were academically dismissed will be reviewed with regard to admission standards (refer to Section 5 N for more information regarding academic dismissal). Students who have been academically dismissed twice may not reapply for admission.

A student who has been away from the program for a year or more must submit both an admissions application and official transcripts for all colleges attended during the absence. All students must meet admission standards. A student may not be re-admitted to the program more than once. Please refer to Section 7A for information regarding financial obligations for re-entry.

## R. Student Changes of Status

A student who changes name, address, place of employment or telephone number must fill out a change of status form and return it to Student Services. Change of status forms are available from the administrative office and may be returned to the receptionist or to Student Services. **A student must provide an officially recognized identification card for proof of name change.** Updates to address, place of employment, or telephone number may be made by students on their MedailleOne account.

## S. Course Prerequisites

ALP students are expected to take courses in the order established by their cohort calendar. In the lock-step sequence of the ALP Evening Program, the material covered in one course will be referenced in subsequent classes. Course prerequisites are the previous courses in the program sequence. Within the ALP Fast Forward sequence, several courses (especially accounting and finance courses) have been designated as

prerequisites for later courses.

Students who for extraordinary circumstances wish to register for a course without the required prerequisite(s) should first consult with their advisor regarding the viability of this action; any application to do so must be approved by the Department Chairperson. Students pursuing such action do so at their own risk and upon registration must complete the Course Prerequisite Disclaimer Form available from Student Services.

## T. Concurrent Enrollment

Because of the intense nature of the ALP Evening Program, concurrent enrollment for students of this program is considered inadvisable and is rarely approved. Concurrent enrollment is defined as simultaneous enrollment in two major courses, two elective courses, one major and one elective course, or an adult program course and a course attended outside the institution, such as the community college. Courses are considered concurrent when the start and/or end dates overlap. Students who feel that concurrent enrollment is necessary or advisable for their situation **must** contact Student Services. Students must be prepared both to document the need for concurrent enrollment and to provide evidence that will support the expectation of student success in both courses. **Financial Aid will not cover concurrent enrollment.**

## U. Registration for Additional Courses

If a student needs additional credits in order to fulfill his/her degree completion requirements, he/she may register for ALP elective courses. Registration must be completed at least three weeks prior to the first night of class. Registration forms are available from Student Services. Students must schedule an advisement session with Student Services before registering for additional courses.

## V. Graduation with Honors

Outstanding academic performance by a student who meets the general College requirements and the requirements for a particular degree are recognized through graduation with Honors. To be eligible for honors at graduation, a student must have completed the Bachelor's degree program in Business Administration and have a minimum of 44 Medaille College credits, or have completed the Associate in Science in Business degree program and have a minimum of 24 Medaille College credits\*. There are three levels of Honors: to graduate Cum Laude, a student shall have maintained an average in all Medaille College work of at least 3.5; for Magna Cum Laude, an average of at least 3.7; for Summa Cum Laude, an average of at least 3.9.

\* Please note that only Medaille College courses fulfill the residential credit requirement. DSST exams, courses at other colleges, etc. are considered transfer credit and do not meet residential credit hour minimums for graduation honors.



## W. Student Opinion Survey

At the end of each course students will have the opportunity to complete an evaluation regarding the teaching, instructional materials, and services they have received. Course surveys will be completed confidentially online and reviewed by appropriate Medaille administration; copies will be mailed to the instructor after grades have gone out. Medaille College welcomes comments and concerns on these forms, as it continually works to improve every aspect of student learning.

## X. Degree Application

There is one commencement ceremony in May in which all students who have completed degree requirements during the year may participate. Students who are within two courses of completing their course sequence and who have registered to complete their degree before August 31 of that same year may also participate in this ceremony.

Graduating students must apply for graduation online. Full instructions will be provided by Student Services, who will visit each appropriate cohort four to six weeks prior to completion of the course sequence. All degree applicants must submit a signed pre-graduation review form to Student Services. Degrees are issued in May, June, August, and December. Please note that there is a \$50.00 graduation fee.

Students who receive degrees in May, June, August, or December are welcome to participate in the annual May commencement ceremony.

### Application Due Dates:

*For conferral on:*

May 31, 2013

June 30, 2013

August 31, 2013

December 31, 2013

*Must apply by:*

March 1, 2013

March 1, 2013

August 1, 2013

November 1, 2013

**Degrees will not be conferred until all coursework is completed.** Conferral dates are: May 31, 2013; June 30, 2013; August 31, 2013; December 31, 2013. Students will receive their diplomas in the mail four to six weeks after their conferral date.

A student who completes all the requirements for a degree before formal graduation may request a degree completion letter from Student Services. This letter will serve in the place of a diploma until the degree has been formally conferred.

### **Certificate Conferral**

A student who completes all the requirements for a certificate must submit a completion

notification as well as a \$10.00 processing fee. An official certificate will be mailed to the student's home; official completion of certificate requirements will be noted on the student's transcript as well.

## Y. Course Repeat Policy

In cases of repeated courses, only the last grade earned, whether higher or lower, is used in calculating the grade point average. All grades earned for courses taken at Medaille, however, remain a part of the student's permanent record. Students must complete and submit the appropriate form at the time of repeat. Forms can be obtained from Student Services. Financial Aid does not cover repeat courses.

