

Undergraduate Academic Programs, Support Services and Regulations

DEGREE PROGRAMS

Monmouth University offers a variety of courses and programs at the undergraduate level. The curriculum provides for general education in the liberal arts and intensive study in one or more major disciplines. Classes are offered year-round during the day and in the evening. Candidates for bachelor's degrees may select majors or concentrations from the following (for specific details, please see the appropriate school section):

WAYNE D. McMURRAY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEAN: Stanton Green, Ph.D.

Completion of the following programs leads to the Bachelor of Arts (B.A.) Degree:

- Anthropology
- Art
- Art with a Concentration in Photography
- Communication
- Criminal Justice
- Criminal Justice with a Concentration in Forensic Investigation
- English
- Foreign Languages with a Concentration in Spanish

- Foreign Languages with a Concentration in Spanish and Communication
- Spanish and International Business
- History
- History-Political Science Interdisciplinary
- Interdisciplinary Studies
- Music
- Music with a Concentration in Music Industry
- Political Science
- Political Science with a Concentration in International Relations
- Psychology
- Theatre Arts

Completion of the following program leads to the Bachelor of Fine Arts (B.F.A.) Degree:

- Fine Arts Graphic Design
- Fine Arts Graphic Design with a Concentration in Animation

SCHOOL OF SCIENCE

DEAN: Michael A. Palladino, Ph.D.

Completion of the following programs leads to the Bachelor of Science (B.S.) Degree:

- Biology

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- Biology with a Concentration in Molecular Cell Physiology
- Chemistry
- Chemistry with a Concentration in Advanced Chemistry
- Chemistry with a Concentration in Biochemistry
- Chemistry with a Concentration in Chemical Physics
- Clinical Laboratory Science with a Concentration in Cytotechnology
- Clinical Laboratory Science with a Concentration in Medical Laboratory Science
- Computer Science
- Marine and Environmental Biology and Policy – Biomolecular Track
- Marine and Environmental Biology and Policy – Policy Track
- Mathematics
- Medical Technology
- Software Engineering

LEON HESS BUSINESS SCHOOL

DEAN: Frederick Kelly, Ph.D.

Completion of the following program leads to the Bachelor of Science (B.S.) Degree:

- Business Administration with a Concentration in Accounting, Economics, Finance, International Business, Management, Marketing, Marketing and Management, or Real Estate

Completion of the following program leads to the Bachelor of Arts (B.A.) Degree:

- Spanish and International Business

SCHOOL OF EDUCATION

DEAN: Lynn Romeo, Ed.D.

Completion of the following programs leads to the Bachelor of Arts (B.A.) Degree:

- Education (elementary or secondary). Must be combined with a second major from either Anthropology, Art, English, Foreign Language with a Concentration in Spanish, History, Music, or Political Science.

- Special Education Endorsement (elementary or secondary). Must be combined with a content major from either Anthropology, English, Foreign Language with a Concentration in Spanish, History, or Music and Education.

Completion of the following programs leads to the Bachelor of Science (B.S.) Degree:

- Education (elementary or secondary). Must be combined with a second major from Biology, Chemistry, or Math.

SCHOOL OF NURSING AND HEALTH STUDIES

DEAN: Janet Mahoney, Ph.D.

Completion of the following program leads to the Bachelor of Science in Nursing (B.S.N.) Degree:

- Nursing

Completion of the following program leads to the Bachelor of Science in Health Studies Degree:

- Health Studies

SCHOOL OF SOCIAL WORK

DEAN: Robin Mama, Ph.D.

Completion of the following program leads to the Bachelor of Social Work (B.S.W.) Degree:

- Social Work

DEGREE REQUIREMENTS

Bachelor's Degrees

The fundamental purpose of Monmouth University is to foster a love of learning and enable our graduates to enjoy a better quality of life and contribute to the greater health and well-being of all communities, human and natural. A Monmouth University undergraduate education provides an understanding of the world in which we live, the skills and knowledge needed to pursue further education and a career, an awareness of civic responsibility including the opportunities for service and leadership in the public interest, and the ability to engage in a lifetime of learning. Specific learning objectives are embodied within the five categories described below.

Monmouth University students will:

- (1) be proficient in the fundamental skills of writing, reading, speaking, and quantitative reasoning.

- (2) be able to think critically, solve problems, and perform research. This objective requires competence in the use of information technologies, the scientific method, systems thinking, and collaborative approaches to learning and problem solving.
- (3) possess an ability to relate their academic knowledge to broader life and career pursuits. This ability will be enhanced through various curricular, co-curricular, and extra-curricular experiences, which may include, but are not limited to, internships, cooperative education, laboratory and field work, athletic activities, study abroad, community and voluntary service, and student leadership positions.
- (4) develop an understanding of the commonality and diversity of the human experience, the essential features of American culture, and the transcending human values and ideas, through the following interdisciplinary perspectives:

- **Historical**

The relationship of the past to the present and its implications for the future with reference to the development of Western and other civilizations.

- **Global**

The interactive and interdependent nature of ecological, geographical, political, social, and economic systems.

- **Cross-Cultural**

An awareness of a non-English speaking culture through exposure to its language, literature, history, values, institutions, and way of life.

- **Diversity**

An understanding of such issues as gender, race, class, age, religion, ethnicity, sexual orientation, and disability.

- **Aesthetic**

An appreciation of the enduring artistic achievements and the creative process in the arts (art, music, drama, literature).

- **Scientific**

An understanding of science, mathematics, and technology, and their importance to contemporary civilization.

- **Ethical**

The ethical dimension in decision-making at the individual, professional, corporate/organizational, governmental, societal, and global levels.

- (5) acquire a depth of knowledge in a major field.

All candidates for bachelor's degrees must complete the **General Education Requirements** listed on the following page. These requirements, generally satisfied in the first two years, provide foundations designed to enhance all major courses of study. In the senior year, all students take an interdisciplinary perspectives course that affords the opportunity to explore a focused problem, topic, or issue. The ability to bring a variety of intellectual tools to complex problems is encouraged, and course formats include discussion and group projects.

In addition to completing all required course work for the degree, the cumulative grade point average must be at least 2.00 for courses completed at Monmouth. The final 32 credits must be taken at Monmouth; this requirement is called the "residency requirement."

