

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

**PROFESSIONAL STUDIES STUDENT HANDBOOK  
UNDERGRADUATE ACCELERATED PROGRAM**

*October 2013*

## **CAMPUS Quick Reference Guide**

### **General Number - (610) 527-0200**

Unless otherwise noted, extension numbers are for the main campus, dial when prompted after dialing general number.

### **Emergency Numbers - Internal Extension X 2555/From an outside line (610) 527-1038**

(24 hours a day) Yellow campus phones are on the outside of most Rosemont campus buildings, and blue posts with emergency phones are located around the greens.

### **Undergraduate Program Directors**

**Business Program Director – Brig Bowe, [fbowe@rosemont.edu](mailto:fbowe@rosemont.edu)**

**Criminal Justice Program Director – Christi Smith,  
[christi.smith@rosemont.edu](mailto:christi.smith@rosemont.edu)**

### **Rosemont Downtown - (610) 527-0200 x3001, Nicole Contosta, Philadelphia Site Manager**

(3-5 p.m. Monday & Tuesday, 5-7 p.m. Wed.-Thursday) For assistance at other satellite locations, contact the Program Director or Student Services below.

### **Student Services**

**Director - x 2187, Karen Scales, [kscales@rosemont.edu](mailto:kscales@rosemont.edu)**

**Assistant Coordinator - x 2390, Branka Saula, [bsaula@rosemont.edu](mailto:bsaula@rosemont.edu)**

(9:00 a.m. to 6:30 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Fridays).

### **Rosemont College Offices - (610) 527-0200**

(9:00 a.m. to 5:00 p.m.) For assistance after hours contact SGPS Student Services (above).

**Academic Support - x 2372**

Call during business hours to schedule appointments. <https://iway.rosemont.edu/ics/Academics/>

**Alumni - x 2230**

**Book Store - x 2250**

**Campus Ministry - x 2412**

**Career Services - x 2405**

**Counseling Center - x 2416**

(10:00 a.m. to 4:00 p.m. Monday to Thursday) Call to schedule an appointment.

**Dining Services - x 2255**

**Financial Aid - x 2221**

**General Office - x 2248**

**International Student Services - x 2975**

**Library**

Reference Desk - x 2273

Media Services - x 2278

Circulation and Reserve - x 2271

**Mail Room - x 2249**

**Public Safety - x 2554**

**Registrar - x 2305**

**Student Accounts – x 2243**

**Student Life Office (Health Insurance and ADA) - x 2400**

**Wellness Center - x 2420**

(9:00 a.m. to 4:00 p.m.; closed mid-May through mid-August) For health emergencies/health needs outside of Wellness Center hours, contact Public Safety.

## Welcome from the Schools of Graduate and Professional Studies

Dear Student,

On behalf of the faculty, staff, your fellow students, and alumni, welcome to Rosemont College! You have joined with thousands of other adult students who have found the courage and determination, and the support of family, colleagues, and friends, to study for your bachelor's degree.

You are about to prove to yourself what we already know, that you can do it, and that you *will* do it. You will have the encouragement, support, and assistance of all of us at Rosemont to help you succeed.

We have prepared this Handbook to provide you with the basic information you will need to see you through your higher education adventure at Rosemont. Please keep a copy nearby, and bookmark the online copy on the iWay, so that you can easily refer to it whenever you have a question. This Handbook is the companion to the degree requirements, course modules, current academic calendar, and a host of other essential information you will find on the Rosemont web site [www.rosemont.edu](http://www.rosemont.edu), and the Rosemont portal, the iWay, <https://iway.rosemont.edu/ics>. Please refer to those sources for degree requirements, course and program information, and library resources. In addition, those sources provide more detailed information referenced throughout this handbook.

All of these resources together will give you answers to most of your questions, or refer you to the right person or office where you can get answers. All of us at Rosemont know how hard you work, and that you have family and professional responsibilities on your shoulders as well. We do our best to be here for you by email and phone during regular business hours, and our Student Services staff is here until the start of class every evening that classes meet. Keep this information handy, use all the resources as you need them, and stay in touch.

