

MARIST

Graduate Studies 2005 eCatalog

www.marist.edu/graduate

Office of Graduate Admissions
Marist College
Poughkeepsie, New York 12601-1387

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school of
graduate &
continuing
education

MARIST



Welcome

Mission

Marist College, founded by the Marist Brothers, a congregation of Roman Catholic teaching brothers, stands out from other colleges and universities because of the unique combination of its history, people, philosophy, and location.

Now an independent, liberal arts college, Marist is ecumenical in character and offers a comprehensive range of programs.

The Marist ideal of excellence in education implies the cultivation of free and enlightened minds through study, dialogue, and experiences, resulting in a lifelong commitment to learning. The College seeks to explore ways in which academic excellence may be enhanced by state-of-the-art information and communications technology. While broadening intellectual horizons and developing skills, Marist provides opportunities through its undergraduate, graduate, and online programs for career preparation and advancement.

Introduction to Marist

What started as a school for training future Marist Brothers has developed into one of the leading colleges of the arts and sciences in the Northeast. Marist College's 150-acre campus overlooks the Hudson River in the heart of the historic Hudson Valley, midway between New York City and Albany, N.Y.

Recognized for academic excellence by U.S. News & World Report, TIME/The Princeton Review, and Barron's Best Buys in College Education, the College is also noted for its leadership in the use of technology to enhance the teaching and learning process.

Marist is home to approximately 4,000 traditional undergraduate men and women, 1,100 adult continuing education students, and more than 1,000 full- and part-time graduate students. Its first graduating class in 1947 consisted of four Marist Brothers. Today, more than 22,000 alumni and alumnae call Marist alma mater.

Marist offers 29 programs leading to bachelor's degrees, 7 toward master's degrees, and numerous professional certificate programs. The College has a longstanding commitment to providing adults with educational opportunities that accommodate their working schedules, and extension centers have been established in Fishkill, Goshen, and Kingston, N.Y. Marist has seen tremendous growth in its graduate programs due in large part to its successful online MBA and MPA programs, the first to be accredited by New York State. This year, the Master of Science in Information Systems will also be available entirely online.

Marist has received national attention and a number of awards for its technology backbone, with an IBM Z Series Enterprise Server and a Cisco Campus Network for voice, video, and data. Marist is one of only 200 institutions in the country to be connected to Internet II, and the College's James A. Cannavino Library offers more "ports per student" than any academic library in the country. A 14-year joint study agreement with the IBM Corporation has allowed both partners to develop innovative uses for technology both in and out of the classroom.

History

Marist can trace its roots to 1905, when the Marist Brothers purchased property and a house from Thomas McPherson in Poughkeepsie. In 1929, college-level courses were first offered. In 1946, the State of New York granted an official, four-year charter to Marian College under the leadership of founding president Brother Paul Ambrose Fontaine, FMS.

Dr. Linus Richard Foy was named president in 1958 and became, at age 28, the youngest college president in the United States. Marian College became Marist College in 1960. In that same year, the mission of the College was broadened to include the wider community; lay male students were admitted to pursue undergraduate studies. An evening division was also introduced to serve the educational needs of the surrounding communities. Women were admitted into the evening division in 1966. In 1968, women entered the day division, making the College fully coeducational. Ownership of the College was transferred in 1969 to the Marist College Educational Corporation with an independent board of trustees.

With the naming of Dr. Dennis J. Murray in 1979 to the presidency of Marist College, another period of significant growth and development began. The main campus now consists of 49 buildings and 29 student housing facilities, with a total estimated value of \$300 million. During the past quarter-century, Marist has broadened its course offerings, become significantly more selective in its admissions, and nearly doubled its enrollment.

The Marist College Faculty

The Marist College faculty is comprised of highly experienced and credentialed educators who are dedicated to the intellectual and professional development of their students. Many of these faculty members are highly skilled professionals with practical hands-on experience in corporate, government, not-for-profit, and community settings. Faculty regularly take part in research, publishing, and consulting, and are frequently called upon by various organizations and institutions for their expertise in their given academic areas. Furthermore, the Marist College faculty is known for their long-standing commitment to excellence in teaching. An average class size of fifteen students allows Marist's faculty to actively involve students in the learning experience. In-class exercises, case studies, computer simulations, group projects, and presentations all play an integral role in the learning process. Through the use of this multi-dimensional teaching model, learning occurs not only from faculty, but also from fellow students who bring a wide range of relevant experiences to the classroom.

Course Scheduling and Delivery

Marist College recognizes the competing needs of adult students who often balance their career and home life with their graduate studies. There are a number of options available to help students meet this challenge. Marist offers the convenience of evening classes and online classes, as well as a choice of campus locations, thus enabling working adults to pursue their graduate degree with minimal disruption to their personal lives. At the same time, part-time students can choose to accelerate their studies by taking more than one course per term. Fall, spring, and summer sessions allow students to complete their degree at a pace which suits their personal and professional goals.