Students should take note that unless the repeated class is required by the College, New York State will not allow the credit hours for the course to be counted in determining the minimum course load required for financial aid purposes.

Students may not take a Directed Study, Independent Study, Challenge Exam, or have a course transferred from another college to replace a course in which a failing grade was earned at Medaille College.

## Z. Pass/Fail

The P/F grade is offered as an option for students in the undergraduate program who are taking courses outside their program sequence (in order to meet degree requirements) and who wish to take more challenging courses without endangering their grade point average. Students earn credits, but not quality points, for courses in which they earn a "P" grade. A grade of "F" is punitive and is factored into the quality point average.

Students may take a limited number of courses on a P/F basis. No more than ten percent (10%) of the total degree or certification program may be taken P/F. **Students must consult with Student Services to determine whether the course is acceptable within their program. Required classes and general education courses are not eligible for P/F.**

P/F grades are student-initiated. Forms are available from Student Services.

Arrangements must be made within the deadline prescribed. Students requesting to take a course on a P/F basis must sign and return the form to Student Services. Arrangements to take a course on such a basis are final. **Requests for P/F courses must be submitted on or before the 4<sup>th</sup> night of class.**

Since colleges differ on acceptance of P/F grades, students interested in advanced study at other institutions should investigate the acceptance of such grades by specific graduate schools.

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## SECTION 6

# GENERAL COLLEGE POLICIES

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### A. I.D. Cards

An official identification card is issued to each Accelerated Learning Program student prior to the end of the first course; it is valid until the student graduates or withdraws from the program and allows students access to certain areas on the Medaille Buffalo Campus. A valid ID card also allows students to borrow materials at either of the libraries, use the Computer Complex, gain entrance to most social events, and use the Campus Center during open hours. There is a \$30.00 replacement fee. Students who withdraw from the program should submit their ID cards to Student Services. Lost or stolen ID cards should be reported to Public Safety.

### B. Immunizations

In compliance with the New York Department of Public Health, Law # 2165, all college students born on or after January 1, 1957 must show proof of immunization against measles, mumps, and rubella to register. The proof of immunity consists of a certificate of immunization signed by a physician or health care provider which documents measles, rubella and mumps immunization. Additionally, effective August 15, 2003, New York State Public Health Law # 2167 requires a response to receipt of meningococcal disease and vaccine information signed by the student. Forms will be given to each student, or are available at Student Services. Questions regarding your status should be directed to Student Health Center (Buffalo Campus/ Medaille College) at (716) 880-2112 or 1-800-292-1582, ext 2112 or 2155. **Failure to submit immunization records will result in removal from class in accordance with New York State Law; student access to online grades and services may be restricted until proof of immunizations has been submitted.**

### C. Smoking Policy

All buildings at Medaille College are smoke-free. Any students finding it necessary to smoke must do so in an area designated for smoking (for example, a designated area outside the buildings).

### D. Children on Campus

Please note that College policy prohibits the unauthorized presence of children on any campus. This includes leaving children unsupervised in lounges, libraries, computer labs, or empty classrooms. Children are not to be placed in classroom settings since their

presence is not conducive to an optimal learning environment. Violations should be handled by the individual instructor and/or reported to Public Safety or the administrative office.

## E. Pets on Campus

Due to considerations of health, safety, cleanliness, and professionalism, faculty, administration, staff, students, and guests are not to bring pets onto any campus of Medaille College.

## F. Contagious/Communicable Diseases

Any student or employee who is diagnosed as having a contagious/communicable condition is prohibited from entering the classroom or administrative offices. He/she may return to the college upon submission of written evidence from a doctor that the condition no longer exists. This should be presented to the Executive Director or the Branch Campus Point Person.

## G. Alcohol, Controlled Substances, Firearms, and Crime Prevention

Alcohol, controlled substances, and firearms are not permitted at either branch campus location in Amherst or Rochester, the Medaille College Buffalo Campus, or at any study group meeting. Medaille College provides educational programming related to substance abuse. Personal counseling for individual members of the College community is available through the Counseling Office (Buffalo Campus) as well as referral to community agencies in the Buffalo area.

Any student or faculty member whose profession requires him/her to carry a firearm during class time must first notify Student Services. Refusal to comply may result in dismissal from the College.

Medaille College's Security staff, Office of Student Affairs, and Campus Crime and Sexual Assault Committee work together to facilitate a pro-active approach to crime prevention on the Buffalo Campus and at both branch campuses. Students are informed about security issues during New Student Seminar, and a variety of educational programs are offered at the Buffalo Campus to heighten awareness of public safety.

## H. Students with Disabilities

In compliance with Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act of 1990, Medaille College does not discriminate on the basis of a disability.

Medaille College endeavors to assist students on an individual basis with concerns they

may have as they learn at the branch campus sites in Amherst or Rochester. Services are available to assist students with disabilities in all aspects of college life. Disability Services is committed to providing the support and encouragement necessary to promote self-advocacy and personal responsibility for students with disabilities.

Students requesting services and/or accommodations must contact the Coordinator of Disability Services directly at (716) 566-3088.

