

Graduate Academic Programs, Support Services and Regulations

The Graduate School

DEAN: Datta V. Naik, Ph.D.

The Graduate School administers the graduate programs through six academic schools: Leon Hess Business School, School of Education, the Wayne D. McMurray School of Humanities and Social Sciences, the Marjorie K. Unterberg School of Nursing and Health Studies, The School of Science and The School of Social Work. These programs are designed to meet the educational needs of post-baccalaureate students who wish to acquire advanced knowledge and skills in their chosen fields of study and to engage in research and other scholarly activities. Classes are offered year-round and scheduled predominantly in the evening. The exception is the M.S.W. program, which offers a full-time program during the day and part-time in the evening.

The Graduate School oversees the development and evaluation of graduate programs, and the teaching and research activity of graduate faculty. The responsibilities of the Dean of the Graduate School include monitoring the graduate admission process, coordinating the production of promotional materials for graduate programs, and overseeing program curricula, general academic standards, and the graduate student advising

process. The Office of the Graduate School also manages the graduate assistantship program.

DEGREE PROGRAMS

Monmouth University offers a variety of courses and programs at the graduate level.

WAYNE D. McMURRAY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEAN: Stanton Green, Ph.D.

Completion of the following programs leads to a Master of Arts (M.A.):

- Corporate and Public Communication
- Criminal Justice
- English with a Concentration in Literature
- English with a Concentration in Rhetoric and Writing
- English with a Concentration in New Jersey Studies
- English with a Concentration in Creative Writing
- History
- Liberal Arts
- Psychological Counseling
- Public Policy

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Completion of the following program leads to a Master of Science (M.S.):

- Mental Health Counseling

Completion of the following certificate programs leads to the following:

- Graduate Certificate in Criminal Justice Administration
- Graduate Certificate in Human Resources Communication Specialist
- Graduate Certificate in Public Service Communication
- Graduate Certificate in Public Relations Specialist
- Post-Master's Certificate in Professional Counseling

SCHOOL OF SOCIAL WORK

DEAN: Robin Mama, Ph.D.

Completion of the following programs leads to a Master of Social Work (M.S.W.):

- Social Work with a Concentration in Clinical Practice with Families and Children
- Social Work with a Concentration in International Community Development

Completion of the following certificate programs leads to the following:

- Post-Master's Certificate in Play Therapy

SCHOOL OF SCIENCE

DEAN: Michael A. Palladino, Ph.D.

Completion of the following programs leads to a Master of Science (M.S.):

- Computer Science
- Financial Mathematics
- Software Engineering

Completion of the following certificate programs leads to the following:

- Graduate Certificate in Software Development
- Graduate Certificate in Software Engineering
- Graduate Certificate in Computer Science – Software Design and Development

LEON HESS BUSINESS SCHOOL

DEAN: Frederick Kelly, Ph.D.

Completion of the following programs leads to the Master of Business Administration (M.B.A.):

- Business Administration
- Business Administration with a Concentration in Health Care Management

Completion of the following certificate programs leads to the following:

- Post-Master's Certificate in Accounting
- Post-Master's Certificate in Health Care Management

SCHOOL OF EDUCATION

DEAN: Lynn Romeo, Ed.D.

Completion of the following program leads to the Master of Education (M.Ed.):

- Master of Education

Completion of the following programs leads to the Master of Arts in Teaching (M.A.T.):

- Master of Arts in Teaching

Completion of the following programs leads to the Master of Science in Education (M.S.Ed.):

- School Counseling
- Principal
- Reading Specialist
- Special Education

Completion of the following programs leads to the following:

- Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL)
- Endorsement in Early Childhood
- Endorsement in English as a Second Language
- Endorsement in Substance Awareness Coordinator
- Endorsement in Teacher of Students with Disabilities
- Post-Master's Endorsement – Learning Disabilities Teacher-Consultant
- Post-Master's Endorsement – Principal
- Post-Master's Endorsement – Counseling
- Post-Master's Endorsement – Reading Specialist

- Post-Master's Endorsement – Supervisor
- Post-Master's Endorsement – Director of School Counseling Services

SCHOOL OF NURSING AND HEALTH STUDIES

DEAN: Janet Mahoney, Ph.D.

Completion of the following programs leads to the Master of Science in Nursing (M.S.N.):

- Nursing

Completion of the following certificate programs leads to the following:

- Graduate Certificate in School Nursing
- Graduate Certificate in School Nursing – Non-Instructional
- Graduate Certificate in Forensic Nursing
- Post-Master's Certificate: Adult Nurse Practitioner
- Post-Master's Certificate: Family Nurse Practitioner
- Post-Master's Certificate: Nursing Administration
- Post-Master's Certificate: Nursing Education
- Post-Master's Certificate: Adult Psychiatric and Mental Health Practitioner

ACADEMIC SUPPORT SERVICES

First Year at Monmouth is a key resource for first-year students (18-credits and below) at Monmouth University, offering new student orientation and overseeing academic advising, the Freshman Seminar course, and major and career services for all first-year students. First Year offers programming designed to help first-year students experience the challenges, opportunities, and support needed to succeed at Monmouth. Students are encouraged to take part in academic and co-curricular activities that are supported by this office to promote their growth and learning.

New Student Orientation. All incoming first-year students attend a two-day/one-night New Student Orientation in July. Orientation provides a snapshot view of life at MU: students meet faculty and advisors; register for their first semester; learn about academic, career, personal, and social choices; and, perhaps most importantly, make connections with other first-year students. Special programs are also offered to students matriculating in the spring semester.

Academic Advising. All first-year students receive comprehensive academic advising from specially trained faculty as part of our award-winning First Year Advising Program. Although most students tend to think of advising as simply registering for courses, our office strives to build an advising relationship that works holistically to help students develop their academic, career, personal, and social interests.