In an effort to serve our students better and improve our college, policies and procedures are under constant review. Many in this handbook may change at any time, so please make sure you consult the online version of the handbook to keep up with the changes as time goes by.

We hope you will have an exciting, uplifting, and important experience as a student at Rosemont, and we look forward to your success.

With all our best wishes and warmest welcome,

Student Services

## **Mission and History**

The Mission of Rosemont College flows from the educational philosophy of the sponsoring religious congregation which opened Rosemont in 1921, the Society of the Holy Child Jesus. This philosophy is imbued with the spirit and educational principles of the Founder of the Society, Cornelia Connelly. This Holy Child education is a clearly defined yet flexible ideal, rooted in Christian values and expressions, attuned to learning opportunities that enable students to respond to life with joy, zeal and compassion. The only College in a world-wide network of Holy Child educational Institutions, Rosemont is grounded in the Holy Child philosophy which encourages students to meet diversity and change with confidence in their own gifts and in God, who has made covenant with the human family.

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

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

The School of Professional Studies supports and contributes to the mission of Rosemont College by providing undergraduate degrees for adults interested in pursuing professional careers. Programs and experiences are designed to accommodate the school's diverse population of adult learners. Innovative teaching, flexible scheduling, and collaborative learning in an accelerated format, as well as recognition of prior life experience, are hallmarks of Rosemont College Professional Studies programs.

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

In 1986, Rosemont established its first graduate program, a master's degree (M.Ed.) in Computing in Education, which evolved into the master's degree in Technology in Education. In 1996, Rosemont introduced a master's degree (M.A.) in Publishing, and in 1997 the College launched a master's degree (M.A.) in Counseling Psychology with PA certification available in Elementary and Secondary School Counseling. In the fall of 2001, a master's degree (M.A.) in Education with Elementary Teacher Certification K-6, was added, and in September 2004, the College welcomed the inaugural class of a master's degree (M.F.A.) in Creative Writing. In 2006, the School of Graduate Studies and the School of Professional Studies merged into one academic unit dedicated to the educational needs of adult learners. At that time, the accelerated-format MBA and MSM programs were aligned with all other master's programs. In the fall of 2007 an accelerated undergraduate Criminal Justice program was added.

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## **ADMINISTRATION**

### **Staff Contact Information**

#### **Dean**

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#### **Criminal Justice Program**

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Karen Scales, Advisor;(610)527-0200,Ext. 2187; [kscases@rosemont.edu](mailto:kscases@rosemont.edu)

#### **Rosemont College Online**

Good Counsel Hall, Room 209C  
Bobbijo Pinnelli, Director;(610)527-0200,Ext.2308

## **Schools of Graduate and Professional Studies Governance**

### **SGPS Council**

SGPS Council consists of the Dean of the Schools of Graduate and Professional Studies and all directors of undergraduate adult accelerated, graduate programs and student services. The Council considers, evaluates and makes recommendations to the Dean of the Schools of Graduate and Professional Studies concerning academic and student service matters, including admission policies, special admission cases, academic standards, degree requirements, waivers and special petitions, the assessment and review of current programs or courses of study, and the review of proposed new programs. Three Committees representative of Directors, faculty, students, and the Dean, study and present recommendations to the Council to carry out their mandate.

### **SGPS Committees**

Three advisory committees advise the Dean and Graduate Council. Membership in each includes two Directors; four faculty chosen from programs other than those represented by the two directors; one graduate student; one undergraduate student; and the Dean ex officio. In addition, the Registrar is a member of the Academic Standards and Practice committee. Committee members, appointed by the Dean, serve for two years. The committees are:

- Academic Standards and Practice
- Curriculum
- Professional Development

One undergraduate student is appointed to each of these committees for a two-year term. Service on a committee is an important way for students to take an active part in shaping the policies and programs of Rosemont College. Students interested in serving on a committee are invited to contact the Dean directly.

### **Locations and Facilities**

School of Professional Studies courses are offered on the Main Campus, the Center City campus, at Children's Hospital of Philadelphia, and online. Particular course locations are listed on the iWay.