## I. Intellectual Honesty

Because honesty in academic work is the bedrock of education, students in the Accelerated Learning Program of Medaille College are expected to be honorable in all academic endeavors. The principal rule of academic integrity is that each member of the College community will submit only his or her own work, executed to the best of his or her own ability.

Applying the standards of ethical behavior is an important part of a student's education at Medaille. Integrity begins as a personal virtue; as experience and education grow it provides the foundation of a principled and trustworthy citizen. Academic dishonesty violates that integrity. Cheating, plagiarism, or intentionally misleading an instructor constitute unethical behavior and will not be tolerated.

The practice of personal integrity:

- Encourages a strong sense of mutual responsibility, respect, trust, and fairness among all members of the college community: students, faculty, and administration.
- Strengthens student leadership
- Promotes better scholarship
- Forms the basis for good living not only in the College community, but also in one's personal life.

A more detailed discussion and definition of academic integrity may be found in Section 5L.

## J. Misconduct

Misconduct is subject to disciplinary action including behavioral probation or suspension from the College. Misconduct includes but is not limited to:

- Forgery, alteration, or misuse of college documents, records or identification.
- Knowingly furnishing false information to the College.

- Misrepresentation of one's self or of an organization as an agent of the College.
- Obstruction or disruption (while on or away from campus property) of the academic process, administration process, or other College function. Students may not attend class or group meetings under the influence of illegal drugs or alcohol.
- Threatening to inflict or inflicting psychological or physical violence on the person or property of any member of the College community or to family members of that community.
- Theft, intentional destruction, damage, or unauthorized possession or use of College property or the property of any members of the College community.
- Unauthorized entry into, or unauthorized use of any College building, structure, or facility.

Incidents of misconduct should be reported immediately in writing to the Executive Director (in Amherst) or the Assistant Director (in Rochester). Each incident will be reviewed and referred as appropriate. Students may be placed on behavioral probation; immediate removal (or suspension) from the class, campus, or program may result.

## K. Bias-related Discrimination

In conformance with Title IX, 1972 Education Amendments, Medaille College does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin, sexual orientation, or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other institutionally administered programs. Anyone encountering or suspecting discrimination should report it in writing to the Executive Director in Amherst or the Assistant Director in Rochester.

## L. Sexual Harassment

Sexual harassment is a continued pattern of unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning environment for employment or education.

Medaille College will not tolerate sexual harassment of students by College faculty or staff. Students are legally protected from such activity by both state and federal legislation and are asked to report any occurrence without fear of recrimination.

**Peer sexual harassment** is a form of prohibited sex discrimination where the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive educational environment. Schools are required by the Title IX regulations to have grievance procedures through which students can complain of alleged sex discrimination by other students, including sexual harassment. Students are asked to report any occurrence to the Executive Director.

## M. Sexual Harassment Student Complaint Procedure

A student encountering sexual harassment should report the situation to the Executive Director, who will consult with the Dean of Students for investigation. If the evidence indicates a pattern of harassment as described above, the Dean of Students will report to the College President and the Office of Academic Affairs, who together will determine an appropriate resolution to the situation.

## N. Academic Decorum

Medaille College does not tolerate sexual or racial harassment of students or employees by the College faculty, staff, or students. Students are legally protected from such activity by both state and federal legislation and are asked to report any occurrence to the Accelerated Learning Program Executive Director or the Rochester Campus Assistant Director without fear of recrimination.

Students are expected to conduct themselves in a respectful manner. The College does not tolerate immature or abusive behavior in the classroom or learning team setting. Upon receipt of a written complaint of such behavior, the Office of Academic Affairs may immediately remove the student from class and/or group. The Executive Director and/or Campus Assistant Director, the Office of Academic Affairs, and the Dean of Student Affairs will review the evidence and determine the appropriate course of action with regard to the future of the student in the Accelerated Learning Program.

## O. Student Code of Conduct and Judicial Procedures

The Medaille College Office of Student Affairs publishes a Student Code of Conduct and Judicial Procedures document that describes the regulations and standards in the area of student life and conduct. The Accelerated Learning Program subscribes in full to guidelines therein; a copy can be found in the appendix to this handbook.

## P. Student's Right to Privacy

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with FERPA, Medaille College will normally release directory information to third parties unless the student has requested that such information be withheld. Directory information is defined as the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

If non-disclosure is desired, the student should complete a non-disclosure form on MedailleOne or contact Student Services. A student who wishes to review his/her records must contact Student Services.