Freshman Seminar. The Freshman Seminar (LC100) is a one-credit course designed to help students adjust to University life. Students learn about themselves, the University, and future careers. The course is highly recommended for all first-year students during their first semester, since research indicates that taking the course contributes significantly to student success. Each course has an upper-class student who serves as a peer advisor in the classroom.

Major and Career Choices. We believe that everyone can benefit from “career work,” whether it involves help in choosing a major, access to career interest resources, internship opportunities, mentoring, or a workshop on resume writing. First Year at Monmouth offers students a great deal of support with their major and career choices. Students can assess their career interests in a variety of ways, and we strongly encourage all first-year students to begin this exploration as early as possible.

Online Community: SOAR. SOAR (Support, Orientation, Advisement, and Registration) is an online community for new students that provides important information relevant to their first year and beyond. SOAR provides critical information about many first year experiences, including career and major exploration opportunities, help in understanding course requirements for majors, information for building student schedules, and residential life/commuter concerns.

Parent Programs. It stands to reason that parents, guardians, and family members who are informed are better prepared to help their first-year students navigate the challenges ahead. Parents are encouraged to become familiar with transition issues, the nature of how a university works, the federal laws affecting the sharing of student information, and the wide variety of resources, support services, and activities available to students. First Year at Monmouth coordinates Parent Programs designed to help family members of incoming first-year students learn more about Monmouth University and how to help their students make a successful transition to

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college life. Generally held in June (prior to their students' New Student Orientation), these programs provide a broad range of information and the opportunity to meet with representatives from various departments across campus.

The First Year at Monmouth office is located on the lower level of the Rebecca Stafford Student Center. They are open from 8:45 am until 5 pm weekdays (and until 7 pm on Wednesdays during the academic year).

The Center for Student Success

The Center for Student Success (CSS) provides academic and career counseling for all students. Academic advising for **transfer and adult learners** is coordinated in the CSS. The center administers the MEWS—Monmouth's Early Warning System for freshmen and **undeclared sophomores**. Advising for undeclared sophomores is designed to help with exploration of different majors while taking courses that satisfy degree requirements. Students are required to declare a major no later than the end of sophomore year. Additionally, throughout the year, the CSS offers numerous workshops related to academic, personal and career topics.

Many services and resources are available in the CSS to assist students with career exploration, career planning, part-time employment, cooperative education, internships, service learning opportunities, experiential education, and job placement. Students are provided assistance in exploring their career values, interests, and skills.

During their senior year, students have the opportunity to attend career fairs and meet with many prospective employers who visit the University at the invitation of the **Placement Office**. In preparation, students are given professional assistance in writing effective resumes and in acquiring interviewing skills to make the fullest possible use of these opportunities. In order to maintain close ties between the University and its students after graduation, Monmouth continues to offer these services to alumni. Job opportunities are also sent to students frequently via University e-mail.

The **Service Learning and Community Programs Office** offers students opportunities to engage in various community service experiences and volunteer activities. This allows students to explore their personal, career, and intellectual potential while increasing their knowledge of community needs.

The CSS provides administrative support for the **Experiential Education** requirement. Please refer to the Experiential Education related Web site for requirements. One way to satisfy Experiential Education is through participation in the **Cooperative Education Program**. Through Co-op, students are given the opportunity to integrate their academic study with relevant paid work experience.

Academic Skills Services

Academic Skills Services, including the Math Learning Center, Writing Center, and the Tutoring Center, provide personalized academic assistance. Students may be referred by professors, may be required to attend as a result of placement testing, or may come voluntarily.

The **Math Center**, located in Howard Hall, provides students with assistance in all levels of mathematics. Peer tutors are available to help students solve problems and to review concepts. In addition, students may use the Center to do homework assignments or to study for tests while having a student tutor available.

The **Writing Center**, located in the Rebecca Stafford Student Center, provides writing assistance for all undergraduate and graduate-level students. Writers may seek assistance during any stage of their writing process, from the initial drafting of the assignment through the final stages of editing and proofreading. Additionally, specific Writing Assistants are able to assist with resumes, cover letters, personal statements, the discipline of literature, and the specific challenges faced by English Language Learners.

Writing Assistants, peer and professional, are available Monday through Friday. Appointments may be scheduled with them electronically through TutorTrac: <https://tutortrac.monmouth.edu>, by phone (732) 571-7542, or by visiting the Writing Center.

The Writing Center Web site also offers online resources for students. Visit http://www.monmouth.edu/writing_center/resources.asp for assistance with grammar and punctuation skills, research strategies, documentation styles, and discipline-specific writing guidelines.

The **Tutoring Center**, located in the Rebecca Stafford Student Center, provides assistance by both student peer tutors and faculty master tutors in most academic areas. For more information, please contact the Tutoring Center at 732-263-5721 or visit the Tutoring Center Web site at

http://www.monmouth.edu/academics/CSS/tutoring_center/default.asp.

Educational Opportunity Fund Program

The Educational Opportunity Fund (EOF) is one of the nation's most comprehensive and successful state-supported efforts to provide access to higher education for economically disadvantaged students. EOF assists low-income New Jersey residents by providing supplemental financial aid to help cover college costs and provides academic support services throughout the student's college career. EOF students must be enrolled full-time. A five-week, residential, pre-freshman summer program is required of all incoming EOF freshmen. Additional information is available from the EOF Office, located in the 600 Building.

Disability Services

Support services are available to students with learning, psychological, and physical disabilities. Students with documented disabilities may request reasonable modifications, accommodations, or auxiliary aids that will enable them to fully participate in programs and activities at Monmouth University. The Department of Disability Services for Students manages accommodation and accessibility issues.

A variety of services are available to students with disabilities. These services include, but are not limited to, assistance with advocacy on campus, learning strategy training, time management assistance, academic planning advice, preferential registration for continuing students, an adaptive testing center that assists faculty in accommodating registered student test-taking needs, and an orientation to on-campus adaptive technology.