**2009-2010
GENERAL EDUCATION REQUIREMENTS**

<u>COURSES AND TITLES</u>	<u>LEARNING GOALS ADDRESSED</u>	<u>CREDITS</u>
<u>FOUNDATION COURSES</u>		
EN 101-102 College English	Writing, reading, reasoning, research	6
EN 201, 202 Literature I: Ancient through Renaissance, Literature II: Neoclassical to the Present	Reading, writing, diversity, aesthetics, ethics	6
HS 101-102 Western Civilization in World Perspective	Historical perspective, reading, writing, diversity, cross-cultural, global, ethics	6
IT 100 Information Technology (a)	Research, problem solving, reasoning, information literacy, ethics	3
HU 201 Critical Discourse	Critical reasoning, speaking, research, systems thinking, collaborative problem solving	3
<u>FOUNDATION DISTRIBUTION</u>		
SC 100 Discovery and Thinking in Natural Science (b)	Scientific method, problem solving, technology, ethics	3
MA 100 Mathematics and Problem Solving (c)	Mathematics, quantitative reasoning, problem solving in collaborative groups	3
BY 101 Issues and Methods of Biology (d) or CE 101 Issues and Methods of Chemistry (d) or PH 101 Issues and Methods of Physics (d)	Scientific method, problem solving	3
Social Sciences: choose two courses from two different disciplines outside the major (anthropology, economics, geography, political science, psychology, sociology) (e)	Scientific method, approved introductory ethics, global, diversity	6
AR 101 Art Appreciation (f) or DA 101 Dance Appreciation (f) or MU 101 Music Appreciation (f) or TH 101 Theatre Appreciation (f)	Aesthetics, diversity, cross-cultural	3
<u>ADVANCED DISTRIBUTION</u>		
Cross-Cultural Studies: choose two courses from the set of approved courses (g)	Cross-cultural, diversity, ethics	6
Perspectives on Global Issues: choose one course from the set of approved courses	Global, systems thinking, interdisciplinary	3
<u>DEMONSTRATION OF WRITING PROFICIENCY</u>		0
<u>COMPLETION OF TWO WRITING INTENSIVE COURSES</u>		0
<u>EXPERIENTIAL EDUCATION</u>		0

Note: No course may fulfill more than one of these general education requirements. However, a course that fulfills a major requirement or a requirement outside the major may also be used only once to partially fulfill these general education requirements.

- (a) IT 102 replaces IT 100 as the required course for students majoring in Biology, Chemistry, Criminal Justice with a Concentration in Forensics, Mathematics, Medical Technology, and Clinical Laboratory Sciences. CS 102 replaces IT 100 as the required course for students majoring in Computer Science or Software Engineering.
- (b) SC 100 will be waived for students in majors that require at least six credits of laboratory science.
- (c) MA 100 will not be required of students who perform at an acceptable level on the mathematics placement test; the MA 100 requirement can be satisfied by completing equivalent or higher level courses as designated by the faculty of the Mathematics Department. Note that Mathematics 101 does not satisfy this requirement.
- (d) This requirement will be waived for students in majors that require at least three credits of laboratory science.
- (e) Any 100-level courses in the disciplines cited qualify as introductory-level courses. In the case of economics, Economics 201 and 202 are considered introductory courses. Gender Studies 225 is considered an introductory-level social science course.
- (f) Art majors may not use Art 101 to fulfill the aesthetics requirement; music majors may not use Music 101 to fulfill the aesthetics requirement.
- (g) Listings of the approved courses may be found by accessing the University's online WEBstudent and selecting "Course Descriptions." Students in the following majors are required to complete three credits, rather than six credits, in Cross-Cultural Studies: Business Administration with a Concentration in Accounting, Education, Elementary Education, Secondary Education, Nursing, and Special Education.

Additional requirements including major requirements are referenced in the sponsoring school under the appropriate discipline. The major must be chosen by the end of the sophomore year. All majors require the completion of a minimum total of 128 credits, with at least 58 credits in courses at the 200-level or higher. In addition to completing all required course work for the degree, the cumulative grade point average must be at least 2.00 and the grade point average in the major at least 2.10 for courses completed at Monmouth. All students must complete the last 32 credits at Monmouth. Residency requirements for transfer students are given on page 19.

WRITING PROFICIENCY REQUIREMENT

All students are required to satisfy the Writing Proficiency Requirement (WPR) after completing English 101 and English 102, or their equivalents. Effective summer 2009, students who achieve a grade of "C-" or higher in EN 102, or receive transfer credit for both EN 101 and EN 102, will have satisfied the WPR. Students who achieve a grade of "D+" or below will satisfy the WPR by repeating EN 102 or completing EN 112. Enrollment in the appropriate course, EN 102 or EN 112, will be at the recommendation of the student's EN 102 instructor. Students who previously failed the Writing Proficiency Exam (WPE), and students who were eligible to take the May 2009 WPE, but did not do so, are required to complete EN 112 in order to satisfy the WPR.

Completion of the Writing Proficiency requirement will be noted on grade reports, transcripts, and academic audits. Such completion is a prerequisite for several courses in the General Education curriculum and in various majors.

General oversight of the Writing Proficiency requirement is the responsibility of the University Committee on Writing.

In addition, students will be required to complete two writing intensive courses (designated WT) in each major.

EXPERIENTIAL EDUCATION REQUIREMENTS

Students are required to satisfy the Experiential Education requirement, which they may fulfill in a variety of ways. Under the Experiential Education program, students gain valuable professional experience by successfully completing at least one designated course in their major or minor fields,

participating in a faculty-sponsored internship, practicum, service learning or corporate project, or cooperative education placement, or earning credit through the Washington Center or Study Abroad programs. Experiential Education courses are listed in the Catalog under each academic major and minor, in the "Search for Classes" section of WEBstudent and on the program's interactive Web site found at <http://www.monmouth.edu/exed/>. In general, students will engage in experiential coursework in their junior or senior year in coordination with the pre-professional practice or community service interests associated with their majors. Co-ops and internships may not be used to fulfill a major requirement.

Students who wish to learn more about Experiential Education and explore career and service learning opportunities, potential courses, and placement options in each academic discipline are encouraged to visit the program's Web site. Students are also invited to contact the Offices of Service Learning and Community Programs and Cooperative Education located in the Student Center. In addition, each academic department has a faculty member who serves as a Career Advisor Planner (CAP) to help students plan for and choose an experiential course or opportunity that will enhance and advance their professional and educational development. Faculty CAPs can also aid and advise students who enter the University with substantial career experience as to the procedures for petitioning to satisfy the Experiential Education requirement through the submission of a work-related and employer-supported portfolio. Interested students must gain permission of the faculty CAP and chair of their academic department, as well as the Faculty Director of the Experiential Education program, before submitting a portfolio for review. Portfolios are allowed on a case-by-case basis and only at the discretion of the program advisors.