FERPA affords students certain rights with respect to their educational records. They are:

- 1. The right to inspect and review the student's education records within forty-five days from the day the College receives a request for access.**

As a student of Medaille or as the parent of a dependent student you have the right to inspect and review your education records within forty-five (45) days from the day the College receives your written request for access. You should submit your request to Student Services for academic records, to Financial Aid for financial aid records, and to Student Accounts for records concerning your account. A request for any other education records should be directed to Student Services. The written request must identify the record(s) that you wish to inspect. The College official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise you of the correct official to whom a request should be addressed.
- 2. The right to request the amendment of the student's education records if the student believes them to be inaccurate or misleading.**

You may ask the College to amend an education record that you believe is inaccurate or misleading. You should write the College official responsible for the record, clearly identifying the part of the record you want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as you requested, the College will notify you of the decision. You have the right to request a hearing regarding the denial of your request for amendment to the education records.
- 3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure of personally identifiable information



contained in your education records without your consent is disclosure to College officials with legitimate educational interests. A school official is:

- a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including campus police, security personal, and health staff);
- a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent, temporary staffing agencies, and outsourced vendors). Outsourced vendors are those parties helping the college provide students access to services relating to their education. For example, the bookstore will be provided with course schedules to assist student with procuring textbooks and other course materials;
- a person serving on the Board of Trustees; or
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review your education record in order to fulfill his or her professional responsibilities.

The College may disclose your education records without your consent to officials of another school to which you have applied or in which you seek to enroll, upon their request.

4. **The right to refuse to permit the college to designate disclosure of personally identifiable information about the student as “Directory Information,” which is not subject to the above restrictions on disclosure.**

Another exception which permits disclose without your consent is disclosure of personally identifiable information which the College has designated “directory Information.” The College may within its discretion release some or all categories of Directory Information, as it determines is appropriate. Directory Information includes the student’s name; local address and telephone number; permanent address and telephone number; College e-mail address; date of birth; major and minor field(s) of study, including the department or program in which you are enrolled; classification as a freshman, sophomore, junior, senior, or graduate; course load (e.g. full-time or part-time); participation in officially recognized activities and sports; weight and height information of members of athletic teams; dates of attendance and graduation and degrees received; most recent previous educational institution attended; and honors and awards received, including selection to an Honors list or honorary organization and the grade point average of student selected for such honors and awards.

If you do not wish to have your information designated as Directory Information and disclosed to members of the College community and to requests from outside of the college, you must complete the Non-disclosure Form and return it to Student Services within two weeks of your start date.

Please note that your request to block the designation of your information as Directory Information will apply to all requests for Directory Information from within and outside the College community, including prospective employers. This notification will remain in effect until you inform Student Services in writing to remove the block to designation and disclosure.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

The name and address of the office the administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605. Inquiries about the use of Directory Information or other FERPA issues can be directed to Student Services.

6. **The College has adopted a Policy on the Privacy of Student Records which was developed to comply with FERPA.**

A copy of the policy may be obtained from Student Services.

## Q. Emergency Calls

Both branch campuses have established measures that will allow students and instructors to place or receive emergency phone calls during the hours when classes are running. On the Amherst campus, emergency calls should be directed to the Public Safety Officer on duty.

On the Rochester campus, students and instructors may place emergency calls using the telephone located in each classroom. The phone is not to be used for purposes other than emergencies. Classroom phones are to local calls only.

<b>Amherst Public Safety</b>	<b>(716) 984-1350</b>
<b>Buffalo Public Safety</b>	<b>(716) 880-2911</b>
<b>Rochester Public Safety</b>	<b>(585) 272-0030</b>

In case of an emergency that occurs during class time, please call 911 (if appropriate) and/or the Medaille Buffalo Campus at (716) 880-2000 or 1-800-292-1582. State your name, the nature of the emergency and the branch campus location from which you are calling.

***Please note that in case of fire, do not waste time calling the Buffalo Campus.  
Pull the fire alarm and exit the building immediately.***

## R. Medaille e-mail

Electronic mail is a primary means of communication on campus. Many official college communications are transmitted to students, faculty, and staff via e-mail. It is an important vehicle for communications between students and their instructors, a convenient organizational tool for groups and departments, and a quick method for sharing ideas and information among friends and colleagues.

To ensure that all important correspondence is reliably delivered to each individual, all

account holders will be assigned an official e-mail address. The most common form is: [all.your.names@medaille.edu](mailto:all.your.names@medaille.edu). This address will be used for all College e-mail correspondence lists, for populating lists for classes, and for the official online directory.

Your e-mail account is a valuable asset. It is used to authenticate your identity in many university online services. In addition, you are totally responsible for all activity that takes place from your account. To safeguard your identity and your privacy, do not share your account or give your password to anyone.

## S. Acceptable Use Policy

Medaille College's Acceptable Use Policy (AUP) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User(s)") may use their assigned computer accounts, email services and the shared Medaille College network. The use of Medaille's computer and network resources including all electronic communication systems and equipment (hereafter referred to collectively as the "Medaille Network") is a revocable privilege.

The Medaille network is provided to support Medaille College business and its mission of education, service and research. Any other uses, including uses that jeopardize the integrity of the Medaille Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited.

By using or accessing the Medaille Network, users agree to comply with the Acceptable Use Policies and other applicable Medaille policies, all of which may found at <http://it.medaille.edu/>.



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## SECTION 7

# FINANCIAL OBLIGATIONS

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### A. Fee Structure

Payment of tuition, educational resource fees, and all other fees are due **prior** to each course start date. It is understood that regardless of the financial source, the student is responsible for all costs involved with enrollment in the Accelerated Learning Program, including a \$50 graduation fee which is due prior to graduation.