In order to be eligible for accommodations and services, adequate documentation must be submitted to the Department of Disability Services for Students. The documentation must include a specific diagnosis of a disability and support the particular academic accommodations being requested. Students should contact the department for particular documentation requirements.

Monmouth University Library

The mission of the Monmouth University Library is to serve the faculty and students of the University by providing, as far as practicable, all library materials needed to support the curriculum

and research needs of all students, faculty, and other users. The Monmouth University Library is the center of learning and research at Monmouth University and has a core collection reflecting cultural achievement throughout the ages, which provides a well-rounded perspective of contemporary civilization. In addition to the 303,000 print and electronic volumes, the collection includes subscriptions to approximately 39,300 periodicals, both print and electronic, with extensive back files on microfilm and in bound volumes. The Library is also a selective depository for publications of the United States government and houses a special collection of material pertaining to New Jersey. In addition, the personal book collection of Lewis Mumford (1895–1990), a prominent American architectural critic and urban planner, is available by appointment for scholarly research.

Public networked computers in the Monmouth University Library provide full Internet access. The Library was the first department on campus to have its own Web page, which is also the University's gateway to:

- Monmouth University online catalog;
- Web-based databases of scholarly journal articles and book titles;
- full-text databases from newspapers and general periodicals;
- e-mail delivery of interlibrary loan articles;
- government and legislation information;
- business information and full-text images of articles on the Web.

The renovation of the University Library has been completed with an addition of 19,575 square feet of new space. Three group study rooms have been added to the library with connection facilities to the Internet, plus the number of computers has been increased in the building for the benefit of all library patrons. The world of higher learning, including millions of resources from all over the globe, is now available online to all users from the library, University offices, student dorms, and homes, twenty-four hours a day, seven days a week.

The Monmouth University Library's dedication to service and continued awareness and implementation of emerging technologies allow it to continue as the central site on campus where students acquire a vast amount of information in both print and electronic form.

Instructional Technology Resources

Monmouth University fully supports the use of technology in teaching/learning. Many classes integrate technology into the course structure and make use of a variety of technologies. These include: computer presentation, video and audio, interactive CD/DVDs, e-Campus learning management system, and the World Wide Web. In addition, the Monmouth University Library catalog and digital databases are available online, as are many instructional materials used in individual courses.

The University has a fully-networked campus that includes all computer labs, all campus residences, laptop ports, and wireless hotspots. There are over 900 computer desktops available to students in various lab configurations. These include Windows, Macintosh, and Unix/Linux platforms that are all connected to a variety of servers and the World Wide Web. A full complement of software is available throughout campus in the computer labs, including word processing, spreadsheet, database, presentation, World Wide Web authoring, and programming tools. Course-specific software is also distributed in departmental computing labs, including statistical packages, art creation programs, desktop publishing, and interactive learning software.

For the encouragement of open communication, every student is given an e-mail account and space on the server to store course-related files and Web pages.

The Center for Instructional Technology (ITS) group, located in the lower level of the Library, provides faculty with professional development opportunities, web-based resources and tools, instructional design services, training, and support. The group collaborates with faculty and students in the design of effective learning environments that seamlessly integrate existing and emerging technologies to enhance teaching and promote learning. In addition, the Multimedia Center, a branch of Network Computing Services, is located in the Plangere Center and provides support for classroom instruction. The staff is able to assist students and faculty with the appropriate media for projects.

The Student Technology Assistant Program (STAP) provides students with the opportunity to learn about current technology, while earning cash and boosting their resume. Each semester, approximately 60 undergraduate and graduate students from all majors join the program in one of several dif-

ferent positions. STAP members can be found working in the University's open computer labs, at the Student Help Desk, with multimedia equipment, creating Web sites and troubleshooting problems with computer hardware and software. Members of STAP are dedicated to assisting the students of Monmouth University with many of their technical needs. Many students begin working for STAP during their freshman year and continue throughout their undergraduate career at Monmouth University. For further information on the Student Technology Assistant Program, please contact Lynn Stipick at 732-263-5108.

GRADUATE GRADES

The graduate grading system is as follows:

A, A-	Excellent
B+, B, B-	Average
C+, C, C-	Poor

F: Failing. This grade is given for failure in a course; for withdrawal from a course after the deadline (see "W" grade); or for failure to remove an Incomplete by the end of the next regular semester.

AU: Audit. This grade is given to a student who attends a class for the purpose of acquiring knowledge, but not to earn credits. The auditor is expected to attend classes, do assigned reading, and participate in class discussions, but is not required to take examinations.

W: Withdrawal. This grade is given for withdrawal from a course or courses up to five weeks before the last day of classes in a regular semester or its equivalent in a shorter term. See the academic calendar for the last date to withdraw without penalty. The official date of withdrawal is the date the completed withdrawal form is received by the Office of Registration and Records.

I: Incomplete. This grade is given in cases where permission has been granted by the instructor to postpone completion of specific required work, such as a laboratory project or report or a missed final examination. This grade is not intended for situations where, in the judgment of the instructor, the student must retake the course for an entire semester in order to earn a passing grade. The Incomplete grade, therefore, should not be used in cases where a grade of "W" or "F" would be appropriate. The student must complete the work within the time granted by the professor and no later than the end of the next regular semester. If the unfinished work is not com-

pleted within the specified time, an “F” grade will be recorded, unless the instructor indicates otherwise at the time the Incomplete was originally approved.

S: Satisfactory Progress. This grade is given at the end of the first semester when satisfactory progress has been made in a graduate course, which may take more than one semester to complete. Students who receive an S grade must register for one credit, Continuation of Thesis/Project course (REG 500) in subsequent semesters until completion of the project.

NR: No Report. This temporary grade is given by the Registrar when no grade has been received from the instructor at the time that the grade reports are printed.

P: Pass. This grade is given for satisfactory completion of a course that is graded on a Pass/Fail basis. This grade is not used in computing a student’s cumulative grade point average (GPA).

X: Credit by exam. Portfolio Credit.