Experiential Education Portfolio Policy

The portfolio process was designed for the non-traditional student who has returned to school after experience in the work world that can be documented and serve as credit for the experiential education requirement within his or her major. Students who wish to submit a portfolio package for consideration in fulfillment of the ExEd general education requirement must produce a body of official documentation which is outlined below.

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1. The departmental CAPs should initiate a memo to which all copies of the documentation from the student are attached. CAPs should indicate their agreement or reservations for approval and then forward the package to the faculty director of experiential education. The documentation must include:
 - a. resume;
 - b. a minimum 3-5 page academic piece, such as a short research paper or reflection journal on past learning activities, if the student did not carry out the internship/service learning activity for academic credit or under faculty supervision (from any post secondary institution);
 - c. academic transcript;
 - d. company/organization letters that verify work experience for which student is trying to get credit;
 - e. brief statement that outlines the time frame, circumstances, and manner under which the experience occurred;
 - f. individual departments have the option to add additional requirements to this procedure.
2. After receiving and assessing such work, the CAP will send the Dean's Office the completed academic piece and the student's portfolio who will then forward to the Director of Experiential Education for final approval. Upon final signatures, the memo will then be forwarded to the Registrar for appropriate accreditation.

Students must demonstrate through a detailed dossier a substantial background of career or community service experience related to their chosen program of study. While each department will determine the guidelines for portfolio experience, it is recommended that students have engaged in a particular career or community service activity for at least four consecutive years.

All portfolio dossiers must be reviewed and receive initial approval by the department CAP before they are forwarded to the faculty director of the Experiential Education Program.

Students must not exercise the portfolio option if the department of their chosen academic studies requires certain Experiential Education courses as part of their major.

Experiential Education Travel Class Policy

A travel class is defined as any trip taken with a faculty member to be exposed to learning opportunities out of the classroom.

Faculty may request that a travel class be considered as an experiential education class if the course meets the following guidelines:

1. Students will engage in a learning project, prearranged with a supervisor at the destination (not the faculty member) for a minimum of 40 hours/1 credit.
2. Students will produce a daily log, reflective essay, and an external evaluation from their supervisor while at the destination.
3. The course will comply with all other Experiential Education requirements regarding percentage of assignments and number of hours, etc.
4. If faculty offers the class for some students as Experiential Education and some without Experiential Education credit, classes can be cross-listed as such on a case-by-case basis.

DUAL MAJORS

Students wishing to simultaneously satisfy the requirements of two degree programs should observe the following guidelines:

- The "Change Program Major" e-FORM should be used to declare intent of satisfying the requirements of two degree programs.
- The official curriculum for each degree program is the curriculum in effect at the time of declaring that particular degree program.
- The student is responsible for coordinating the course requirements of the two curricula and should seek appropriate advising in both departments.
- The student will receive one diploma stating both major programs if each program is associated with the same degree; if the degrees are different, two diplomas will be issued. The fact of the dual majors should be declared before the time of the application for graduation.
- Students following dual programs must complete both programs to graduate.

MINORS

Minor programs are designed to let students pursue a guided course of study in an area outside their major. Minors normally require at least one-half the number of credits of the major. Courses transferred into Monmouth University may apply toward the minor, but at least nine credits must be earned at Monmouth University. A 2.10 minimum grade point average is required in the minor.

Once a student declares a minor, his or her academic program will be modified to include the minor. The Registrar will record the minor on the student's transcript only after the student has completed the minor and has satisfied all requirements for the appropriate baccalaureate degree. Students with a declared, but incomplete minor at the time of completion of their major will not graduate unless written notice is received by the Office of Registration and Records to delete the minor. The written notice must be received no later than ten (10) days prior to graduation.

Students cannot minor and major in the same department unless there are minimally nine distinct credits that are independent in each program. Students with two or more minors must also have a minimum of nine (9) distinct credits for each minor. Other restrictions might apply; see the individual curriculum charts for specifics.

Curriculum charts for minor programs are found in Appendix "B".

SECOND BACCALAUREATE DEGREE

Monmouth University graduates with a baccalaureate degree desiring to return to Monmouth University for an additional baccalaureate degree must satisfy, by taking additional courses, a minimum of 32 additional credits of the curriculum requirements in effect at time of readmission and declaration of the major. Any student who has completed a degree program at Monmouth University will be considered to have met the residency requirement, but transfer credits taken subsequent to the first degree program may not be applied toward the second baccalaureate degree.

Students with baccalaureate degrees from other institutions who wish to enter Monmouth to receive a second baccalaureate degree must satisfy the existing policy for transfer students. See page 16.

ASSOCIATE DEGREES

Monmouth University has two programs leading to the Associate in Arts (A.A.) degree. The requirements of these programs are as follows:

AA—General Studies

63 credits of any bachelor's degree program, including English 101–102 and 6 credits of either history or literature.

AA—Elective Studies

63 credits, including all General Education Requirements, except for the perspectives requirement.

CREDITS AWARDED FOR ADVANCED PLACEMENT EXAMS

AP EXAM	AP SCORE	Monmouth Credit Awarded for	No. of Credits
Art-Gen Portfolio	4, 5	AR-001	3
Art-Drawing Portfolio	4, 5	AR-191	3
Art-History of	4, 5	AR-241	3
Biology	3	BY-101	3
Biology	4, 5	BY 101 or BY 110	4
Chemistry	3	CE-101and SC-100	3, 3
Chemistry	4, 5	CE-111 and CE-111 Lab & SC-100	3, 1, 3
Chinese	3	FO-001	3
Chinese	4, 5	FO-002	6
Computer Science A Exam	3, 4, 5	CS-002 or SE-002	3
Computer Science AB Exam	3, 4, 5	CS-002 or SE-002 (6 credits for an AP 5)	3
Environmental Science	3, 4, 5	BY-120	3
European History	3, 4, 5	HS-102	3
French	3	FF-201	3
French	4, 5	FF-201 and FF-202	3, 3
French Literature	4, 5	FF-301	3
German	3	FG-201	3
German	4, 5	FG-201 and FG-202	3, 3
Human Geography	3, 4, 5	GO-101	3
Italian	3	FO-002	3
Italian	4, 5	FO-002	6
Japanese	3	FO-001	3
Japanese	4, 5	FO-002	3
Language & Comp	3, 4, 5	EN-101	3
Latin	3	FL-201	3
Latin	4, 5	FL-201 and FL202	3, 3
Literature & Comp	3, 4, 5	EN-202	3
Mathematics AB	4, 5	MA-125	4
Mathematics BC	3	MA-125	4
Mathematics BC	4, 5	MA-125 and MA-126	8
Macroeconomics	3, 4, 5	BE-202	3
Microeconomics	3, 4, 5	BE-201	3
Physics B	3	SC-100 and PH-101	3, 3
Physics B	4, 5	SC-100, PH-105, and PH-105L	3, 3, 1
Physics C Mech	3	SC-100 and PH-101	3, 3
Physics C Mech	4, 5	SC-100, PH-211, and PH-211L	3, 3, 2
Physics C E & M	3	SC-100 and PH-101	3, 3
Physics C E & M	4, 5	SC-100, PH-212 and PH-212L	3, 3, 2
PS Amer. Govt.	3, 4, 5	PS-103	3
PS Comp European Govts	3, 4, 5	PS-101	3
Psychology	4, 5	PY-103	3
Statistics	3, 4, 5	MA-151 or BE-251 or CJ-211	3
Spanish	3	FS-201	3
Spanish	4, 5	FS-201 and FS-202	3, 3
Spanish Literature	4, 5	FS-301	3
World History	3, 4, 5	HS-101 or HS-102	3
U.S. History	3, 4, 5	HS-104	3