Students receive a projection of tuition and fees prior to registration and are expected to meet their financial obligations according to the published schedule. Any questions regarding payments or problems associated with making those payments should be directed to the Amherst branch campus Student Accounts office.

Medaille College reserves the right to change the tuition and fee schedule at any time. Tuition charges in BBA and ASB programs vary. Students who complete the one program and transfer into another will be assessed tuition according to the tuition charges in effect at that time. A late fee, as indicated below, is charged each time a payment is received after the due date. There will be a \$35.00 charge for each check returned for insufficient funds.

#### 1. General Procedures for Cash Pay Students

- a. The student must submit payment to Student Accounts prior to the start of a course; payment is considered late if not received by the first day of class.
- b. A late fee of \$150 per block registration (semester) will be charged if payment is not received by the specified time.
- c. If payment is not received, a hold will be placed on the account by the Student Accounts office, preventing the student from receiving grades/transcripts, from being registered for/ attending additional courses, and from receiving textbooks in the ALP Evening Program.
- d. No transcripts will be issued for students having any outstanding balance. Books for subsequent courses may be held for students with an outstanding balance.
- e. There will be a \$35.00 charge for returned checks due to non-sufficient funds.

Payments can be made via check, MasterCard, Visa, Discover, American Express

or money order and can be dropped off at either branch campus office or mailed. Payment by credit card may be made using the student's MedailleOne account.

## 2. General Procedures for Students Receiving Employer Tuition Reimbursement.

Students who receive tuition reimbursement from their employers **must** still follow the Cash Pay procedures outlined above unless other arrangements are made. Upon payment in full, students will receive a paid receipt which may be submitted to satisfy an employer's tuition reimbursement policy. Employee reimbursement is an arrangement between the student and his/her employer; the Accelerated Learning Program cannot defer course charges based on this arrangement.

## 3. General Procedures for Students Receiving Financial Aid

Tuition is deferred based on the dollar amount to be received from the Financial Aid Office. **The student is responsible for any balance not covered by Financial Aid (including loans, Pell and TAP).** The student is also responsible for submitting the appropriate financial aid forms on time as required by the Office of Financial Aid. Please contact the Office of Financial Aid for forms and due dates. Students must fulfill their responsibilities regarding such forms and meet deadlines in order to maintain their deferred payment status.

Students who have an outstanding balance not covered by financial aid will need to contact Student Accounts to establish satisfactory payment arrangements for the remaining balance.

### a. General Procedure for Partial Financial Aid Students

- Payment is considered late if not received by the first night of class.
- A one-time fee of \$150 per block registration (semester) will be charged if payment is not received by the due date.
- If payment is not received in full by the next scheduled payment, a hold will be placed on the account preventing the student from receiving grades and transcripts, from being registered for or attending additional courses, and from receiving textbooks in the ALP evening program.
- No transcripts will be issued to a student having any outstanding balance.
- There will be a \$35.00 charge for returned checks due to non-sufficient funds.

**NOTE:** Any deviation from this procedure will eliminate a student's deferred

payment status.

**b. Refunds**

Refunds are handled in the Student Accounts office. Accounts with a credit balance are automatically reviewed for refunding on a weekly basis.

NOTE: The Authorization to Apply Federal Student Aid form is valid for the entire period of enrollment at Medaille. However, excess funds will be distributed at the end of each award year, as required under Title IV regulations. In addition, funds will be refunded upon rescission, in writing, of this authorization. If no Authorization to Apply Federal Funds is on file, the student will be considered a Cash Pay student.

4. 1098-T

A 1098-T will be available at the end of January for charges posted to the account for the prior calendar year.

5. Portfolio/Challenge Exam Fees

Portfolio fees are not reflected in the regular payment schedule. Students petitioning for prior learning credit through portfolio are required to remit with their application a non-refundable processing fee (\$100.00) for each course for which PLA credit is sought.

Additional assessment fees are based on the credit hours awarded. Students are notified of the amount due when the evaluation is completed. For each credit earned, the cost is \$75.00 per credit.

Challenge exam and DSST exam fees are not reflected in the regular payment schedule. A non-refundable application fee of \$100 for challenge exams and \$140 for DSST exams must be submitted with each application to Student Services.

6. Refund Policy

Application fees and registration fees are **not refundable**.

A percentage of the educational resource fee may be refundable for materials not yet received or not yet used. Refunds will not be made for books that have been marred in any way, nor will refunds be made for books required in any class that the student has attended. All unused books and course materials issued must be returned to the appropriate branch campus administrative office within one week of the first session of that course to obtain a refund. In the event of a course withdrawal, the student should not presume that the same materials will be used

when he or she enrolls in that course at a later time.

Students must officially withdraw from a course by following the withdrawal policy (Section 5P). Students may be eligible for a refund according to the following schedule:

Withdrawal date	% of Refund
Prior to 1 <sup>st</sup> class	100%
Prior to 2 <sup>nd</sup> class	75%
2 <sup>nd</sup> class and after	None

## 7. Re-admitted Students and Special Enrollment

Students are subject to tuition and fees levels applicable at the time they re-enter the program. This policy means that students who withdraw from the program and then rejoin at a later date will be subject to current tuition and fee levels. Also, students who withdraw from or retake a course are subject to current tuition and fee levels. There is no financial aid available for courses that must be retaken.