Graduate Grade Point Averages

Grade points are awarded for each credit on the basis of grades as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; P = 0.00; F = 0.00. Thus, if a student completes a three-credit course with a grade of A, 12 grade points are awarded. To calculate the grade point average (GPA) for a given semester, a student should divide the number of grade points awarded by the number of credits attempted (excluding withdrawals). The official GPA is rounded to two decimal places.

To calculate the cumulative graduate GPA, the total number of grade points awarded is divided by the total number of graduate credits attempted in all sessions at Monmouth University. Calculation of a major GPA includes all courses taken within the major and courses cross-listed within a major. General Education required courses are not included with the major GPA. All graduate courses are included with the GPA calculation, regardless of repeats.

Grade Reports

A grade report is e-mailed to each student approximately ten days after the end of each semester. Final grades are recorded on the student’s official academic record. The Office of Registration and Records does not respond to individual requests for

grades until after the grade reports have been generated. All students are provided with a WEBstudent account that enables them to view their grade reports online. Undergraduate midterm grades are only provided online.

Student Complaints about Grades

A student who wishes to file a complaint about a course grade should attempt first to resolve the matter through a discussion with the faculty member who taught the course in question. If the faculty member is unable to resolve the matter, the student may contact the department chair in writing, stating the basis of the complaint. Such complaints should be sent to the appropriate department chair within six weeks following the receipt of final grades. A student who is not satisfied with the decision of the department chair may appeal the decision in writing to the dean of the school housing the course. The decision of the academic dean is final.

Change of Grade Requests

In those rare cases where a faculty member determines that a change of grade is warranted, the request must be submitted and approved by the department chair and school dean. All changes must include specific reasons that support the proposed change. Changes beyond one year require the additional approval of the Academic Standards and Review Committee. Students are not permitted to complete or submit additional work after a term/semester concludes in an effort to improve a grade, unless the original grade was an Incomplete. Changes to grades after a student has graduated will not be considered.

ACADEMIC DEFINITIONS

Graduate Student Classification

• Matriculated/Non-Matriculated

All graduate students are classified as either matriculated or non-matriculated.

- I. Matriculated graduate students are:
 - a. Degree-seeking;
 - b. Regular admits;
 - c. Conditional admits in a degree program or certificate program of at least 18 credits.
- II. Non-matriculated graduate students are:
 - a. Non-degree-seeking students;

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- b. Certificate students not falling in Category I.

Non-matriculated graduate students must meet basic graduate admission requirements, possess a baccalaureate degree with a minimum undergraduate GPA of 2.50 and may take up to two courses in a program.

Attendance as a non-matriculated student does not guarantee future admission as a matriculated student. Non-matriculated students are prohibited from enrolling in graduate business courses and/or graduate education courses pertaining to the Master of Arts in Teaching.

• *Full-Time/Part-Time*

Full-time graduate students, excluding MSW students, carry at least nine credits in a regular semester. Full-time MSW students carry 15 credits per semester, which includes a field internship experience. Regular full-time MSW students can complete the MSW degree requirements in two calendar years. Students admitted to the Advanced Standing MSW program as full-time students can complete the MSW degree in one calendar year.

Part-time graduate students, excluding MSW students, carry fewer than nine credits per semester. Part-time MSW students carry fewer than 15 credits per semester. Regular part-time MSW students can complete the MSW degree in four calendar years. Students admitted to the Advanced Standing MSW program as part-time students can complete the MSW degree in two calendar years.

Auditor Classification

An auditor is a student who attends a class for the purpose of attaining knowledge, but not to earn credits. The auditor is expected to attend classes, do assigned readings, and participate in class discussions but is not required to take examinations.

Students who wish to audit a class must complete a "Permission to Audit a Class" e-FORM, which is available from the student's WEBstudent account. This application must be received prior to the third class meeting. Auditor registration is subject to course section availability. No more than two (2) courses may be audited per semester. Students may not change the status of their registration in a course to 'audit' or to 'for credit' during the term. Auditors may be removed from classes after registering if seats are needed for matriculating students.

Part-time students who audit classes will be charged at the audit rate regardless of their status (matriculated or non-matriculated); the audit rate is one-third of the regular per-credit tuition rate.

Full-time undergraduates whose total semester credits (including those in audited classes) are in the 12–18 range will be billed at the full-time tuition rate. If a full-time undergraduate audits a class whose credits put the total credit load in excess of 18 credits, the credits beyond 18 will be billed at the audit rate.

The transcripts of auditors who, in the judgment of faculty members, do not attend class or participate sufficiently, will not reflect the audited courses.

CURRICULUM OF RECORD

A student's curriculum of record is the set of degree requirements associated with the student's particular major that is in effect at the time that major is declared. If major requirements are changed, students may elect to update to the newer version of the major requirements by sending written notification to both the major department and the Office of Registration and Records.

The official curriculum of record is maintained in the Office of Registration and Records. Students are provided with a WEBstudent account which details all curriculum requirements under the 'academic audit' section.

ACADEMIC REGULATIONS

Graduate Academic Amnesty

Academic amnesty provides former graduate students of Monmouth University an opportunity to improve their program grade point average. A former graduate student of Monmouth University must be away from the University for at least two (2) calendar years to be eligible to apply for academic amnesty. The student may apply for academic amnesty with a stated plan approved by the graduate program director. If academic amnesty is granted, the student will be readmitted under the current catalog of record. In addition, credit will be given for all Monmouth University courses with grades of "B" or better and as many courses with grades of "B-" as possible while maintaining a program grade point average of 3.00 or better. Courses that are older than seven (7) years may not be used to satisfy curricu-

lum requirements unless specifically approved by the appropriate academic program director.

Students who receive veteran's educational benefits who are approved for academic amnesty should be aware that they will not be entitled to VA benefits when repeating courses that satisfy requirements that were satisfied prior to academic amnesty.

Academic amnesty may be granted to a graduate student only once. Under no circumstances will grades earned by a student at Monmouth University be expunged from the student's permanent record or excluded from any transcript sent from Monmouth University.