The Honors School

INTERIM DEAN: William P. Mitchell

The Honors School coordinates enhanced learning experiences for high-achieving students. The School provides a unique learning environment in a community of intellectual inquiry and scholarship, with an emphasis on ethical awareness as well as academic excellence, and an enhanced undergraduate curricular and co-curricular experience. Scholarly research, writing, and dissemination, with the collaboration of faculty mentors, are key features for students pursuing an Honors degree. The Honors School fosters enthusiasm for intellectual inquiry as a lifelong process, and incorporates interdisciplinary approaches to education to encourage awareness of diversity and to create a sense of belonging to a community within the context of even larger communities in the best spirit of good citizenship.

Honors students complete 25 credits, 12 at the lower level and 13 at the upper level. At the lower level, students fulfill their General Education requirements by taking designated Honors sections of courses. These courses, such as English, History, and Social Sciences, are “clustered” together by a cohesive theme that encourages seeing the connections between knowledge in different fields of study and allowing for an integrative approach to learning. Honors classes promote faculty and student rapport and participation. For students whose strengths lie in the area of Math and Sciences, courses in those disciplines are also offered for Honors credit at the lower level. At the upper level, students complete 13 credits of Honors courses in the major, culminating in the Senior Honors Thesis.

Thanks to an ample budget comprised of both internal and external funds, the Honors School offers awards for excellence starting in the freshman year, and the opportunity in the junior and senior years for one of the five, \$1,000 Jane Freed Grants-in-Aid-of-Creativity for the best Senior Honors Theses. The five Freed grant recipients may publish their articles in the Honors undergraduate research journal, *Crossroads*. Additionally, the Honors experience is enriched by numerous social, cultural, and academic co- and extracurricular activities; over twenty cultural events are subsidized by the School every year.

Monmouth University Honors students in many cases have the opportunity to present their work at academic conferences, publish in profes-

sional journals, and present at national conferences. They also enjoy enhanced opportunities after graduation. In addition to corporate placement, more than 50% of students go on to pursue graduate and professional degree programs. Completion of the Honors School requirements is noted on the student's transcript and diploma.

Study Abroad

Monmouth University encourages study abroad as an excellent means of globalizing one's education. Qualified students can participate in study abroad either through the Monmouth University programs in London, Sydney, Cádiz and Florence, or through the College Consortium for International Studies (CCIS) program, or through any program offered by an approved or accredited U.S. institution of higher education. Students who will study abroad in a program other than one sponsored by Monmouth University cannot enroll through another school or consortium when that program is offered through Monmouth University.

Study abroad at any one of Monmouth's programs satisfies the experiential education component of the general education requirements. Study abroad through other programs satisfies experiential education, providing that a minimum of six credits are successfully completed.

Students wishing to study abroad must meet the following qualifications:

1. You must have sophomore status.
2. You must have a minimum GPA of 2.75.
3. You cannot be on judicial probation.
4. You cannot be on academic probation.

Students must meet these criteria at the time of application and immediately prior to studying abroad. Failure to do so will result in the student's removal from the study abroad program.

• *Monmouth University Study Abroad in London, Sydney, Madrid or Florence*

Study abroad tuition for the Monmouth programs is charged at the same rate as on-campus tuition. All merit awards and scholarships apply, except for athletic scholarships and tuition remission. Students attending the Monmouth programs will have all actual grades listed on their transcript, but the grades will not be calculated into their grade point

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average (GPA). Institutional credit will be granted for all earned grades.

Students considering this opportunity should consult with Ms. Robyn Asaro, Assistant Director for Study Abroad, on the first floor of the Rebecca Stafford Student Center.

- *CCIS Study Abroad Programs*

Students can choose to study abroad from more than 80 programs in 32 countries by using Monmouth's membership in the College Consortium for International Studies. CCIS is a non-profit organization consisting of more than 135 public and private accredited colleges and universities in the United States. CCIS information can be obtained from their Web site at www.ccisabroad.org or in the Study Abroad Office. Monmouth University students interested in CCIS must meet the study abroad criteria specified above.

Students attending any CCIS program will have the actual grades earned listed on their transcript, but the grades will not be calculated into their grade point average (GPA). Grades earned must be a "C" or better to be awarded credit at Monmouth University. Students considering this opportunity should consult with Ms. Robyn Asaro, Assistant Director for Study Abroad, on the first floor of the Student Center.

- *Non-Monmouth Study Abroad Programs*

Students who choose the option of studying abroad under the auspices of other accredited programs must meet the study abroad criteria specified above and should also follow the guidelines as provided on the "Study Abroad – non-Monmouth Program" form available from e-FORMS. The e-FORM will be electronically routed for approvals, with an e-mail confirmation when all approvals have been obtained. The final e-mail approval will include a copy of the approved form so the student can provide a copy to the other institution.

Students who execute a financial aid consortium agreement will have actual grades and credits posted on their Monmouth transcript. The grades will be calculated into the GPA. If the student does not use a financial aid consortium agreement, the courses will be posted as transfer ("T") credit for all grades earned of "C" or better. There is no GPA impact with "T" grades.

Students planning to attend a foreign institution must do so utilizing the services of an American

university. Students are required to have the host school send an official transcript to the Registrar's Office. Students considering this opportunity should consult with the Office of Registration and Records, Wilson Hall, room 208.

The Washington Center

Monmouth University is affiliated with the Washington Center that provides semester and summer internship programs for all majors in Washington, D.C. Internships in the Capital that combine on-the-job experience with academic study are available in the White House, Congress, the courts, cabinet-level agencies, think tanks, professional and trade associations, print and electronic media, financial institutions, law firms, lobbyists, high-tech industries, museums, theaters, advertising agencies, and market research firms. The Monmouth University liaison to the Washington Center is Dr. Joseph Patten, Political Science Department, Bey Hall.