## B. Financial Aid

Financial Aid is available to admitted and accepted Medaille students through a variety of sources. The Office of Financial Aid can provide information about the following topics: financial aid programs (including eligibility requirements, selection procedures, and disbursement schedules), satisfactory progress, rights and responsibilities of students receiving financial aid, loan repayment, costs of attending Medaille, and the liability policy at Medaille. When planning for college finances, the student should investigate the following sources:

### 1. Financial Aid

To calculate financial need, a student must first determine his/her Family Contribution by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Family Contribution is then subtracted from the cost of attendance to determine financial need.

$$\text{Cost of Attendance} - \text{Family Contribution} = \text{Financial Need}$$

To calculate your Cost of Attendance, use the chart found in the Appendix.



## 2. Grants

The **Federal Pell Grant** is a **need-based** federal grant program designed to provide funds to students. These grants range up to \$5,550 per year based on family income, assets, the number of family members in the household, the number in college, and the number of credits for which the student is enrolled. Apply by submitting the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **Students must maintain satisfactory academic progress to receive this award.**

**New York State Tuition Assistance Program (TAP)** awards and are based on New York State net taxable income. Students must maintain full-time status and be a New York State resident. Apply at [www.HESC.com](http://www.HESC.com). **Students must maintain satisfactory academic progress to receive this award.**

## 3. Other Financial Assistance

**Veterans Benefits** are available for students who qualify. In order to determine eligibility, contact Sergio Rodriguez, Coordinator of Veterans Affairs, and the Department of Veterans Affairs at [www.GIBill.va.gov](http://www.GIBill.va.gov).

**Vietnam Veterans Tuition Assistance Program** may provide financial assistance to some veterans enrolled in undergraduate degree programs. For an application contact New York State Higher Education Services Corporation, 99 Washington Avenue, Albany, New York 12255.

**Vocational and Educational Services for Individuals with Disabilities (VESID), formerly Office of Vocational Rehabilitation (OVR)**, benefits are available for students with certain physical or emotional disabilities. Contact the New York State Vocational Rehabilitation Commission.

**Federal Aid to Native Americans** is a grant offered by the U.S. Bureau of Indian Affairs for college study. To be eligible, the applicant must: (1) be at least one-fourth American Indian, Eskimo, or Aleut; (2) be an enrolled member of a tribe, band, or group recognized by the Bureau of Indian Affairs; (3) be enrolled in or accepted for enrollment in an approved college or university pursuing at least a two-year degree; and (4) demonstrate financial need.

An application is necessary for each year of study and must be accompanied by an official needs analysis from the Financial Aid Office. Each first-time applicant is required to submit tribal enrollment certification from the bureau, agency, or tribe which records enrollment for the tribe. The student must make satisfactory progress towards a degree and show financial need for grants to be awarded in successive years. Applications are available from the Bureau of Indian Affairs, 3701 North Fairfax Drive, Suite 260, Arlington, Virginia 22203.

**New York State Aid to Native Americans** is an entitlement program, with

neither a qualifying examination nor a limit on the number of awards. Applicants must be (1) a resident of New York State; (2) on an official tribal roll of a New York State tribe or the child of an enrolled member of a New York State tribe; and (3) enrolled in an approved New York State post-secondary program. Applications are available from the Native American Education Unit, New York State Education Department, Albany, New York 12234.

#### 4. Loans

The direct **Federal Subsidized Loan Program** is a need-based program. **The maximum loan eligibility per academic year is \$3,500 for freshmen, \$4,500 for sophomores, and \$5,500 for juniors and seniors.** The maximum that may be borrowed as an undergraduate student is \$23,000. Repayment begins six months after the student either leaves school or drops below half-time enrollment. There is no interest paid or accrued while the student is enrolled at least half-time; the Federal government pays the interest for you while you are in school. The loan must be repaid within 10 years, exclusive of deferment periods. Apply by submitting the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and an E-MPN (Electronic Master Promissory Note) online at <https://studentloans.gov>. **Students must maintain satisfactory academic progress to receive this loan.** (See Section 7E, “Satisfactory Progress”.)

The direct **Unsubsidized Federal Loan Program** is available, regardless of family income, to students who do not qualify for the regular Subsidized Direct Loan or who are not eligible for the maximum Subsidized Direct Loan and/or who are independent. **The maximum loan eligibility per academic year is \$6,000 for independent freshmen and sophomores, \$7,000 for independent juniors and seniors.** The terms and conditions of the Subsidized and Unsubsidized loans are generally the same, except that borrowers are responsible for the payment of interest that accrues on unsubsidized loans while they are attending school. The term unsubsidized means that interest is not paid for you by the Federal government while you are in school. Apply by submitting the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and an E-MPN (Electronic Master Promissory Note) online at <https://studentloans.gov>. Students must maintain satisfactory academic progress to receive this loan. (See Section 7E “Satisfactory Progress.”)