Graduate courses are not just offered at the main campus in Poughkeepsie. They are available at extension centers in Fishkill and Goshen, as well as at several additional satellite locations. Graduate classes normally meet one evening per week (Monday through Thursday) at 6:30 P.M., either at the main campus of Marist College in Poughkeepsie, New York, at the Fishkill Extension Center, or the Goshen Center. Two fifteen-week semesters are offered during the fall and spring terms, as well as a shortened summer session.

Online classes are accessible 24 hours per day and are scheduled in 8- to 15-week segments. The eight-week online classes are generally taken sequentially, thus enabling students to complete six (6) credit hours of graduate work per semester.

The IBM/Marist Joint Study

Marist College has had a longstanding partnership with the IBM Corporation that has helped place Marist among the most technologically advanced liberal arts colleges in the country. A key component of the Marist/IBM partnership has been a 14-year Joint Study arrangement that has benefited both the College and IBM in many ways. Through the Study, IBM has been able to test concepts and applications that the company believes can be of value in the 21st century in education, business, digital media, communications, and other fields. The Study has also helped develop a world-class technology platform to support instructional, research, and administrative initiatives.

The College's participation in the Joint Study provides the unique opportunity for Marist students, faculty, and IT staff to work collaboratively with IBM research and development staff on various emerging technology initiatives.

This past year, Marist and IBM embarked on three emerging technology research projects with applications in both the business and academic worlds. These projects include grid computing, e-learning applications, and computing on demand. Current and planned activities provide Marist graduate students the opportunity to work closely with faculty from many disciplines.

Membership and Accreditation

Marist College is registered by the New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, NY 12230, (518) 474-5851. The Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606, accredits Marist College. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. The College is also accredited by the U.S. Department of Justice for the training of foreign students. It is approved by the New York State Education Department for the training of veterans. The College is also approved for holders of New York State Scholarships, including Regents Scholarships, State War Service Scholarships, and Scholar Incentive Awards. The College holds membership in the New York State unit of the American Association of Colleges for Teacher Education.

The College holds memberships in the Association of Colleges and Universities of the State of New York, the Commission on Independent Colleges and Universities, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Marist is a charter member of the Visiting Student Program sponsored by the Associated Colleges and Universities of the State of New York. Marist is also a member of the American Association of University Women, the Middle Atlantic Association of Colleges of Business Administration, the Middle States Association of Collegiate Registrars and Officers of Admission, the Council for the Advancement and Support of Education, and the American Assembly of Collegiate Schools of Business. The School of Management has achieved the prestigious program accreditation of its undergraduate and graduate degree programs in business by AACSB International – The Association to Advance Collegiate Schools of Business.

Marist is also affiliated with the National Catholic Educational Association of Governing Boards of Universities and Colleges, the National Association of Independent Colleges and Universities, the National Association of College and University Business Officers, the American Association of Collegiate Registrars and Admissions Officers, the National Association of College and University Attorneys, and the American Association of Fundraising Council.

Academic Facilities

JAMES A. CANNAVINO LIBRARY

The James A. Cannavino Library strives to support the teaching and learning environment by meeting the information needs of students and faculty on- and off-campus. The Library offers access to extensive collections and services located in the newly constructed library building and available electronically over the campus network.

The new, state-of-the-art library opened in the fall of 1999, overlooking the campus green and the Hudson River. The first floor of the 83,000-square-foot structure holds the Library's circulating collection, print periodicals, and archives, which include special collections of distinctive resources. The second level features the main reading room, as well as circulation, reserve and reference desks, the reference collection, and a selection of current print periodicals. The third floor houses electronic classrooms, a multimedia language lab, and centers for multimedia content development. It is also home to a suite of collaborative student services including International Programs, the Academic Learning Center, the Writing Center, the Higher Education Opportunity Program, and the Center for Career Services, reflecting the emerging role of libraries in higher education as collaborative learning centers.

A vigorous collection development program keeps print, non- print, and online resources updated to serve the research, teaching, and learning needs of students and faculty. The library also maintains a digital library component that provides access to scholarly resources on the Web.

The James A. Cannavino Library has been an active innovator in developing and implementing computerized information resources.

The MERIT electronic reserve system, developed in conjunction with IBM, provides students with online access to reserve materials in any format – print, audio, and video. An integrated online library system supports a web catalog of all library holdings and an online circulation module that indicates location and availability of all library materials.

Students are encouraged to contact a librarian in person, by phone, or email.

THE LOWELL THOMAS COMMUNICATIONS CENTER

The Lowell Thomas Communications Center houses the School of Communication and the Arts and the School of Computer Science and Mathematics. Recognizing the profound impact of computer technology on the communications industry, Marist designed the center to provide students with an environment that offers both state-of-the-art computing technologies and communications labs and studios.