An internship course number will be assigned for use by any department wishing to place interns. Specific application of credits to degree requirements will be approved by the department chair and school dean in advance of enrolling. Students register for fifteen credits: twelve for the internship and three for the academic course. Students who successfully complete the Washington Center Program automatically satisfy the experiential education requirement.

Accelerated Programs

In several programs a student may complete requirements for a baccalaureate degree within three calendar years. Students who are considering such an accelerated program should consult with advisors to plan their course sequences carefully.

Certificate Programs

Certificate programs offer students an opportunity to obtain a concentrated education in a specialized area. Students who successfully complete the stated requirements and have a minimum GPA of 2.10 for the certificate courses will be awarded the appropriate certificate. Certificates are awarded on the dates when degrees are conferred. Students must complete the "Application for Graduation" e-FORM the semester prior to the completion of the certificate. Certificates will be awarded after gradua-

tion from Monmouth University for students also in baccalaureate programs. Curriculum charts for certificate programs are available online through Monmouth University's homepage, www.monmouth.edu (Academics, Registrar, Curriculum Charts), or WEBstudent.

These Certificate Programs are not related in any way to Certification Endorsement Programs for teachers.

Air Force ROTC

Monmouth University and Rutgers University have an agreement permitting students at Monmouth University to cross-enroll in the Air Force ROTC program at Rutgers University. The Air Force Reserve Officers Training Corps (ROTC) program provides students the opportunity to study and train for careers in the U.S. Air Force. Students who successfully complete the program are tendered commissions as second lieutenants.

To qualify for enrollment, a student must be physically qualified, be enrolled as a full-time student, and be of good moral character. Enrollment in the Air Force ROTC involves no military commitment during the freshman and sophomore years. The advanced portion of the program is contractual and is scheduled during the junior and senior years. Obligations include enrollment in the Reserves, successful completion of field training between sophomore and junior year, and acceptance of a reserve commission, if tendered.

Monmouth students must complete a "Permission to Take Courses" form prior to taking classes at Rutgers in order to have the ROTC credits apply toward degree requirements.

Students cross-enrolling for the ROTC courses are charged separately by Rutgers for these courses. Uniforms and textbooks are supplied to all students enrolled in both the basic and advanced programs. A deposit fee is required for textbooks and uniforms. This fee is refunded when textbooks and uniforms are returned. Students enrolled in the advanced program receive a subsistence allowance from the Air Force while enrolled.

Air Force ROTC scholarships of various lengths are available. These scholarships are awarded on the basis of academic performance, scores on the Air Force Officer Qualifying Test, results of a medical examination, and a personal interview.

For further information, call (732) 932-7706, write to Air Force ROTC Det 485, Rutgers University, 190 College Ave., New Brunswick, NJ, 08901-1199, or send e-mail to rotc485@rci.rutgers.edu. Information is also available on the Web at <http://web.rutgers.edu/rotc485>.

Army ROTC

Monmouth University and Rutgers University have an affiliation agreement permitting students at Monmouth University to cross-enroll in the Army ROTC program at Rutgers University. The Army Reserve Officer Training Corps (ROTC) program provides students the opportunity to study and train for careers as Commissioned Officers in the U.S. Army. Students who successfully complete the 4-year ROTC program and their undergraduate degree program commission as second lieutenants in the Active Duty Army, the Army Reserve, or the NJ Army National Guard.

To qualify for enrollment, a student must be physically qualified, be enrolled as a full-time student, and be of good moral character. Enrollment in the Army ROTC involves no military commitment during the freshman and sophomore years. The advanced portion of the program is contractual and is scheduled during the junior and senior years. Obligations include enrollment in the Reserves, successful completion of Leadership Development and Assessment Course in the summer between the junior and senior years and acceptance of a reserve commission.

Monmouth students must complete a "Permission to Take Courses" form prior to taking classes at Rutgers in order to have the ROTC credits apply toward degree requirements.

Students cross-enrolling for the ROTC courses are charged separately by Rutgers for these courses. Uniforms and textbooks are supplied to all students enrolled in both the basic and advanced programs. Contracted ROTC Students receive a subsistence allowance from the U.S. Army Cadet Command.

Army ROTC scholarships of various lengths are available. Scholarships cover tuition and fees at Monmouth University and Rutgers University and a book stipend. These scholarships are awarded on the basis of academic performance, the Army Physical Fitness Test, results of a medical examination, and a personal interview.

For further information, call (732) 932-7313 x 10, write to Army ROTC, Rutgers University, 157

College Ave, New Brunswick, NJ 08901, or send e-mail to Gail Lawrence, Secretary, Department of Military Science at gaillawr@rci.rutgers.edu. Information is also available on the Web at <http://armyrotc.com/edu/rutgers/index.htm>.

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, mentor-

ing, 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 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 page 45 for a complete description of the Experiential Education requirement and the related Web site. 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 proof-reading. 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.

Programs, Services, and Regulations

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.

Pre-Professional Health Advising Programs

• *Pre-Professional Health Program for Medicine, Dentistry, and Other Health Careers:*

Designed to foster motivated, caring, and communicative students who intend to pursue careers as physicians and health care professionals, Monmouth University's pre-medical, pre-dental, and health careers program charts a uniform course of study under the mentorship of the Pre-Professional Health Advisory Committee (PPHAC). The program encompasses all undergraduates intending to attend medical school, dental school or any graduate course of study in the health professions.

The Pre-Professional Health Advisory Committee, founded in 1974, prepares undergraduates for medical school as well as other health professional schools, including dental, podiatry, physician assistant, physical therapy, chiropractic, veterinary medicine, public health, and occupational therapy. The Committee members are chosen from the science faculty and are selected for their knowledge of the health professions and graduate schools in health sciences. The Committee works closely with the Center for Student Success (CSS) and Undergraduate Admissions.

While most pre-medical students major in the natural or physical sciences, an increasingly complex and global medical profession demands healthcare professionals to have broad cultural knowledge and excellent communication skills. Therefore, the Pre-Professional Health students may choose to major in English, History, Psychology, Business, etc. Regardless of major, Pre-Professional majors will develop a solid foundation in Biology, Chemistry, Physics, Mathematics, and the Humanities by completing an academic program developed by the University and required of most medical, dental, veterinary, podiatric, and physical therapy schools in the United States.