#### **Main Campus**

1400 Montgomery Avenue  
Rosemont, PA 19010  
(610) 527-0200

See under "Buildings and Facilities" for a campus map and description of all buildings and facilities of the main campus.

The Office of the Dean of SGPS (Room 105), the Directors of Accelerated Undergraduate Programs, and the Director of SGPS Student Services (Room 211) are located in Good Counsel Hall on the Main Campus. Also in Good Counsel are the offices of the Registrar, Financial Aid, Career Counseling, and the General Office of the College. Adult student classes are often held in this building. The adult student lounge, "The Treehouse," is located on the top floor of this building as well, with wireless, vending machines and a comfortable place to work, relax, and meet with other adult students.

**Rosemont Downtown**

Land Title Building

100 South Broad Street, 16<sup>th</sup> Floor

Philadelphia, PA 19107

(610) 527-0200 Ext. 3001

Five seminar-style classrooms are housed at the Philadelphia location in the heart of Center City. Discount parking is available at a nearby Holiday Inn Express at 1305 Walnut Street. The site also provides a dining area with vending machines. Student identification cards are not required at this location.

**Children's Hospital of Philadelphia (CHOP)**

3535 Market Street, 16<sup>th</sup> Floor

Philadelphia, PA 19104

Business courses are regularly offered at Children's Hospital. Parking is available at the Sheraton Inn on the corner of 36<sup>th</sup> and Chestnut Streets.

**Online Study and Turbo Classes (Rosemont Main Campus and Center City)**

All students must be able to access online materials and complete assignments using information technologies. Many courses are available entirely on line. In addition, "Turbo" courses, offered in a single weekend, from Friday evening through Sunday afternoon, can be taken as electives and as general education requirements in the accelerated degree programs. Turbos are generally offered once per five-week session in undergraduate business programs, and occasionally in Criminal Justice. These courses are also open to the general public, and are on topics of current interest. Turbo courses are 3-credit courses, involving 20 hours of direct instruction (Friday evening, all day Saturday, and all day Sunday), plus pre- and post- assignments.

## UNDERGRADUATE ACCELERATED CALENDAR

Courses are offered in nine, five-week sessions throughout the calendar year, beginning with Session A, starting in early September, and ending with Session I, in early August. Students attend four-hour classes, from 6:00 p.m. to 10:00 p.m. once a week in each session, or complete work available in that week on line. Session J, in August, involves two classes per week for two weeks and one class in the third week. Students may begin their studies in any session. Every course begins with pre-assignments that must be completed prior to the start of the session. Students are expected to attend every class.

Sessions A, B, and C are offered in the fall (September through December)  
Sessions D, E, and F in the spring (January through April)  
Sessions G, H, and I in the summer (may through July)

The special session J, for “Turbo” courses, runs in August, and usually meets more than once a week.

A typical calendar will look like this:

### **SAMPLE 2008-2009 Schedule (Always Consult the Current Schedule Posted on the iWay)**

Session A Fall - 9/1/08 – 10/4/08

Session B Fall – 10/6/08 – 11/8/08

Session C Fall – 11/10/08 – 12/20/08

Session D Spring – 1/12/09 – 2/14/09

Session E Spring – 2/16/09 – 3/21/09

Session F Spring – 3/23/09 – 4/25/09

Session G Summer – 4/27/09 – 5/30/09

Session H Summer – 6/1/09 – 7/4/09

Session I Summer – 7/6/09 – 8/8/09

Session J Summer – 8/10/09 – 8/24/09

Class dates: 8/10, 8/13, 8/17, 8/20, 8/24  
(Mondays and Thursdays)

<u>No classes are generally held on:</u>	<u>Rescheduled class date:</u>
Session A- Labor Day Monday.....	Usually the Friday of that week
Session C- Thanksgiving Week.....	None-Thanksgiving Break
Session D-Monday, Martin Luther King Day.....	Friday of that week
Session G-Monday, Memorial Day.....	Friday of that week

Each year’s sessions are posted on the *iWay*. On occasion, instructors and students may agree to hold class during a scheduled holiday period. **All students are responsible for checking their Rosemont email to confirm individual class decisions of this nature.**

Each online course is divided into weekly modules which begin at midnight on the Sunday night of the first week of the session and ending at midnight on the following Saturday. Students must complete all assignments as required by the instructor.