Courses that receive no credit under the grant of amnesty shall not be applied later for fulfillment of any degree or certificate requirement. The University shall not use a grade point average adjusted by amnesty to determine the eligibility of a student for any honors that may be awarded.

The Graduate Academic Standards and Review Committee of the Graduate School shall evaluate each application for academic amnesty based on recommendation by the director of the graduate program. The Committee will inform the Registrar of its decision and of courses affected by the granting of amnesty. Students may submit an application for Academic Amnesty via e-FORMS, which are accessible from the student's WEBstudent account.

Academic Honesty

Monmouth University encourages its students to grow intellectually as well as to become responsible citizens in our complex society. In order to develop their skills and talents, students are asked to do research, perform experiments, write research papers, work individually, and cooperate in group activities. Academic dishonesty subverts the University's mission and undermines the student's intellectual growth. Therefore, Monmouth University will not tolerate violations of the code of academic honesty. The penalties for such violations include suspension or dismissal and are explained more fully in the Student Handbook.

The University has an obligation as an educational institution to be certain that each student's work is his/her own. Dishonesty in such academic practices as assignments, examinations, or other academic work cannot be condoned. A student who submits work that is not original violates the purpose of Monmouth University and may forfeit his/her right and opportunity to continue at the University.

Graduate Academic Standing

Graduate students are required to maintain an average of 3.0 or better in all courses in the degree or certificate program in which they are enrolled at Monmouth University.

Students who fail to maintain a 3.0 or better average or who accumulate as many as three credits of "B-", "C+", "C", "C-" or "F" grades will be subject to review by the Academic Standards and Review Committee. Students who accumulate as many as nine credits of "C+", "C", "C-" grades, or two "F"s will be subject to dismissal by the Academic Standards and Review Committee. Under no circumstances will more than six credits of "C+", "C", and "C-" grades accumulate toward degree credit. Students will not receive their degrees until the policies on the number of "C" grades and GPA are met.

Graduate Academic Dismissal

A student shall become subject to academic dismissal for any of the following conditions:

1. For failing to earn in three continuous semesters a cumulative grade point average of at least 3.00;
2. For accumulating nine credits of "C+", "C", "C-";
3. For accumulating six credits of "F" or three credits of "F" and three credits of "B-", "C+", "C", "C-";
4. For excessive course withdrawals. (A student is considered to have withdrawn excessively if credits for those courses in which "W" grades have been received total more than 25% of the total number of credits attempted at Monmouth University. This policy affects all students after they have attempted at least 12 credits at Monmouth University.)

Students who have been academically dismissed have the right to appeal that decision in writing to the Academic Standards and Review Committee.

Graduate Warning/Probation/Dismissal Criteria

Students with GPA below 3.00
1st semester below 3.00 GPA Warning
2nd semester below 3.00 GPA Probation
3rd semester below 3.00 GPA Dismissal

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Students with three or more credits of "B-", "C+", "C", or "C-"

1st grade of "B-", "C+", "C", or "C-" with a GPA below 3.00	Warning
2nd grade of "B-", "C+", "C", or "C-" with a GPA of 3.00 & above.	Warning
2nd grade of "B-", "C+", "C", or "C-" with a GPA below 3.00	Probation
3rd grade of "B-", "C+", "C", or "C-" with a GPA of 3.00 & above	Probation
3rd grade of "B-", "C+", "C", or "C-" with a GPA below 3.00	Dismissal
4th grade of "B-", "C+", "C", or "C-" with any GPA.	Dismissal

Students with three credits of "F"

1st grade of "F"	Probation
2nd grade below "B"	Dismissal

Attendance

Monmouth University believes that attendance is essential to success in academic courses. Therefore, class attendance is required. The University believes that learning is an interactive process dependent in part on the student and is not just a matter of the passive absorption of information. The University also believes that to benefit fully from their respective courses, students need to participate in, and contribute constructively to, the classroom experience, and secondly, that the success of any course depends as much on what students contribute to the class as on what the instructor presents.

Grades in courses are normally based on academic performance (participation, contribution, and examination). However, individual faculty members may adopt reasonable regulations that additionally relate grades to class attendance. All professors must state their specific attendance policies in a written statement containing the pertinent course requirements and give it to the students during the first week of the semester. A student who, for any reason, may not be present at a particular class or laboratory is, nevertheless, responsible for adhering to the attendance requirements of the course.

Students are not permitted to attend classes for which they have not officially registered (as determined by the Office of Registration and Records). If students attend without prior registration, they are subject to disciplinary actions, inclusive of suspen-

sion and/or dismissal, and will not be permitted to "retro-actively" enroll.

Course Withdrawals

Students are expected to complete the courses for which they register. On occasion, however, withdrawals are warranted. (See section entitled "GRADING" for a description of the "W" grade and associated procedures.) Students who do not intend to complete any course for which they are officially registered should execute an official withdrawal prior to the "W" deadline.

The official date of a withdrawal form is the date it is received in the Office of Registration and Records. The student is responsible for completing the e-FORMS request prior to the deadline date.

Students withdrawing from some courses while remaining registered for one or more courses are required to complete a "Withdraw from Course Form", available from e-FORMS. The official date of a withdrawal form is the date the completed form is received in the Office of Registration and Records and must be received prior to the Withdraw ("W") deadline date as published in the Academic Calendar.

Students who are withdrawing from all their courses are encouraged to make notification of withdrawal in writing; however, verbal or e-mail notification is acceptable under the guidelines set forth in "Refund Policy for Complete Withdrawals—Fall and Spring Semester."

Except under unusual circumstances, such as prolonged illness, a student will not be permitted to withdraw from coursework any later than five weeks prior to the last day of classes of the semester or its equivalent in a shorter term. In these exceptional cases, students will be withdrawn from all coursework in the term.

Students who do not complete courses and who have not executed an official withdrawal prior to the deadline indicated will receive "F" grades for such courses.