An intensive guidance program offered by the Pre-Professional Health Advisory Committee begins as early as the freshman year. The sequential nature of the natural and physical science courses chosen requires careful planning if students are to meet the requirements of their chosen professional schools. Committee members attend the major national and regional health profession conferences to remain current, concerning both developments in the field and medical and professional school requirements. In addition to course advisement, Pre-Professional Health Advisory Committee members provide students with information and guidance on admissions tests, such as the MCAT (Medical College Admission Test) and the DAT (Dental Admissions Test), and prepare them for entrance interviews at professional health-related schools. The Committee also composes and provides a comprehensive letter of recommendation to professional health schools, which is one of the most important parts of the admissions package. The PPHAC holds two comprehensive meetings in October and March each year for all Pre-Professional Health Students.

• *Monmouth Medical Center Scholars Program*

Monmouth University also offers the opportunity for select pre-medical students to participate in a "4 + 4" program through the Monmouth Medical Center Scholars Program. This program allows up to five high school seniors per year to be accepted as undergraduates at Monmouth University and gain automatic acceptance to Drexel University College of Medicine.

Students must plan to enter the disciplines of family medicine, general internal medicine, or general pediatrics to participate in this program. They must complete a four-year undergraduate degree at

Monmouth University, including a nine credit clinical experience (MM490) at Monmouth Medical Center during their senior year and take six (6) credits of additional approved liberal arts courses. Upon graduation from Monmouth University, students commence medical studies at Drexel University College of Medicine.

To be admitted into the Scholars Program, candidates must have a combined SAT score of at least 1270. Scores for individual mathematics and verbal tests must not be lower than 560. Candidates must have a high school grade point average of at least 3.50 (on a 4.00 scale). Accepted students must commit in writing to attend Drexel University College of Medicine by their junior year and express a willingness to do their residency program at Monmouth Medical Center upon graduation from the medical school.

- *Post-Baccalaureate Pre-Medical Program*

College graduates who wish to enter medical or other health professional schools but have not completed the pre-medical course requirements can enroll in the University to take the necessary credits as a post-baccalaureate, pre-medical student. The Pre-Professional Health Advisory Committee works closely with such students to prepare them for admission into medical or other health professional schools.

- *Monmouth University-Seton Hall University Physician Assistant Program*

The Monmouth University-Seton Hall University Physician Assistant Program is a dual degree program for students who wish to pursue a three-year Master of Science in Physician Assistant degree following a bachelor's degree at Monmouth University. The program provides admission of up to six qualified Monmouth students each year to attend Seton Hall University's Physician Assistant Master's Program. Monmouth University students may be admitted to the Seton Hall University program prior to their first semester or in the first and second year at Monmouth University. At the end of their third year, qualified Monmouth University students are officially informed of their acceptance into the Seton Hall University Program. To qualify, students must receive a baccalaureate degree from Monmouth University and complete prescribed Biology, Chemistry, Mathematics, and Humanities courses with no grade below a C, earn a GPA of 3.00 or better, and have healthcare experience (minimum 100 hours).

- *Monmouth University-Universidad Autonoma de Guadalajara Medical Program*

The Monmouth University-Universidad Autonoma de Guadalajara (MU-UAG) Medical Program offers interested Monmouth University students, who have completed a pre-medical curriculum and a baccalaureate degree, an opportunity to pursue medical education at Universidad Autonoma de Guadalajara (UAG), Guadalajara, Mexico.

The criteria for admission to the UAG School of Medicine for students in the MU-UAG Medical Program are: (1) a baccalaureate degree from Monmouth; (2) a minimum GPA of 3.00 at Monmouth; and (3) above-average scores on the MCAT taken within the past three years. The applicable MCAT average scores will be those that are in effect at UAG at the time of a student's matriculation in the program at Monmouth. The Admissions Committee of the UAG will reserve between two and six seats per term (two terms per year, August and January) for qualified students from the MU-UAG Medicine Program. Students applying to the UAG School of Medicine must submit the appropriate application by the end of the spring semester of the junior year or upon completion of 90 credit hours, whichever comes first.

Students interested in any of the pre-professional health programs should contact the Pre-Professional Health Advisory Committee members (Dr. James Mack, Director, Dr. Donald Dorfman, Dr. Massimiliano Lamberto, Dr. Dorothy Lobo and Dr. Datta V. Naik) for specific requirements and advising.

- *Law*

Those students interested in law as a profession or as an adjunct to other vocations can obtain the necessary pre-law preparation at Monmouth University. Several majors are appropriate as undergraduate preparation for a career in law. Students may also select a minor in Legal Studies. Faculty members dedicated to career advising help interested students plan their courses of study and provide advice and suggestions concerning the processing of law school applications. In general, the student should give special attention to developing the skills of lucid writing, logical thinking, and precise comprehension of language.

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 con-

tinue 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 different 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.

UNDERGRADUATE GRADES

The undergraduate grading system is as follows:

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

F: Failing. This grade is given for failure in a course; for unofficial withdrawal from a course after the deadline (see "W" grade); or, in some instances, when an Incomplete grade is not changed by the end of the next regular semester (see "I" grade).

P: Pass. This grade is given for satisfactory completion of the Writing Proficiency requirement, the Math Proficiency requirement, and other requirements without institutional credit. This grade is not used in computing a student's cumulative grade point average (GPA).

R: Re-Registration Required. This grade is given when a student has made significant, but not sufficient, progress in a developmental course. (See section entitled "DEVELOPMENTAL COURSES.") This grade is not used in computing a student's cumulative grade point average.

AU: Audit. This grade is given to a student who attends a class for the purpose of acquiring knowledge, without earned credits. The auditor is expected to attend classes, do assigned reading, and participate in class discussions, but is not required to take examinations.

T: Transfer. This grade is given to incoming students for courses accepted for transfer by Monmouth University. This grade is not computed in the grade point average (GPA).

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 in a given semester or term.

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 "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 completed within the specified time, an "F" grade will be recorded, unless the instructor indicates otherwise at the time the incomplete was originally approved.

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

X: Credit by Exam. Portfolio Credit

Undergraduate 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; D+ = 1.3; D = 1.0; D- = 0.7; 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 and developmental courses). The official GPA is rounded to two decimal places.

To calculate the cumulative GPA, the total number of grade points awarded is divided by the total number of credits attempted (excluding withdrawals) 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.

Programs, Services, and Regulations

Grades received in developmental courses are not counted in the computation of the student's semester or cumulative grade point averages. Refer to pages 63-64 for a discussion of repeating a course and its impact on the GPA.

Undergraduate: Repeating a Course: Impact on the G.P.A.