The first Monday of each session is the start of courses. Drop/add concludes at 5:00 p.m. the following Monday. To add/drop a course, students log in to the iWay. Withdrawals will be accepted up to 48 hours after the session start date through the fifth week of class. Withdrawal forms can be found under “handouts” on the iWay. Students must sign and initial the withdrawal form, and submit the forms directly to Student Services.

Rosemont’s accelerated undergraduate programs are designed for maximum flexibility, allowing working adults to pursue their degrees at convenient times, locations and formats. We understand when occasionally our students’ lives may mean adjusting their schedule for degree completion to accommodate work, family, or other pressures. Let Student Services and/or your Program Director know when you need to make adjustments.

**Access to Rosemont Information: the iWay and the Website**

[iWay@Rosemont.edu](http://iWay@Rosemont.edu), the “iWay”, is the internet portal for information, where course information and registration, academic calendars, the library catalogue and online resources, and much more can be found. All enrolled students receive a student identification number in the mail which allows them to log on to their iWay pages. Students should become familiar with the information available on the iWay and search its pages first whenever they have questions of any kind.

<http://www.rosemont.edu> is the general website of the college, where additional information about programs and the college can be found.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Student Status**

*Matriculated status* - Matriculated students are fully accepted into a degree-granting program.

*Non-matriculated status* – Non-matriculated students are not fully accepted into a degree granting-program. Non-matriculated students are not eligible for financial aid.

### **Residency Requirement**

All students are required to complete a minimum of 120 credits to earn a baccalaureate degree from the School of Professional Studies at Rosemont College, of which a minimum of 36 must be earned through course work taken at Rosemont. A maximum of 84 credits may be transferred into Rosemont and/or awarded based on prior college-level learning. Credits required within the student's major program of study must be completed at Rosemont College.

### **International Students**

Accelerated undergraduate students must take a minimum of 24 credits per academic year: twelve credits in each of the fall and spring semesters.

Sessions A, B, and C constitute the fall semester

Sessions D, E, and F constitute the spring semester.

Sessions G, H, I, and J constitute the summer.

Students completing twelve credits in Sessions A, B, and C and twelve credits in sessions D, E, and F, consecutively, are not required to register for summer sessions.

1. Students beginning their course of study in Session B are required to take one course in session B and one course in session C and proceed to take a total of four courses (twelve credits) in sessions D, E, and F (spring semester). Thereafter, students must complete twelve credits in each of the fall and spring semesters.
2. Students beginning their course of study in Session C are required to take one course in Session C, and proceed to take a total of four courses (twelve credits) in sessions D, E, and F (spring semester). Thereafter, students must complete twelve credits in each of the fall and spring semesters.
3. Students beginning their course of study in Session E are required to take one course in session E and one course in session F. Thereafter, students must complete twelve credits in each of the fall and spring semesters.
4. Students beginning their course of study in session F are required to take one course in session F, and one course in each of session G, H, I and J in the first year of study. Thereafter, students must complete twelve credits in each of the fall and spring semesters.
5. Students beginning their course of study in session G are required to take one course in each session G, H, I, and J. Thereafter, students must complete twelve credits in each of the fall and spring semesters.

6. Students beginning their course of study in session H are required to take one course in each of session H, I, and J. Thereafter, students must complete twelve credits in each of the fall and spring semesters.
7. Students beginning their course of study in session I are required to take one course in each of sessions I and J. Thereafter, students must complete twelve credits in each of the fall and spring semesters.
8. Students beginning their course of study in session J are required to take one course in session J. Thereafter, students must complete twelve credits in each of the fall and spring semesters.

**Exceptions to this policy for a reduced course load must be approved by the DSO prior to registration for a session.**

### **Student Advising and Registration Procedures**

New Students registering for the first time will be assisted to do so by Student Services staff. This assisted registration establishes the student's iWay and email accounts. An email giving log-in information is sent to the student's personal email after acceptance. Students register on the iWay for all subsequent courses.