The direct **Federal Parent Loan for Undergraduate Students (PLUS)** is available to help dependent students by allowing their parents to borrow for their educational expenses. Parents may borrow up to the difference between the cost of education and all other financial aid received. Repayment begins immediately. The loan must be repaid within 10 years, exclusive of deferment periods. Apply by submitting a PLUS E-MPN (Electronic Master Promissory Note) online at <https://studentloans.gov>. Students must maintain satisfactory academic progress to receive this loan. (See Section 7E, “Satisfactory Progress”.)

## C. Leave of Absence (LOA)

**Any leave will affect your financial aid.** Grant and loan money may be returned unless the student completes twelve (12) credits within each payment period. For this reason, SAGE recommends that students take no more than one leave of absence per academic year or 24-credit sequence. If a student is eligible for a course waiver, he/she may wish to enroll in an elective course to avoid the need for a leave of absence and the subsequent effect on financial aid disbursement.

**Please note: to be granted a leave of absence, the student must demonstrate a reasonable expectation of his/her return to the program.** To request a leave of absence, students should:

1. Contact Student Services to determine if a leave is possible.
2. Contact Financial Aid to assess the effect of a leave on his/her aid.
3. Sign and submit all required paperwork.
4. Contact members of the learning team, if enrolled in the ALP Evening Program.

Students must have all approvals before the leave of absence is official. Students must return from LOA on the date specified or they must be withdrawn from the program.

### **Required Documentation**

A leave of absence will be considered an approved leave of absence if the College determines that there is a reasonable expectation that the student will return. In addition, the student must follow the college's policy in requesting the leave of absence from Student Services, who will provide the Financial Aid office a written, signed, and dated request **prior** to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the College will grant the leave of absence and ask for the written documentation at a later date. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the leave of absence in advance.

### **Length and Number of Approved Leaves**

Students may request a leave of absence; to minimize the effect of the leave on loans and grants, the student should contact Financial Aid when considering any leave. Any leave over 180 days in a twelve-month period will be considered a withdrawal. The length of each leave may be determined by each individual student. Students must indicate the reason for the leave.

### **Reasons for a Leave of Absence**

A leave of absence will only be granted when there is a reasonable expectation that the student will return. Common causes for a leave of absence request include illness, business travel, and family emergencies. The reason for a leave should be indicated on the application.

### **Completion of Coursework Upon Return**

Title IV regulations indicate that upon the student's return from a leave of absence, the student should be permitted to complete the coursework begun prior to the leave of absence. The student will incur no charges while on a leave of absence.

### **Failure to Return**

The College will explain to the student, prior to granting the leave of absence, the effect that the failure to return from the leave may have on student loan repayment terms, including the exhaustion of some or all of the student's grace period. A student on an approved leave of absence will be considered enrolled at the College and would be eligible for an in-school deferment for his or her SFA loans. If a student does not return from an approved leave of absence, his/her withdrawal date and the beginning of his/her grace period will be the date the student began the leave of absence.

### **Rationale**

The College must have a "formal" leave of absence policy in writing and publicized to students indicating the information provided above.

### **Citations**

HEA 484B(a)(2), 484(b)(e), Dear Colleague Letter GEN-98-28 RE: 1998 HEA, CFR 668.22(c) and (d), 1999-00 Federal Student financial Aid Handbook, Institutional Eligibility and Participation.

## **D. Student Acknowledgment**

In applying for financial aid while attending Medaille College, the student acknowledges the following:

1. Medaille College will apply all financial aid funds necessary to cover the tuition costs for the entire payment period . Financial Aid and other payments collected in excess of tuition, books, and fees charges will be refunded within 14 days of the credit balance if the student has not signed an Authorization to Retain Funds form. If the student has signed the authorization form, refunds will be issued on request. Applying for financial aid does not remove the responsibility for payment. If the funding is not received, the student must make payment arrangements with the Student Accounts office in Amherst.
2. Loan funds are disbursed in two disbursements.
3. Changes in the student's class schedule (e.g. non-attendance for more than 29 days) may result in cancellation of the loan application or a delay in disbursement. A student must be withdrawn from and re-entered into the program if he/she will be out of attendance for more than 29 days. Prior to any change in schedule, the student must contact the Office of Financial Aid in Amherst to verify the impact of the change.
4. Loan periods are measured in credit hours. The first payment period is defined as half the award year. **Credits for the first payment period must be completed before the funds for the second disbursement can be released.**

## E. Satisfactory Academic Progress Policy

The receipt of financial aid is a privilege that creates both rights and obligations. The United States Department of Education requires every postsecondary institution receiving Federal funds (Title IV) to have satisfactory academic progress (SAP) policy that is used to determine eligibility for and continued receipt of Federal funds. Title IV federal funds affected by this policy include the Federal College Work-Study program, Federal PLUS Loans, and Federal Direct Loans.

Undergraduate students must maintain a GPA of at least 2.00 and graduate students must maintain a minimum GPA of 3.00. In addition, all students must complete at least 66.7 percent of all courses registered for during the previous academic semester. The completion ratio is measured by dividing total hours earned by total hours attempted.

Students failing SAP requirements will be granted one semester of financial aid probation. Students must make the required improvements after one semester or further aid will be denied. No student may be considered for aid for more than 150 percent of his/her published program length.