Students may repeat once any regular course in which a grade of "F", "D-", "D", "D+" or "C-" has been assigned. On-demand or requested courses (independent studies, co-ops, special topics classes, etc.) are not grade repeatable, in that the second grade earned will not replace a prior grade. When a course is repeated, the second grade for the course will be used in calculating the cumulative grade point average, regardless of whether the second grade is higher or lower than the first. If both attempts of the course earned passing grades, only the most recent set of credits and grades will be applied to the student's academic record. Students cannot repeat a scheduled course using an independent study for GPA improvement.

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.

Undergraduate Graduation Rates

Graduation rates for the student cohorts of first-time, full-time freshmen are available at the Office of Institutional Research located in Bey Hall.

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

Undergraduate Student Classification

- *Regular (Matriculated)/Non-Matriculated*

All students—those attending during the day, in the evening, or weekends—are classified as either regular (matriculated) or non-matriculated.

A regular (matriculated) student is one who has been admitted and who intends to earn a degree. The class standing is determined by the number of credits earned as follows:

Freshman:	0–28 1/2 credits
Sophomore:	29–56 1/2 credits
Junior:	57–90 credits
Senior:	90 1/2 or more credits

A non-matriculated student is one who is not a candidate for a degree. Non-matriculated students are subject to the same fees and regulations as regular students. See page 14 for further information about admission as a non-matriculated student.

- *Full-Time/Part-Time*

Undergraduates who carry 12 or more credits during a semester are classified as full-time students. The normal semester course load for full-time students is 15 to 18 credits. Those who carry fewer than 12 credits are classified as part-time students.

Students who wish to carry more than 18 credits must obtain the permission of the department chair. Students wishing to enroll for 21 or more credits need the permission of both their department chair and school dean. Students are strongly urged to avoid attempting more courses than they can complete satisfactorily.

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.

UNDERGRADUATE HONORS AND AWARDS

Dean's List

The Dean's List is the official recognition of an outstanding academic achievement. In order to qualify for this honor, a full-time student must complete 12 or more credits in the fall or spring semesters and not have an incomplete grade for any course other than HO 498, achieve a semester GPA of 3.50 or higher, and earn no grade lower than "C."

This list is compiled each spring and fall semester immediately after the conclusion of the semester. Part-time students will be evaluated for inclusion on the fall or spring semester Dean's List each time 12 or more credits are accumulated in successive semesters. Credits utilized for inclusion on the Dean's List will not be considered for subsequent Dean's Lists.

Graduation with Honors

To be graduated with honors, a baccalaureate degree recipient must have earned at least 56 credits at Monmouth University and have a cumulative GPA no lower than 3.50. Three levels of honors are distinguished and indicated on the diploma: Cum Laude for students earning a GPA between 3.50 and 3.64; Magna Cum Laude for students earning a GPA between 3.65 and 3.84; Summa Cum Laude for students earning a GPA between 3.85 and 4.00.

Students who received academic amnesty (see page 60) are not eligible to graduate with honors.

Department Honors

Department Honors are available for undergraduate students majoring in Art, Biology, Chemistry, English, Foreign Language with a Concentration in Spanish or Political Science. Department Honors are noted on the student transcript, and a letter will be issued by the chair of the department.

The Alumni Association Academic Achievement Award

This award is presented at Commencement to the student who completed all academic work at Monmouth University and has graduated with the highest grade point average.

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.

UNDERGRADUATE DEVELOPMENTAL COURSES

Developmental courses are defined as those that have pre-college-level content. Students are required to enroll in and successfully complete developmental courses that are specified as a result of the placement testing process. These courses are designed, and required of the students who place into them, in order to provide students with the skills needed to succeed in college-level work. Such courses carry institutional credit only, will not be used to satisfy degree requirements, will not be counted in the computation of the student's semester or cumulative grade point average, and will not be counted toward the total number of credits needed for graduation. However, successfully completed developmental courses will be considered in the calculation of 1) credit standing for priority registration, 2) credits earned for freshman athletes, and 3) credits completed for the determination of academic probation and eligibility for academic dismissal.

Students who successfully complete developmental mathematics will earn grades of "A" through "C-"; "D" grades are not used for developmental courses.

Students who are required to enroll in developmental courses, all of which carry the course number "050," must satisfactorily complete their developmental course work within one year following their initial registration. Students who, on the first attempt, make satisfactory progress but do not complete all course requirements will receive a grade of "R" (see "GRADING") and are required to re-register for that course during the following semester. Students who do not make satisfactory progress in developmental courses will receive a grade of "F" (see "GRADING"), are required to re-register for that course during the following semester, and are on academic probation until the course is successfully completed.

Students who have not passed required developmental courses by the end of the second semester will be subject to review, and possible dismissal, by the Academic Standards and Review Committee.

ACADEMIC REGULATIONS

Undergraduate Academic Amnesty

Academic amnesty provides former students of Monmouth University an opportunity to improve their grade point averages by extending to them the privileges enjoyed by transfer students. A former student of Monmouth University must be away from the University for at least three years and have a cumulative grade point average less than 2.0 before being eligible to receive academic amnesty. Students considering academic amnesty must apply for amnesty concurrently with their application for readmission. If academic amnesty is granted, credit will be given for all courses with grades of "C" or better and as many courses with grades of "C-," "D+," "D," or "D-" as possible while maintaining a grade point average of 2.00 or better. All courses with "F" grades will be given amnesty. Students who receive veterans' educational benefits who are approved for academic amnesty should be aware that they will not be entitled to VA benefits when taking courses that satisfy requirements that were satisfied prior to academic amnesty.

Academic amnesty may be granted to a student only once and amnesty will be posted after the student re-matriculates at the University. A student receiving amnesty must still meet the residency requirement by taking the last 32 credits at Monmouth University with a minimum of 16 in the major field. Such students may not be considered for graduation with honors.

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 offered later for fulfillment of any degree requirement and a grade point average adjusted by amnesty shall not be used to determine general honors upon graduation.

Evaluation of applications for academic amnesty shall be made by the Academic Standards and Review Committee in consultation with the appropriate departments. 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.

Undergraduate Academic Probation

A major concern of the University is to provide students with appropriate notice whenever their academic status is in jeopardy. Academic probation is designed to serve this purpose.

Any full-time freshman student who fails to achieve a GPA of 1.50 following the first semester will be placed on academic probation; however, such a student who fails to earn at least a 1.50 GPA will be considered for academic dismissal (see below). Any part-time freshman student who fails to achieve a GPA of 1.50 during the first 19 college credits completed will be placed on academic probation. Any student who has earned a minimum of 80 credits and who fails to achieve the minimum major GPA as established by the content major will be placed on academic probation until his or her major GPA reaches the graduation minimum.

All other students are placed on probation when the cumulative GPA falls below 2.00. Additionally, any student who receives a grade of "F" in a developmental course will be placed on probation and will remain on probation until the course is successfully completed.