THE MARGARET M. AND CHARLES H. DYSON CENTER

The Margaret M. and Charles H. Dyson Center houses the School of Management, the School of Social and Behavioral Sciences, the School of Graduate and Continuing Education, the Graduate Center for Public Policy and Administration, and the Marist Bureau of Economic Research and is used for undergraduate and graduate instruction in all academic disciplines.

DONNELLY HALL

Donnelly Hall houses the School of Science, including a two-story greenhouse and lab for the study of medical technology; the Computer Center; classrooms; lecture halls; a Fashion Program complex; and a variety of student services and administra-

tive offices. In proximity to Donnelly Hall are the Steel Plant Studios and Gallery, an expansive space for studio art courses and a digital media laboratory as well as a gallery regularly hosting exhibits of work by Hudson Valley artists.

FONTAINE HALL

Fontaine Hall, the home of the School of Liberal Arts, contains smart classrooms, seminar rooms, and a black box theatre for instruction and performances. The building also serves as headquarters for the nationally recognized Marist Institute for Public Opinion, with professional facilities where students conduct opinion surveys, and the Hudson River Valley Institute, a national center for interdisciplinary study of the Hudson River Valley.

Marist Extension Centers

MARIST'S FISHKILL & GOSHEN EXTENSION CENTERS

In a continuing effort to meet the educational needs of adult students in the Hudson Valley region, Marist College offers courses at the extension center in Fishkill, New York. Graduate courses in Counseling and Community Psychology, School Psychology, Educational Psychology, and Master of Public Administration are available at the extension center in Goshen, New York.

The Fishkill Center, Marist's newest facility, provides 10,500 square feet of classroom, conference room, and lab space in the Westage Business Center located at the intersections of Interstate 84 and Route 9, in Fishkill, New York. Students have access to the Marist College mainframe and the College's library resources from the site. Credit courses, at both the graduate and undergraduate level, and business seminars as well as non-credit courses are offered in Fishkill.

The Goshen Center, a 7,000-square-foot facility, is located at the Goshen Executive Park on Matthews Street, just off of Route 17 at exit 124. Offered are educational programs leading towards undergraduate and graduate degrees as well as certificates. The Center has seven classrooms, including two computer labs, which provide students access to the Internet, the Marist mainframe, and the Marist library.

For more information:

FISHKILL

400 Westage Business Center Drive
Fishkill, NY 12524

Phone: (845) 897-9648

Fax: (845) 897-4653

GOSHEN

40 Matthews Street
Goshen, NY 10924

(845) 294-6900

(845) 294-5785

Student Services & Facilities

INFORMATION TECHNOLOGY COMPUTER LABS

Marist maintains computer labs located at all three of our sites – Poughkeepsie, Fishkill, and Goshen. These include instructional labs equipped with a computer per seat, multimedia classrooms with a single instructor podium, and open labs that are available throughout campus. In all, Marist provides more than 500 computers available for academic use throughout its campus extension sites.

SAFETY AND SECURITY

The Safety and Security Office provides 24-hour, seven-days-a-week service to the Marist College community. Among the many services provided through this office are student escort programs during evening hours; fire and emergency equipment; and a lost-and-found department.

The Safety and Security Office works as the liaison to local fire, police, and rescue agencies. The office administers the College's parking and vehicle registration policy and is responsible for its enforcement in order to facilitate traffic flow and ensure unimpeded emergency response to the College community. The office is located in Donnelly Hall, Room 201 and can be reached by calling (845) 575-3000, extension 2282 or (845) 471-1822.

PARKING PERMITS

Parking on campus is limited to vehicles that are registered with the Safety and Security Office and have been issued a Marist College parking permit. When applying for parking permits, students must present a valid driver's license, vehicle registration, and college identification. Commuter student parking is restricted during the day although after 6:00 P.M. students may park in the Dyson and Lowell Thomas lots.

Permits are issued for individual parking lots and are valid only for that specific lot. Vehicles without permits, or those parked in a lot other than designated, are subject to towing at the owners' expense. All fines must be paid at the Business Office within 10 days of issuance. Any violations of this parking policy may result in revocation of parking privileges.

THE COLLEGE BOOKSTORE

The Marist College bookstore is located on the lower level of the Student Center. The bookstore is open six days per week during the academic year. Please call (845) 575-3260 for store hours.

STUDENT CENTER

The Student Center is a focal point for student events and activities. The monumental three-level structure features a student cafe and performance space known as the Cabaret as well as the student dining hall, the campus bookstore, and a health-services center. The Student Center opens onto a campus green with an outdoor performing arts area overlooking the Hudson River.