All matriculated and non-matriculated students must contact the Program Director prior to registering for the first three sessions to create an Individual Plan of Study. The Program Director, Student Services, and the student will use this plan as the guide for successful completion of the degree. If for any reason a student needs to diverge from the plan, the student must contact the Program Director to discuss the best alternatives that will assure timely and successful completion of the degree and course-taking that is aligned with the student's goals.

Registration is done through the Rosemont portal, the "iWay", which is a system designed to provide a streamlined and easy process to register for courses online. Assistance with the student's first registration on the iWay is part of new student orientation and is available from Student Services.

**To access the iWay for registration:** Go to [www.rosemont.edu](http://www.rosemont.edu), click the "iWay" link. Enter your username and password. Go to the Student Services tab, click on Registration.

**To view the course schedule:** Click "Registration". Scroll down and click on "course search". Enter the term and the division ("Accelerated Undergrad Program").

**To register for a class:** Follow the steps for viewing the course schedule. To register or drop a class, use the "add/drop courses" link.

Students encountering technical difficulties of any kind in navigating the iWay, including problems with logging on or with the password, should contact Information Services at [iWay@rosemont.edu](mailto:iWay@rosemont.edu). New student applicants will have to reapply and update their information to be enrolled if they never registered for a course after a lapse of 12 months from initial acceptance into the college.

### **Accelerated Course Sessions**

Undergraduate degree programs in the School of Professional Studies are offered in nine, five-week sessions, running continuously throughout the year. Students attend one class meeting per week.

Sessions A, B, and C are offered in the fall (September through December);

Sessions D, E, and F in the spring (January through April); and

Sessions G, H, and I in the summer (May, June, and July-early August).

The special session J, for “Turbo” courses, runs in August and usually meets more than once a week.

Attendance at all classes and substantial online and textbook preparation for class are mandatory. All courses are accelerated, meaning that the full academic content and quality are provided and expected during these fast-moving programs. Classes generally run from 6:00 p.m. to 10:00 p.m. on either Monday, Tuesday, Wednesday, or Thursday evenings. The academic session calendar for the current year (September through August) is posted on the iWay. If a class falls on a holiday, the rescheduled class date is listed there as well. Occasionally, elective Turbo classes are held over a single weekend, from Friday through Sunday, but all required courses and electives are offered on weekday evenings except Fridays.

### **Drop/Add Period**

At the beginning of each session, a one week drop/add period allows students to adjust their schedules. There is no grade penalty for dropping or adding in this period, and a full refund is issued for classes dropped after the first meeting and before the second. NEW students will receive confirmation via their Rosemont email accounts that their requests have been received and processed. CURRENT students will note their change of status when submitting the request to drop/add. The date the request is submitted via email or on the iWay is the date of the drop for purposes of administrative fees and/or actions. If the student does not receive a confirmation, she or he should either resubmit the form or contact the office to confirm receipt. Students who participate in the course will be responsible for tuition for the course. After the second class meeting, in order to drop a course, a student must formally withdraw following procedures outlined in the Withdrawal policy.

### **Withdrawal From Courses**

Students may withdraw from a course at any time after the end of the drop/add period and until the penultimate week of the course, through submission of a withdrawal form. Once the final class has met, however, a student may no longer withdraw. Tuition is not refunded for withdrawals. A “W” will appear on the student’s official transcript, indicating a withdrawal from the course, which carries no penalty in the calculation of the student’s GPA. A student must notify the instructor and Program Director prior to transmitting the withdrawal form to Student Services. If a student does not officially withdraw from the course before the last class meets, the grade becomes an “F,” which is factored into the grade point average.

The Course Withdrawal Form can be obtained on the iWay on the Student Services page under the section “Handouts.”