Students on probation should not be absent from any classroom exercise, scheduled class function, laboratory, or conference period. Furthermore,

they may not participate in varsity sports or hold office in any University organization. Students on academic probation are not permitted to self-register using WEBregistration, but instead must make all schedule changes with their academic advisor.

Students on probation are urged to seek academic counsel from their faculty advisors or department chairs to help them improve their academic standing. They may be advised to curtail employment, change their major curriculum (see Academic Probation), reduce the number of credits attempted, or restrict participation in extracurricular activities.

Undergraduate Academic Dismissal

A student shall become subject to academic dismissal for any of the following conditions and may be dismissed without prior warning:

- For failing to meet these minimum standards:

<i>Credits Completed*</i>	<i>Minimum Cumulative GPA</i>
12–19 credits	1.00
19.5–35.5 credits	1.60
36–56.5 credits	1.80
57 and more credits	2.00

- For failing to earn a semester GPA of at least 1.00 (if a full-time student), or a GPA of 1.00 in any combined consecutive semesters within which at least twelve credits have been attempted (if a part-time student);
- For failure to earn a passing grade in a required course after the maximum number of allowable repeats. (See page 63, "Repeating a Course");
- For failure to earn the minimum major GPA as set by the content major after three (3) consecutive semesters;
- For failure to successfully complete all required developmental courses within the first year of attendance;
- Upon the recommendation of the student's chair or school dean.

A student who has been dismissed for the first time has the right to appeal that decision in writing to the Academic Standards and Review Committee. Second dismissals are not subject to appeal except for factual error. A student may apply

Programs, Services, and Regulations

for readmission three years after the second dismissal. See page 21 for information on readmission following academic dismissal.

**Credits completed include credits for all courses not officially withdrawn from, and all transfer credits accepted by, Monmouth University (though only credits earned at Monmouth are computed in the GPA).*

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 suspension 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/forms.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.**

Graduate Courses for Undergraduates

Except for Business Administration majors, the information that follows pertains to all undergraduate students. An undergraduate student at Monmouth University who is within 15 credits of graduation and who has an outstanding record may apply for permission to take graduate courses while completing the work for a bachelor's degree. Such courses may count toward a bachelor's or master's degree, but not toward both degrees.

Undergraduate Repeat Policy: Repeating a Course

A course in which a grade of "C" or higher has been earned may not be repeated without the student first obtaining written permission from the appropriate department chair and the dean of the school in which the student is enrolled. If written permission is not received, the student may be administratively dropped from the course.

Students may repeat once any regularly-offered course in which a grade of "F," "D-," "D," "D+," or "C-" has been assigned. On-demand or requested courses (independent studies, co-ops, special topics, service learning or certain experiential education courses) are not grade-repeatable in that the second grade earned will not replace a prior grade. When a course is repeated, only the second grade for the course will be used in calculating the cumulative grade point average, regardless of whether the second grade is higher or lower than the first. If both attempts of the course earned passing grades, only the most recent set of credits and grades will be applied to the student academic record. Students cannot repeat a scheduled course with an independent study for GPA improvement. The permanent academic record will contain a listing of all course registrations and grades. Students wishing to repeat a course ordinarily should do so no later than the next

time that course is offered at Monmouth University during the regular academic year. Exceptions must be approved by the advisor.

If, after repeating a course once, a grade of “C” or higher has not been earned, at the request of the student, a determination will be made by the appropriate dean, upon recommendation of the department chair, as to whether special circumstances exist to justify a second repeat of the course. When a course is repeated for the second time (third attempt), only the third grade for the course will be used in calculating the cumulative grade point average, regardless of whether the previous grades for that course are higher or lower than the third. A student found to be registered for a second repeat of a course, who has failed to obtain the dean’s permission in advance, will be administratively dropped from the course.

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.

Undergraduates:

Taking Courses at Another Institution

It is expected that Monmouth University students, once enrolled, will complete all degree requirements at Monmouth University. However, in recognition that students may, on occasion (usually in the summer), have sound academic or personal reasons to take courses at other accredited institutions, they may request permission to do so. In evaluating such requests, consideration will be given to the relationship between the student’s classification and the type of institution the student seeks to attend.

A student who requests permission (using e-FORMS) to take courses at another institution must be in good academic standing. The student should not be enrolled in classes at Monmouth during the semester or term in which permission is sought. The student must receive permission in advance from the chair of the department in which the student’s major

is housed, the school dean, and the Registrar. The student must present supporting evidence of course equivalency. Permission is granted for free elective courses and required courses outside the major but not for general education or major courses. Major courses include courses within the concentration, if any. Once a student attains junior status, permission will not be given to take courses at any two-year institution. For credit to become part of the student’s Monmouth University transcript, a grade of “C” or higher must be earned at the other institution. For such courses, the grade earned at the other institution does not calculate in the Monmouth University grade point average; a “T” grade is posted to the student’s academic record. In accordance with Monmouth University’s residency requirement, students who are within 32 credits of graduation are not eligible for this permission.

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.

Undergraduate: Time Limitation for Completion of Requirements

The requirements of a particular baccalaureate curriculum must be satisfied within a period not exceeding eight calendar years. The Monmouth University catalog in effect at the time of admission, readmission, or change of major 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 eight calendar years a student has not completed the requirements of the curriculum, the student must update the curriculum of record (including general education requirements) to the most recent one that exists.

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.

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.

Undergraduates: Change of Majors

The choice of a major can have dramatic impact on life and career goals. Undergraduates considering changing majors should be aware that aca-

demically advising, including interest testing, is available to them through the Center for Student Success.

Students who wish to change their majors should seek the advice of the chair of the proposed new department and make themselves familiar with the requirements of the new major. To make the change, students should submit a “Request to Change Curriculum” e-FORM (Note: Freshmen students must consult with their advisors in the First Year at Monmouth Office in order to change their major). The Office of Registration and Records will review the application and route to all appropriate parties for their approval. Students will receive an e-mail once this form has been successfully processed. Students must fulfill the requirements of the new major that are in effect at the time of the change of major. A student who has maintained continuous matriculation under earlier general education requirements may elect to follow those general education requirements when changing major. See page 59 concerning “Curriculum of Record.”

Undeclared majors are required to officially declare a major by the end of the sophomore year. Failure to do so will prevent registration for future semesters. An undeclared student who has maintained continuous matriculation under earlier general education requirements may elect to follow those general education requirements when declaring a major. See page 55 concerning “Curriculum of Record.”

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.

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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 seeking) 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

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AM

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

TV

News 12 New Jersey
Channel 4

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.