ATHLETIC FACILITIES

The Marist campus offers a variety of athletic facilities that support an extensive intramural program as well as intercollegiate athletics competition. The James J. McCann Recreation Center features a pool with a diving well, basketball courts, three handball/racquetball courts, a Fitness Center, as well as a dance studio. The main field house for NCAA Division I play features a handsome wooden floor and seating capacity for 3,000 spectators. The McCann Center was renovated in 1996, and a new 20,000-square-foot addition containing a gymnasium, state-of-the-art fitness center, and locker rooms opened in 1997. For more information, please contact the Athletics Department at (845) 575-3553.

CENTER FOR CAREER SERVICES

The Center for Career Services, located in the Library, offers a variety of services and information to assist graduate students with developing and reaching their career goals. Among the many career counseling and job placement services available to students and alumni are:

- individual career counseling
- interest inventory & personality type assessment
- résumé information & critiques
- assistance with job search correspondence
- annual career fairs
- on-campus interview program
- a résumé referral service
- employer information & directories
- an alumni career network

The Center also sponsors workshops on career decision making, résumé writing, interviewing skills, and salary negotiation. For information regarding these programs, please contact the Center for Career Services at (845) 575-3547.

Admission to Graduate Programs

Marist's graduate programs are designed to accommodate individuals from a variety of academic and professional backgrounds. A baccalaureate degree is required for admission to graduate study; however, most programs do not require that the degree be in a related field of study.

Required for application to all graduate programs are the following:

- A completed Marist Graduate Studies application form.
- \$30.00 non-refundable application fee made payable to Marist College.
- Official transcripts from all undergraduate and/or graduate institutions attended (including two-year colleges).

Additional academic documentation and prerequisite requirements vary by department, and are outlined under the respective program descriptions contained in this Catalog.

Admissions applications are accepted on a year-round basis and students are admitted for all terms – fall, spring, and summer. Prospective graduate students should contact Graduate Admissions at (845) 575-3800 or visit www.marist.edu/graduate for an application.

All applications and correspondence regarding graduate study should be addressed to:

Graduate Admissions Office
School of Graduate & Continuing Education
Marist College
Poughkeepsie, New York 12601-1387

Admissions decisions are made by the graduate program directors in consultation with faculty committees. Applications for admission to graduate study remain on file for three years and may be reactivated by written request at any time during that period.

Marist College is an equal opportunity institution. All applications are accepted and reviewed without regard to race, religion, sex, age, color, disability, or national origin. Furthermore, it is the policy of Marist College to operate and support all of its educational programs and activities in a way that does not discriminate against any individual on the basis of the characteristics stated above.

Health Regulations

New York State law requires that all college students be immunized against measles, mumps, and rubella. The law applies to full-time and part-time students born on or after January 1, 1957.

Students must provide proof of immunity to the Health Services office prior to enrolling for graduate study. Students who have not provided the appropriate proof will not be allowed to register for classes. Proof of immunity consists of:

- Measles – two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease, or a blood test showing immunity;
- Mumps – one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps, or a blood test showing immunity;
- Rubella – one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

For more information regarding immunization requirements please contact:

Health Services
Room 350 Student Center
Marist College
Poughkeepsie, NY 12601-1387
Phone: (845) 575-3270
Fax: (845) 575-3275

Application Requirements for International Students

International students applying to any graduate program at Marist must:

- submit an application for admission by June 1 for the fall semester or by October 15 for the spring semester with a \$30 (U.S.) non-refundable processing fee.
- provide an official evaluation of all foreign academic credentials (examination results and grade reports) that correspond to a bachelor's degree or its equivalent in the United States.
- submit a minimum score of 550 on the TOEFL (a 213 equivalent on the TOEFL Computer test) or a score of 6 on the IELTS. TOEFL test scores must be sent directly from the Educational Testing Service to Graduate Admissions. **NOTE:** the Marist report code is 2400. IELTS scores must come directly from the testing center. Copies of any test scores will delay the admission process since an I20 will not be issued without official documents.

- submit an original notarized copy of the Declaration of Finances Form or notarized affidavit of support, signed by both the applicant and his/her sponsor, for \$21,532 (U.S.) to cover costs for the 2005-2006 academic year (**NOTE:** the amount may change for the 2006-2007 academic year).
- submit an official letter from a bank or other financial institution (with bank seal and management signature) stating that a minimum of \$21,532 (U.S.) is accessible to cover costs for the 2005-2006 academic year (**NOTE:** the amount may change for the 2006-2007 academic year).

Since application requirements vary by graduate program, please follow the criteria listed for each individual program.

Some of the graduate programs have partial financial assistance available for academically high-achieving students. Please contact the Office of Graduate Admissions at graduate@marist.edu to learn about which programs offer financial aid options. **NOTE:** Marist does not offer full tuition awards.

Language Proficiency

International students must arrive several days before classes begin in order to participate in the mandatory International Student Orientation Program that takes place before the fall and spring semesters. The orientation session introduces students to the academic policies and procedures at Marist College and familiarizes them with the campus, the surrounding community, and the United States.