Students wishing to withdraw from classes after the specified withdrawal deadline must provide documentation of serious extenuating circumstances; the documentation will be reviewed by the appropriate faculty members teaching the courses, the department chairs, the deans of the schools in which the course(s) are housed, and the Registrar.

Final Examinations

Final examinations shall be held during a time scheduled by the University. Class time shall not be devoted to final examinations.

A student who has three final examinations scheduled on one day may request that one of the examinations be rescheduled; it is normally the middle one of the three that is rescheduled. Rescheduled examinations are to be given at a time agreed upon by both the student and the faculty member on or before the last day of the examination period.

It is the right of a student to review any graded examination in the presence of the instructor. Final examination grades may represent no more than one-third of the term grade.

Graduation

All undergraduate students are required to complete a minimum of 128 credits. Some academic programs require more credits; see the individual curriculum charts in this Catalog for program details. Additionally, all undergraduates must meet a minimum 2.00 overall grade point average (GPA), a minimum major GPA of 2.10 (except for Education majors who are held to a 2.75 minimum GPA), and, if applicable, a minimum 2.10 minor GPA. Calculation of a major GPA includes all courses taken within the major and courses cross-listed within a major. General Education required courses are not included with the major GPA.

To qualify for graduation, all graduate students must complete all program requirements with a minimum GPA of 3.00.

Diplomas are mailed to students approximately three weeks after the actual date of graduation.

In those rare instances when a student has not met all degree requirements, but for whom a change to the academic record is received by the Office of Registration and Records within one week following the graduation, the student will be considered for the earlier graduation. The effective date of the change must be on or before the actual date of the graduation. Changes received later than one week beyond graduation will not be considered for prior graduation, but will be part of the next graduation cycle.

Only students who have completed all graduation requirements, including, but not limited to, coursework, credit requirements, GPA minimums, residency requirements, and the like, will be allowed to participate in Commencement.

Independent Study

Independent Study courses permit a student to pursue a research project or guided readings in a subject area not substantially covered in the curriculum. Normally, no more than one Independent Study course may be scheduled during a single academic term. A student must complete the "Independent Study Application" form (available online at <http://www.monmouth.edu/academics/registrar/form.s.asp>) and obtain approval from the supervising professor, the department chair, and the school dean prior to registering for the course. Independent Study applications containing the appropriate signatures must be submitted to the Office of Registration and Records. Generally, students are expected to complete no more than 6 credits of independent study. Any exceptions must be approved by the dean of the school in which the student's major is housed. **Failure to process the Independent Study Application within the required timeframe may impact financial aid status and may jeopardize participation in Commencement.**

Student (Biographical) Data

Any currently enrolled student whose biographical data (e.g., name, address, and Social Security number) has changed must inform the Office of Registration and Records in writing. Requests for name or Social Security number changes must be accompanied by legal documentation. Biographical information is not changed for previously enrolled students; alumni should contact the Office of Alumni Affairs to report biographical changes.

Graduates: Taking Courses at Another Institution

Students who are accepted for graduate work at Monmouth University are expected to complete all remaining course work at Monmouth University. They may not take courses elsewhere for transfer credit without specific prior approval by the graduate program director, the dean of the graduate school, and the registrar. If permission is granted, in order to accept the credits as transfer, the grade must be no less than a "B". Students may not be enrolled in classes at Monmouth during the semester or term in which the permission is sought.

Submission of the Same Paper or Computer Program for Two Courses

The submission of the same (or essentially the same) paper or computer program for two separate courses without the expressed permission of all faculty members involved is against University policy.

Graduate: Time Limitation for Completion of Requirements

The requirements of a particular master's program must be satisfied within a period not exceeding **five calendar years** and not including a period of service in the Armed Forces. The graduate catalog in effect at the time of admission, readmission, or change of major (whichever is later) shall normally be the student's official catalog of record. However, faculty and curriculum changes may require related changes in a student's program. If after following a curriculum of record for five calendar years a student has not completed the requirements of the curriculum, the student must update the curriculum of record (including all requirements) to the most recent one that exists. Requests for exceptions to a curriculum update should be made to the respective program director. The director's recommendation is then forwarded to the academic school dean and graduate school dean for final approval. The acceptance of graduate courses taken at Monmouth or elsewhere beyond five years is at the discretion of the program director and is made on a case-by-case basis.

Graduate: Continuation of Matriculation

A "continuation of matriculation" is required of all thesis students who do not complete the thesis in the registered term and will/have receive(d) an "S" grade. The Continuation of Matriculation is intended to keep the student pursuing his or her thesis in compliance with University policy. Students in this category must complete and submit an "Application for Thesis Continuation" e-FORM which is available on WEBstudent. The student will then be registered for REG-500, a one-credit course that permits the student use of University facilities to complete the thesis. Students in this category must register each semester for a continuation of matriculation until the thesis is completed and the final grade is submitted to the Office of Registration and Records.

Substitution of Requirements

Students seeking course substitutions or any deviations from the stated degree requirements of an academic program should first consult with their academic advisors. If the advisor recommends a substitution, the "Substitution of Undergraduate or Graduate Program Requirement" e-FORM should be submitted to their respective department for review. The department will forward their decision to the Office of Registration and Records for processing. Students will receive an e-mail to their student accounts after the substitution request has been completed. If the department chair does not approve the substitution, the student may appeal that decision to the school dean. If the school dean does not approve the substitution, the student may appeal that decision to the Provost. The Provost has final authority concerning the substitution.

Students should avoid processing substitution forms close to the time of graduation; instead, substitutions should be effected as warranted in academic planning sessions with academic advisors. Deadlines to submit substitutions for graduating students are provided on the "Registration Information" page of the Monmouth University Web site.

Graduate: Use of Other Credits Towards Certificates (Previous Coursework)

Students pursuing a certificate are allowed to apply no more than 30% of other credits (i.e., transfer credits or waived classes or credit by exam) towards the certificate program.