**See below, Online Learning,** for policies affecting Drop/Add and withdrawal from online courses.

## **Military Deployment Policy**

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

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

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

### **Procedure**

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

## **Attendance**

It is the policy in the Schools of Graduate and Professional Studies that all students are expected to attend all classes as scheduled. The faculty maintains attendance records and evaluates punctuality and attendance as part of course grades. Absences equivalent to 20% of instructional time can result in one full letter grade reduction. For absences greater than 20%, the student will receive a failing grade and should withdraw from the class. Students who miss a class can be required to submit make-up work. It is the policy of SGPS that faculty will report an absence to the program director immediately. This policy must be posted in the course syllabus.

## **Undergraduate Online Attendance**

Students are expected to contribute actively and substantively to online courses by participating in interactive discourse multiple times per week and every week throughout the duration of the course.

Active and substantive contributions are defined as interactions with the interface, with other students in the class, with experts, and with the instructor, using a variety of online functions.

Students who fail to contribute actively and substantively in any five-day period during the course will be considered to be “absent” for 20% of the course. Such absences will be treated in the same way as a missed class of face-to-face instruction, and will be subject to one letter grade reduction in the final grade. Students can be required to submit make-up work. Students who fail to contribute actively and substantively in any subsequent five-day period of time will fail the course or be advised to withdraw.

## **Grade Reports**

Grade reports are posted on the Rosemont *iWay*. Letter grades are given for individual courses and grade points are used to compute averages for each student at the end of each semester on a cumulative basis. The student’s standing for that semester or session is shown by the grade point average. These averages

are determined by multiplying the grade points for each course by the credits for the course and dividing the sum of these products by the sum of the credits they represent. A minimum grade point average (GPA) of 2.0 is required for continued study and for degree completion.

The faculty will grade student work as follows:

<u>Grade</u>	<u>Quality Points</u>	<u>Comments</u>
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
D-	.67	
F	0.00	Failure
PA	0.00	Pass (for P/F courses only – grade is not calculated into GPA)
W	0.00	Withdrawal – grade is not calculated into GPA
I	0.00	Incomplete – if not resolved by deadline, becomes F

### **Repeating a Course**

A student who has received a grade of **F** in a required course may repeat the course for a better grade. When a required course with a grade of F is repeated, the following rules shall apply:

1. The repeated course must be equivalent to the previous course.
2. The second time the course is taken; it cannot be taken for Pass/Fail credit.
3. Both course and grade will be recorded in the student's file and on the transcript.
4. For calculation of the Grade Point Average and for fulfillment of curriculum requirements, the credit and the grade of the repeated course will apply and the credit and the grade of the original course will no longer count. The repeated course will be identified on the transcript with an "R" or the repeated course.

A grade of "F" indicates that the student has failed the course. If an "F" is received in a required course, the course must be repeated. A GPA of at least 2.0 is required for graduation, and an average of at least 2.0 is required in the major field.

### **Incomplete**

If a serious reason, such as an accident, illness, or emergency, prevents a student from completing the requirements for a course, the student may request a grade of Incomplete from the instructor of the course, no later than 24 hours after the final class of the course. The student must initiate the request. The instructor, after consulting with the Program Director, decides whether or not to grant the request. The instructor will determine the length of time allowed to complete any outstanding course work, not exceeding five weeks. If the course work is not completed within the designated time, and the course instructor does not submit a Grade Change form to the Office of the Registrar within the five weeks past

the end of the session in which the “I” was recorded, the “I” grade will automatically become an “F.” The form for requesting an Incomplete grade can be obtained on the iWay on the Student Services page under the section “Handouts.”

### **Grade Appeals**

Students who wish to appeal a final course grade must first talk directly with the faculty member involved to seek a mutually acceptable resolution. Only the final grade of “D” or “F” may be appealed. This first appeal must be completed before the end of the session immediately after the one in which the grade being appealed was earned.

If the matter cannot be resolved between the student and the instructor, the student may then appeal to the Program Director, but must do so no later than seven weeks after receiving the disputed final grade. The student must document the objection in writing and furnish any supporting documentary evidence to her/his Program Director. All documents are to be transmitted electronically to the Program Director. Additionally, a signed hard copy of the objection must be sent via mail, fax, or as a scanned attachment to the electronic copy sent to the Director. The Director will request written information from the instructor, and will try to resolve the matter within two weeks of receipt of the appeal.