An American Culture and Language seminar is **required** for all new International Students as part of the extended orientation program. In addition, all new international students must take an English proficiency exam upon their arrival at Marist. Depending on the results of this exam, the College may require a student to register and pay for an additional English course. (Marist College requires all international applicants whose primary language is not English to demonstrate proficiency in English.)

For more information regarding English requirements and/or new student orientation please contact:

International Student Programs
Academic Learning Center
Marist College
Poughkeepsie, New York 12601-1387

telephone: (845) 575-3000, extension 2818

e-mail: Graduate@Marist.edu

Tuition and Fees

An advanced degree can enhance earning potential that generally allows students to recoup the cost of their graduate studies in a relatively short period of time. Indeed, many Marist graduates experience a sizable return on their investment over the life of their career. Graduate Tuition and Fees are charged according to the following schedule.

GRADUATE TUITION AND FEES 2004–2005 (subject to change in 2005–2006)

Tuition (per credit hour, 2004–2005 academic year)	\$562.00
Registration and College Service Fee (non-refundable)	\$ 30.00
This is a per-semester charge. There is an additional fee of \$25.00 if a student fails to register on or before registration day.	
Application Fee (non-refundable)	\$ 30.00
Matriculation Fee (non-refundable)	\$ 30.00
This fee is payable immediately upon the student's acceptance into and registration for a degree program.	
Maintenance of Matriculation Fee (non-refundable)	\$ 15.00
This fee is to be paid to maintain matriculated status during any semester in which the candidate for a degree is on an official leave of absence.	
Reinstatement Fee (non-refundable)	\$ 75.00
This fee is to be paid by a student who has withdrawn from the program, but has applied for and been granted re-admission into the program.	
Thesis Fee	\$ 30.00
Transcript Fee (payable at time of request)	\$ 3.00

Payment Options

All graduate students registering for courses at Marist College must pay their bill in full prior to the beginning of classes. The following payment options are available:

TUITION REIMBURSEMENT

Students eligible for tuition reimbursement from their employers may, with the appropriate documentation, defer payment until after the conclusion of the semester. First-time graduate students must supply the Student Accounts Office with documentation from their employers verifying their reimbursement eligibility. Upon completion of a valid promissory note, students are allowed to pay one-third of the total bill for the semester with the remaining balance due four weeks after the conclusion of the semester. Returning graduate students have the option of full tuition deferment.

FINANCIAL AID RECIPIENTS

Graduate students are allowed to sign a promissory note for the amount of their projected financial aid for the semester. The remaining balance on the billing statement is due prior to the beginning of classes (*see financial aid section below*).

Financial Aid

Financing graduate study is a major concern for many people, but there are several options available. In addition to traditional sources, including personal income, savings, and family/employer assistance, several programs are available to assist both full- and part-time students in meeting the cost of their graduate education. For eligibility, students must be matriculated in a graduate program at Marist and maintain satisfactory academic progress each semester. Satisfactory progress is defined as maintaining a cumulative GPA of 3.0 or above. Financial awards are made without reference to racial or ethnic origin, sex, age, religion, color, marital status, or disability.

MERIT-BASED FINANCIAL ASSISTANCE

Management Scholarships

Marist College offers a scholarship program for part-time MBA students. Management Scholarships of \$250 per three-credit course are available to students on a competitive basis. This scholarship program was designed to aid talented MBA candidates who do not receive tuition assistance from their employers and are initially awarded to newly matriculated students. In order to retain the award, Management Scholars must maintain steady and acceptable progress toward the degree and refile a Management Scholarship application each year. Management Scholars may be awarded up to \$4,500 in scholarship funding during the course of their graduate studies. Cumulative awards vary in accordance with the number of credits each recipient must take to complete the degree.

McCann Fellowships

Marist College provides McCann Fellowship awards for individuals employed by public sector and not-for-profit organizations that are interested in pursuing graduate studies in Public Administration. Fellowship awards, ranging in size from \$100 to \$250 per course, are available to both new and returning students.

The fellowship awards are designed to aid part-time MPA candidates who receive partial or no tuition assistance from their employers. In order to be eligible, students must be employed by a public sector or not-for-profit agency in the Mid-Hudson Region; be a part-time student in the MPA program at Marist College; and not receive full tuition assistance from their employer. In order to retain the award, McCann Fellows must maintain steady and acceptable progress toward their degree and refile a McCann Fellowship application each term. While amounts vary, McCann Fellows may be awarded up to \$3,250 in funding during the course of their graduate studies.

Graduate Assistantships

Graduate Assistantships are awarded on a competitive basis to full-time students. Graduate Assistants work with faculty and staff to perform administrative and research tasks as well as other duties such as monitoring labs, tutoring, and assisting with student activities. Assistantships are comprised of a partial tuition waiver and stipend. The assistantship value and nature of work involved varies by program. The range is \$2,000–\$6,200 per year. For more detailed information, contact the Director of the respective graduate program.