Academic progress is evaluated at the end of each semester. Failure to complete the minimum number of credit hours per academic semester and maintain the minimum GPA will result in the cancellation of all Title IV and Institutional funds. Students whose aid is cancelled are not eligible for additional financial aid until the necessary coursework is completed and the GPA is improved.

### **Appeal Procedures**

Students identified as not making progress toward their degree will receive correspondence at their campus e-mail address. Students have the right to appeal the decision by submitting an online appeal to the Financial Aid office. Generally, the Satisfactory Academic Appeals Committee will consider appeals that involve circumstances beyond the student's control that have had an impact upon the student's academic performance. The appeal must include a narrative of the extenuating circumstances (e.g., the student or an immediate family member suffered a serious illness or injury, death of a close relative, separation or divorce) that prevented the student from meeting the minimum requirements, and reasonable explanation of the expectation that the event/circumstance will not re-occur. Furthermore, students are expected to describe their academic plan to succeed in their program of study as well as carefully review their academic history before submitting the appeal. The appeal will be reviewed by a committee and a response will be provided within fourteen (14) business days. **All committee decisions are final.** It is, there, imperative that students monitor, read, and respond appropriately to College communications.

Any student with an approved appeal will have their aid reinstated within ten business days of approval. Future aid eligibility will be based on completing and

meeting the stated conditions of this policy. **Students who do not wish to appeal or whose appeal is denied may receive alternative/private loans.**

## F. Refund Policy

There is an unpredictable lapse of time between the issuance of the notice of financial award, which is sent to the student and College, and the actual receipt of funds from the federal/state programs. As funds are received in Student Accounts, they are promptly credited to the appropriate individual student's account. When such posting to a student account results in a credit balance, the overage will be refunded by the Student Accounts office to the student within 14 days from the posting date unless an Authorization to Apply Federal Student Aid form has been signed. School application fees, assessment fees, and a book/resource material fee are non-refundable.

### Policy

When a recipient of Title IV funds withdraws from the College during a payment period, the College will determine the amount of Title IV funds the student earned as of their withdrawal date. If the total amount of funds earned as calculated is less than the amount disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date that the student withdrew, the difference between these amounts will be returned to the Title IV programs. If the total amount of Title IV funds earned as calculated is greater than the total amount of funds disbursed to the student as of the date the student withdrew, the difference between these amounts will be treated as a post-withdrawal disbursement.

### Return Calculation

The amount of Title IV funds earned by the student will be calculated by determining the percentage of Title IV assistance that has been earned and applying this percentage to the total amount of Title IV assistance that was disbursed and/or could have been disbursed for the payment period.

- *Percentage Earned* - The percentage of Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student's withdrawal date (the last date attended), if this date occurs on or before completion of 60 percent of the payment period.

$$\frac{\text{Total number of calendar days completed}}{\text{Total number of calendar days in the payment period}}$$

The total number of calendar days in a payment period will include all days within the period (as originally scheduled at the time of certification) except that scheduled breaks of at least five consecutive days are excluded from both numbers in the above equation. In addition, the total number of calendar days in a period will not include days during which the student was on an approved leave of absence.

- *Percentage Unearned* - The total Title IV funds disbursed to the student, or that could have been disbursed to the student or on the student's behalf, minus the amount of Title IV funds earned by the student determines the amount of Title IV loan and grant aid that **is unearned and must be returned**.

$$\begin{array}{r}
 \text{Total Title IV disbursable aid} \\
 - \text{ Title IV aid earned } \\
 = \text{ Title IV loan and grant aid to be returned}
 \end{array}$$

**Return of Unearned Aid**

The College will return the lesser of the following amount to the appropriate Title IV Programs:

- The total amount of unearned aid.
- The amount that is equal to the total College charges incurred by the student for the payment period multiplied by the percent of unearned aid.

The College charges incurred by the student will include tuition, fees, and other educationally related charges assessed prior to withdrawal.

The College will return funds to the Title IV Programs in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, and Federal PLUS Loans. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess will be credited to any amount awarded for the payment period for which a return of funds is required in the following order: Federal Pell Grants, other grant or loan assistance authorized by Title IV regulations.

After the College has allocated the unearned funds for which it is responsible, the student must return assistance for which he/she is responsible in the order specified below. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Title IV assistance to be returned. The student (or parent in the case of funds due to a PLUS Loan) must return or repay, as appropriate, the amount determined to any Title IV loan program in accordance with the terms of the loan; and any Title IV grant program as an overpayment of the grant. The student is obligated to return only one-half of the unearned grant amount.

**Timelines for Return of Funds**

The College will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 30 days after the date the College determine that the student withdrew.

The College will provide students with written information in reference to the Return of Title IV Funds policy requirements.

**Rationale**

If a student withdraws before completing more than 60 percent of the payment period, the amount of any Title IV loan and grant aid the student received for the payment period must be recalculated to reflect the portion of the payment period that they completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed **must be returned to the appropriate Title IV aid programs.**

**Citations**

HEA 484B; Dear Colleague Letter GEN098028 RE: 1998 HEA; CFR 668.22(a),(e), (f), (g), (h), (i); and the 1999-00 Federal Student Financial Aid Handbook, Institutional Eligibility and Participation Section.