Graduate: Use of Coursework Towards Degree Programs

Students in the M.B.A. Program must complete a minimum of 30 credits or 10 courses in the required and elective core of courses at Monmouth University. Courses requested for transfer will be accepted at the discretion of officially designated evaluators for the program in the School of Business Administration. Transferred courses must be from institutions accredited to offer graduate courses and must carry a minimum grade of "B."

Students in the 60-credit M.S.W. Program will be able to transfer a maximum of 12 credits of graduate work from another CSWE accredited M.S.W. graduate school, provided that (a) the courses requested for transfer were completed with

grades of “B” or better, (b) the courses are offered only for graduate credit at the previous institution, (c) the courses are judged appropriate by the M.S.W. Program Director, (d) the courses were completed within the six years prior to admission into the M.S.W. Program at Monmouth University, (e) the courses are foundational courses and not to include field placement or any of the Social Work practice sequence courses, and (f) the credits were earned at a Council on Social Work Education (CSWE) accredited graduate program.

Students in other master’s degree programs may, with the permission of the student’s program director and the school dean, transfer a maximum of nine credits of graduate work from another accredited graduate school, provided (a) the courses requested for transfer were completed with grades of “B” or better and were not applied toward another degree, (b) the courses are offered only for graduate credit at the previous institution, and (c) the courses are judged appropriate by the program director for the degree program in which the student is matriculated at Monmouth University. The grades of transferred courses are not used in the computation of the grade point average.

Final transcripts from previous institutions attended should be received by Monmouth University prior to beginning enrollment. Students who do not provide official transcripts will not be permitted to continue at Monmouth.

ACADEMIC PROCEDURES

Application for Graduation

An “Application for Graduation” e-FORM should be filed with the Office of Registration and Records no later than the deadline date, as outlined on the “Registration Information” page of the Monmouth University Web site. It is the student’s responsibility to see that all requirements for graduation are met. After applying for graduation, the student will receive an official degree audit from the Office of Registration and Records. Official audits are updated during the last semester. Students can review their academic audits at any time by using their WEBstudent account.

Participation in Commencement

Only students who have completed all degree requirements are permitted to participate in Commencement exercises. All application deadlines

for graduation, substitutions of program requirements, grade changes, waivers, transfer credits, and the like are outlined on the “Registration Information” page of the Monmouth University Web site. Failure to meet any of the deadlines may impact inclusion in Commencement–related activities.

Graduate: Change of Degree or Certificate Program

Students who wish to change their major should seek the advice of the program director of the proposed new graduate program and make themselves familiar with requirements of the new major. Once the student decides which program they would like to change to, he or she should apply for admission to the new graduate program, being sure to include all of the appropriate or required documents with their application. Students must follow the curriculum of the new major that is in effect **at the time of the change of major**.

Changing From Non-Matriculated to Regular (Matriculated) Status

An undergraduate student accepted to Monmouth University as a non-matriculated (non-degree seeking) student may request to matriculate (seek a degree) by applying for admission as a regular (matriculated) student. If accepted as a regular student, a major may be declared (provided admission criteria, if any, of the particular major are met) or the undeclared status chosen.

A non-matriculated undergraduate student who did not meet regular admission requirements when accepted in the provisional non-matriculated status must complete a minimum of 12 credits and a maximum of 18 credits of college-level course work with a minimum grade point average of 2.00 before applying for admission as a regular student. The student will follow all curricular requirements in effect at the time of admission as a regular student.

Courses taken in the non-matriculated status will be considered for applicability toward degree requirements in the same way that courses taken in the matriculated status are considered. Undergraduate students wishing to change from non-matriculated to regular status should contact the Office of Undergraduate Admission.

A graduate student accepted to Monmouth University as a non-matriculated (non-degree seek-

Programs, Services, and Regulations

ing) student may request to matriculate (seek a degree) by applying for admission as a matriculated student in a particular graduate program. See Graduate Admission for details.

Course Changes (Add/Drop)

Students can add or drop classes at any time during the open registration period or until the conclusion of the Add/Drop period (as outlined in the Academic Calendar) using WEBregistration or with the assistance of their academic advisor/department.

Students who want to petition to add a closed class, or who want to add a class after the Add/Drop Period has concluded, must complete a "Registration:

Add Course Form," available from their WEBstudent menu under "Registrar Forms." This form must be printed, approved by the instructor, department, and/ or dean. Students attempting to add a class after the Add/Drop Period has ended must also obtain a "Retroactive Registration Form" from the Bursar. All forms must be brought to the Office of Registration and Records for processing, before the term concludes. It is the responsibility of the student to see that all forms reach the appropriate office.

Students simultaneously adding and dropping a course (e.g. same course, different section) should use e-FORMS and select "Swap Course Registration." Approvals for this action will be done electronically, and since there is no credit change, no Bursar approval is required.

Leave of Absence – Matriculated (degree-seeking) Students

Students may apply for a leave of absence (LOA) if they intend to be away from the University for a full semester. A leave of absence enables students to maintain the same curriculum of record. Interested students complete the LOA request form available on e-FORMS. All applications for leaves of absence must be processed by the conclusion of the course change (add/drop) period. All degree requirements must be completed as specified in the "Time Limitation" section. Students on a LOA may not attend another institution and transfer credits into Monmouth University.

Registration

All current Monmouth University students and deposited "Applicants" are provided with access

to the University's WEBstudent. Each student is provided with a unique User ID and password, which allows his or her access to personal information via the WEB.

Continuing students who have met with their academic advisor and received permission to do so, may self-register using WEBstudent. Specific information for dates and times to register online will be distributed prior to registration dates, and will be available online in the "Registration Information." Online registration is not available to students who are on academic probation or whose current admission status is conditional.