INTERNATIONAL SCHOLARSHIPS

Scholarships are awarded on a competitive basis to international students enrolled in the Computer Science graduate programs. These awards are based upon actual enrollment and may range from \$2,000 to \$3,000 per academic year. For more detailed information, please contact the respective program director.

Need-Based Financial Assistance

Marist also awards assistance based on demonstrated financial need. To apply for need-based financial assistance, full-time and part-time graduate students must complete the Free Application for Federal Student Aid (FAFSA). The application deadline is May 15 for returning graduate students, August 15 for new students, and January 15 for spring. Early application is recommended and the necessary forms are available by calling the Office of Financial Aid at (845) 575-3230 or by visiting their website at www.marist.edu/financialaid.

In addition to the above, new students or students selected for verification must provide the Office of Financial Aid with the following:

- Marist Application for Financial Aid
- Signed photocopies of the Federal Income Tax Returns along with W-2 statements for the student and spouse (if applicable).

PLEASE NOTE: Marist College defines academic full-time study for graduate programs as a nine (9) or greater credit workload. However, this should not be confused with the Federal and State financial aid definition of full-time study which is a 12-credit workload or higher.

Marist Graduate Grant

There are a limited number of grants for full-time graduate study awarded each year to students who receive no other form of tuition assistance. The size of the award varies in accordance with need and academic merit and students must re-apply each year because it is not automatically renewed. Based upon actual enrollment, this award may range from \$1,600 to \$2,000 per academic year. To qualify, recipients must maintain a 3.0 or above cumulative grade-point index and a nine (9) credit per semester course load.

Part-Time Graduate Grant

There are a limited number of grants for part-time graduate study awarded each year to students who receive no other form of tuition assistance. The size of the award varies in accordance with need and academic merit as well as the number of credit hours being taken. Based upon actual enrollment, this award may range from \$600 to \$1,200 per academic year. Students must re-apply each year because the grant is not automatically renewed. To qualify, recipients must maintain a 3.0 or above cumulative grade point index.

Student Employment Program

College student employment is funded through either the Federal College Work-Study Program or Marist's Campus Employment Program. There are opportunities for employment with various academic and administrative offices within the College. Students are not allowed to work more than 20 hours per week during the regular academic terms and 40 hours per week during vacation periods.

New York State Tuition Assistance Program (TAP)

Available to full-time (12 credits) matriculated graduate students, TAP awards range from \$75 to \$550 per academic year. Awards are based upon student's and/or spouse's New York State Net Taxable Income and satisfactory academic standing. To apply, students should file the TAP Student Payment Application with the New York State Higher Education Services Corporation.

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is based upon financial need and enables qualified graduate students who are enrolled at least half time (6 credits) to borrow up to \$8,500 annually. The variable rate of interest will not exceed 8.25%. During the in-school and grace periods the federal government pays the interest. Marist has a list of preferred lenders; please refer to the website: www.marist.edu/financialaid or contact the Office of Financial Aid. Students also have the option to choose their own lender. However, it is their responsibility to obtain a pre-printed application and do any follow-up required. Please allow six to eight weeks for processing.

Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan assists students who do not meet the financial qualifications for a Subsidized Stafford Loan or whose need exceeds their Subsidized Loan eligibility. Students may borrow up to \$10,000 annually or up to \$18,500 in combination with a Subsidized Federal Stafford Loan with a variable rate of interest not to exceed 8.25%. Interest begins to accrue on the date of disbursement. Students may defer the interest, but it will be added to the loan principal (capitalized). **PLEASE NOTE:** Students may borrow up to \$18,500, not to exceed the cost of attendance.

PRIVATE LOAN PROGRAMS

Graduate students seeking to defer the cost of financing their education are encouraged to pursue a student loan. In addition to the Unsubsidized Federal Stafford Loan program, there are a number of alternative loan programs available for part-time or full-time graduate study. These programs are sponsored by private lending organizations and loan terms and interest rates may vary. Students should research the program that best suits their needs.

FIFTH-YEAR UNDERGRADUATE LOAN PROGRAM

A student may apply for a Stafford Loan for up to 12 months of coursework taken in a single consecutive 12-month period if the school has documented that the coursework is necessary in order for the student to enroll in a graduate or professional program. This category of students may borrow at **the fifth-year undergraduate loan level**, and the loan limit is not prorated if the program is less than an academic year.

Electives taken which are not required for the specific graduate program are not eligible for financial aid.

REQUIREMENTS TO MAINTAIN FEDERAL ELIGIBILITY

The Higher Education Amendments of 1976, 1986, 1992, and 1998 require colleges to define and enforce standards of Satisfactory Academic Progress. Students receiving federal financial aid must conform to these requirements in order to be eligible for this financial assistance. These Satisfactory Academic Progress requirements must provide a maximum time frame for completion of the degree, a graduated credit accumulation over this time, as well as a quality mechanism. Essentially, these minimum standards ask the student to demonstrate that he/she is actively pursuing his or her degree.

Students may be placed on probation and allowed to continue at Marist College. Although the College considers the student in good standing while on academic probation, the student may not be eligible for federal financial assistance. Failure to earn the necessary number of credits toward degree completion or failure to maintain the necessary index can jeopardize a student's aid. An annual review of all federal aid candidates will be completed as part of the financial aid award cycle each June. Students not meeting the Satisfactory Academic Progress requirements will be notified in writing by the Director of Financial Aid. Students losing aid for the semester will be reviewed the following semester for possible aid reinstatement, providing the students achieve performance consistent with graduation requirements.

Students may appeal the aid loss by requesting a one-time conditional waiver. Such requests must be forwarded to the Director of Financial Aid within two weeks of the aid loss notification letter. Possible reasons for waivers or appeal include serious personal problems, family tragedy, illness, employment and/or difficult adjustment to college. All appeals and waivers should include supporting documentation.

Information about a variety of financial aid services is available through the Financial Aid Office by calling (845) 575-3230 or by visiting their website at www.marist.edu/financialaid.

Graduate Academic Policies

Marist College assumes the academic integrity of its students and expects all individuals to uphold fundamental standards of honesty in every academic activity. Graduate students should be familiar with the academic policies and procedures of the College as well as degree and graduation requirements. The primary responsibility for knowing and meeting program requirements and deadlines rests with each student. Students who have questions regarding policies or procedures should speak with their graduate program director.

REGISTRATION AND COURSE WITHDRAWALS

Graduate program directors serve as the primary academic advisors for graduate students and facilitate course registration and withdrawals. Students should arrange to meet with their respective program director on a regular basis to discuss their academic progress and plan their course schedule.

MATRICULATED STATUS

A matriculated student has officially met all admissions requirements and has been accepted and enrolled in a specific program of study. The catalog in effect at the time of enrollment governs the degree requirements for matriculated students. Only matriculated students are eligible for financial aid.

NON-MATRICULATED OR VISITING-STUDENT STATUS

Individuals who have not been admitted to a Marist College degree or certificate program may enroll for graduate courses on a non-matriculated basis if they have completed an application, received permission from the graduate program director, and paid appropriate tuition and fees. There is no limit to the number of graduate courses a non-matriculated student may take; however, if the student later decides to become a degree candidate, he/she must then satisfy the requirements for matriculation. It is important to note that a maximum of *nine (9) credits* may be applied toward the degree using courses taken while on visiting or non-matriculated status.

Students may also be admitted into a graduate program on a non-matriculated basis if they fall into one of the following categories:

- a prospective student with an outstanding undergraduate record who does not have time to fully complete his or her requirements for admission before the start of the semester. In such cases, a student lacking GMAT, GRE, or other standardized test results, or select prerequisite courses, may be admitted on a non-matriculated basis at the discretion of the Admissions Committee. Minimally, the applicant must present a completed application form and official transcripts of all previous college records (including two-year colleges) at least two weeks before the start of the semester.
- a visiting student, matriculated in another graduate program, who wishes to transfer credits earned at Marist College back to his/her home institution. Visiting students are still required to complete the application form and pay the required fee. In lieu of other admissions materials, visiting students must have a letter sent directly from their dean or program director to the Graduate Admissions office at Marist. This letter must state that they are matriculated in a graduate program, are in good academic standing, and that the parent institution will accept the specified course credits for transfer.

To change from non-matriculated to matriculated status, the student must complete all admissions requirements. Any decisions and exceptions regarding non-matriculated status are made at the discretion of the Admissions Committee. Denial of permission to enroll as a non-matriculated student does not imply rejection, but indicates that the Admissions Committee has determined that the admissions decision should be deferred until all admissions requirements have been fulfilled.

MAINTENANCE OF MATRICULATION

A student must maintain status as a matriculated student every semester until attaining a graduate degree. Matriculated status is maintained by registering for at least one course every semester or by applying for and receiving an official leave of absence. Any student who is compelled to leave school for even one semester must apply to his or her program director for an official leave of absence. Interruption of study beyond one year will require the student to re-apply for admission to the program.

RE-ADMISSION

A student who fails to maintain status as a matriculated student each semester must apply for reinstatement to the program. An application for reinstatement should be submitted to the program director and must be accompanied by any academic transcripts not already on file in the Office of the Registrar. Reinstatement is on the basis of current degree requirements and a fee must be paid at the time of the first course registration following reinstatement.

DEFINITION OF FULL-TIME AND PART-TIME STUDY

A matriculated student must register for a minimum of nine (9) credit hours to be considered full-time. Students registered for fewer than nine (9) credits are considered part-time.