Continuing students are strongly urged to complete "early registration" for upcoming semesters and terms. Early registration for the fall, spring, and summer semesters usually begins in April and concludes in August. Late registration is conducted during the first week of the fall and spring semesters; students are required to pay the "late registration" fee when registering during the late registration period. Registration after the conclusion of the late registration period requires the written approval of the appropriate faculty and department chairs. Students are not permitted to attend classes for which they are not officially registered (as determined by the Office of Registration and Records). If students attend without prior registration, they are subject to disciplinary action, including suspension and dismissal, and will not be permitted to "retro-actively" enroll.

New students are invited to register during special programs during the summer and in January as part of their orientation to the University. Late registration is available to new students, although less desirable than the mode described above.

Registration privileges are not extended to students who have significant unresolved financial or other obligations to the University. "Holds" are placed on the records of such students. Upon resolution of the obligation, registration privileges are restored. Course prerequisites are updated periodically. Students should confer with their advisors concerning the most recent prerequisites on record for courses they wish to take. Students should also confer with their advisors when they want to register for more than 18 credits per semester. Students must fulfill the most current prerequisite requirements prior to taking courses at Monmouth University.

Transcript Requests

Current student requests for transcripts must be made by submitting a "Request for Transcript" e-FORM to the Office of Registration and Records. Former students and alumni may print and submit a "Request for Transcript" form available from the Office of Registration and Records "Forms" page. All transcript requests should be made at least two weeks prior to the time they are to be sent; hard-copy requests must bear the signature of the student whose record is being requested. Issuance of transcripts must be first cleared by the Bursar's Office or any other University office to ensure that there are no outstanding obligations. The University may withhold transcripts if an outstanding balance exists, or if repayment of a loan granted either by or through the University is in arrears.

During a period of approximately two weeks when grades are being recorded and processed at the conclusion of a semester, transcripts cannot be issued for currently enrolled students.

Monmouth University releases only the Monmouth University transcript; it does not release the transcripts from institutions previously attended by the student.

SCHEDULING INFORMATION

Fall and Spring Semesters

Monmouth University schedules on-campus classes year-round. During the fall and spring semesters, in addition to the traditional schedule of daytime classes, Monmouth also offers non-traditional students other scheduling options. Courses are available in the evening and on weekends.

Summer Sessions

Summer sessions provide a comprehensive program of day and evening courses and special workshops for Monmouth students and students in good standing at other colleges and universities. Summer session programming also provides a taste of college life and a head start for high school students who have completed either the junior or senior year. Because of Monmouth's location near the shore, summer sessions are well attended by visiting students as well as Monmouth's own students.

The University offers five regular summer sessions. The maximum course load for summer school is 12 credits.

Students enrolled at other institutions should receive approval from that institution for courses for which credit is desired. Students must meet all course prerequisites. Admission into the summer program does not constitute acceptance into the University's regular programs.

Campus recreational and dining facilities are available to summer students. Residence halls will be open to resident students during the summer. Inquiries regarding summer sessions and applications for admission should be addressed to the Director of Admission.

UNIVERSITY EMERGENCY CLOSING

Monmouth University has established a Weather Emergency Information Line: (732) 263-5900. During emergencies, including weather-related situations when the University may need to close or delay the start of the workday, this line will have a prerecorded message with necessary information for students and staff. If the University must close or cancel classes, a broadcast message will also be sent to all employees and resident students via the campus voice-mail system. You may also find out about weather-related cancellations and closings by e-mail messages, the Monmouth University Web page (<http://www.monmouth.edu>), or by listening to one of the local radio stations listed below:

FM

88.9 WMCX Monmouth University
92.7 WOBN Ocean County
94.3 WJLK Monmouth County
95.9 WRAT Pt. Pleasant
98.5 WJLK Ocean County
101.5 WKXW Trenton
107.1 The Breeze

AM

1010 WINS New York
1310 WJLK Monmouth and Ocean Counties
1450 WCTC New Brunswick

TV

News 12 New Jersey
Channel 4

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UNIVERSITY E-MAIL

Monmouth University provides all students with a Monmouth University e-mail account. Specific student notices are sent exclusively to the Monmouth University e-mail account, such as:

- Annual Degree Audits
- Grade Reports
- Semester schedules
- Registration information
- Academic announcements
- Graduation deadlines
- Change of class notifications
- Academic standings

Additionally, administrative offices have established e-mail accounts for student use; however, the student e-mail must be generated from the Monmouth University account. Students are encouraged to communicate with University offices using their Monmouth University e-mail account:

- admission@monmouth.edu
- bursar@monmouth.edu
- finaid@monmouth.edu
- graduateschool@monmouth.edu
- firstyear@monmouth.edu
- registrar@monmouth.edu

WEBstudent and e-FORMS

All currently registered Monmouth students have established WEBstudent accounts for use in schedule preparation, grade and transcript look-up, and academic audits. Students are encouraged to utilize WEBstudent for retrieval of their academic information. Questions concerning the account can be

answered by the Help Desk (732-571-3539), or documentation can be obtained from the WEBstudent site. Information obtainable online includes:

- Grades (midterm and final)
- Grade Point Average (GPA)
- Academic Audit
- Student Schedule
- WEBregistration
- e-FORMS

WEBstudent is available for **general use** to view the **Schedule of Course Offerings**. “Search for Courses” is not restricted by User ID and password, and is accessible to all users. Monmouth University provides a menu selection accessible from WEBstudent that allows currently enrolled students to electronically submit academic requests to the department and to the Office of Registration and Records.

Current students initiate requests with the Academic Affairs Division by utilizing the e-FORMS selection available from their WEBstudent menu.

Instructions on how to use WEBstudent and e-FORMS are posted under “Instructions” on the WEBstudent main menu.

WITHDRAW FROM THE UNIVERSITY

Students, who intend to withdraw from Monmouth University and plan not to return, are requested to notify the University by completing a “Total Withdraw from the University” e-FORM. Provided the e-FORM is received by the “W” deadline date (see academic calendar) students will be withdrawn from the current term; otherwise the total withdraw will not be effective until the next regular term.