ACADEMIC STANDING

The maintenance of a minimum cumulative grade point average (GPA) of 3.0 is required for good academic standing. Students must have a cumulative 3.0 GPA after completion of one semester of full-time study or its equivalent. Any student whose index falls below that required for good standing, or who receives a letter grade of F, will be subject to academic review and may be placed on probation or dismissed from the program. Students placed on probation will receive a statement of the requirements necessary to achieve good standing and will be given a limited time period in which to meet these requirements. Failure to achieve the probationary requirements will result in dismissal.

GRADING

At the end of each semester, letter grades will be awarded to indicate performance as follows:

- A 4.0 quality points for each semester hour of credit.
- A- 3.7 quality points for each semester hour of credit.
- B+ 3.3 quality points for each semester hour of credit.
- B 3.0 quality points for each semester hour of credit.
- B- 2.7 quality points for each semester hour of credit.
- C+ 2.3 quality points for each semester hour of credit.
- C 2.0 quality points for each semester hour of credit.
- F Indicates failing work. For the grade of F, the student receives no quality points.
- W This grade is assigned to a student who officially withdraws in writing from a course during the first eight weeks of a semester.
- WF This grade is assigned to a student who withdraws in writing from a course after the first eight weeks of a semester. Exceptions may be made by the program director should circumstances warrant.

- I This temporary grade of I (incomplete) may be given at the end of the semester if a student has not completed the requirements of the course for serious reasons beyond his/her control. The student is responsible for resolving this grade within three weeks of publication of final grades by completing the course requirements as determined by the professor. Failure to conform to this time limit results in a final grade of F. The grade of I is not assigned in a case where failure to complete course requirements on time is due to student delinquency.
- S This grade may be given only for Psychology internships and indicates satisfactory performance.
- P This grade is awarded in Psychology, Educational Psychology, and School Psychology project and thesis courses when the project or thesis has been completed and accepted by the department.
- X This grade is awarded in Computer Science, Psychology, Educational Psychology, and School Psychology project and thesis courses when the project or thesis is still in progress at the end of the semester.
- AU This grade indicates completion of an audited course. It is assigned only when a course is being taken on a non-credit basis. Courses so graded may not be applied to fulfill degree requirements.

The student's cumulative grade point average is achieved by dividing the number of total quality points received by the total number of semester credit hours attempted.

AUDITING

Individuals who have completed a bachelor's degree from an accredited institution are permitted to audit a graduate course provided that they have met all the course prerequisites, obtained permission from the course instructor and graduate program director, and submitted an application for graduate study.

Auditors are not required to take exams, submit papers, or participate in team exercises. Current Marist College graduate students are not permitted to audit a required course in their graduate program. Tuition for auditing a course is one-third of the normal tuition cost. Marist College alumni may audit one course at no cost.

TRANSFER CREDITS

Credit for graduate work completed at other graduate schools will be determined by each graduate program director. Please refer to the appropriate program section for information regarding transfer policy.

TRANSFER TO OTHER MARIST GRADUATE PROGRAMS

Transfer to another Marist graduate program requires a formal application through Graduate Admissions. Admissions policies of the new program apply and all admissions materials required for the new program must be provided. This includes the application, an up-to-date Marist transcript, the \$30 non-refundable application fee, and any other documentation required by the individual program.

ACADEMIC GRANTS

The Office of Academic Grants provides assistance to full-time faculty interested in securing grant awards for research, curriculum development, and other creative activities relevant to the College's academic mission. Office staff assist faculty in locating funding sources, obtaining and interpreting application forms, developing proposal narratives and budgets, and securing institutional support and approvals.

POLICY FOR AFFIRMATIVE ACTION

Marist College supports the principles of equal opportunity and affirmative action. All applications are accepted and reviewed without regard to race, religion, sex, age, color, disability, national origin, veteran status, marital status, or sexual orientation.

It is also the policy of Marist College to recruit, employ, promote, and compensate all employees and applicants for employment without regard to race, religion, sex, age, color, disability, national origin, veteran status, marital status, or sexual orientation.

Further, it is the policy of the College to operate and support all of its educational programs and activities in such a way as does not discriminate against any individual on the basis of those characteristics stated above.

Marist College does not tolerate sexual harassment in its many forms. Students and employees who believe that they have been subjected to sexually based behavior or proposals should contact the Office of Human Resources or the Dean of Student Affairs.

For assistance in any of these areas contact the Office of Human Resources, Marist College, Poughkeepsie, NY 12601; telephone (845) 575-3349.

COURSE CANCELLATIONS

The College reserves the right to cancel any course if the enrollment is too small to warrant its offering.

Marist College does not discriminate in the admissions process or in the awarding of financial aid on the basis of race, color, sex, religion, or disability.

Marist College reserves the right to make any program, regulation, date, and fee changes at any time without prior notice. The college strives to assure the accuracy of the information in this catalog at the time of publication. However, certain statements contained in this catalog may change.