If the matter cannot be resolved by the Director, the student has until no later than 10 weeks (two sessions) after receipt of the disputed grade to request an appeal to the Academic Standards and Practice Committee. The student will ask the Program Director in writing to forward all of the documents to the Academic Standards and Practices Committee for adjudication. The Director will include all materials from the student and from the instructor, as well as a brief description of his or her efforts to resolve the matter. The Committee will review all of the documentation forwarded by the Director, and notify the student in writing of its decision. A copy of both the student’s appeal and the Committee’s decision will be placed in the student’s file. The Committee will act in as timely a manner as possible, and within no more than 15 weeks at most beyond the date of the student’s initial receipt of the disputed grade. The Committee’s decision is final.

### **Academic Probation**

Any matriculated student who does not achieve and maintain a minimum GPA of 2.0 will be placed on academic probation. The student will receive a letter from the Dean specifying the requirements to be fulfilled for the student to maintain academic standards. The student will have the next two consecutive sessions during which s/he enrolls to obtain a cumulative GPA of 2.0 or better. During this probationary period, a student will normally be permitted to take no more than one course per session. Additionally, tutoring may be required of the student, or other measures to improve academic skills, to continue in the School of Professional Studies program. Students will also be required to attend all class sessions. After two courses, should a student’s GPA not reach a 2.0, the student will be dismissed from Rosemont College. Students who are successfully removed from academic probation, but whose GPA again drops below a 2.0, may be dismissed from Rosemont College.

Students must receive a grade of “C” (2.0) or better in each course in the major program. If a student receives a lower grade in a course, the student must retake the course. Credits for courses with a grade of “C-“or lower will not count towards fulfillment of the student’s degree. The initial grade will continue to be included in the computation of the grade and the cumulative GPA.

### **Student Academic Concerns**

Students who have any course-related concerns (other than grade appeals) must first work with the instructor of the course first and prior to the next class meeting, to seek assistance and/or a mutually acceptable resolution. If the matter cannot be resolved between the student and the instructor, the student has two weeks to bring the matter, in writing, to the director of the program in which the student is

enrolled. The Program Director has full discretion to discuss the matter with the student and/or the instructor. The Program Director may also collect any relevant documentation (syllabus, course assignments, etc.). The Program Director will make every reasonable effort to mediate a resolution, and will document the outcome in writing, placing a copy of the resolution in the student's academic file.

## **ACADEMIC TRANSCRIPTS**

### **How to Request a Transcript**

Transcript Request Forms are available in the Registrar's Office, or can be requested by mail or fax from the Registrar's Office. Fax requests are only accepted if your signature is included.

Telephone requests cannot be honored.

Official transcripts bearing the College seal and the Registrar's signature are issued directly to the designee.

Unofficial transcripts may be requested by students for personal use.

### **Written Requests for Transcripts** must include:

- Your signature (Required by law)
- Full legal name
- Previous names used; maiden name if applicable
- Social security number and date of birth
- Current address and telephone number where you may be reached should the Registrar have a question
- Year of graduation or approximate date of last attendance at Rosemont College
- Division(s) of the College in which you were enrolled, e.g. Undergraduate College, Schools of Graduate and Professional Studies, Visiting Student status. Accelerated undergraduates are enrolled in The School of Professional Studies.
- Name, title, complete address of person/organization to whom the transcript is to be mailed.

Please send your written requests to:

Rosemont College  
Office of the Registrar  
1400 Montgomery Avenue  
Rosemont, PA 19010-1699  
Attention: Transcript Requests

### **Cost**

Unofficial transcripts are free of charge.

Official transcripts are \$5.00 per transcript.

Official transcripts to be sent to other divisions of Rosemont College for purpose of admission to degree programs are free of charge.

Rush official transcripts are \$5.00 per transcript plus the cost of express delivery depending upon destination.

If you have an outstanding student account balance, your transcript cannot be released. Please check with the Office of Student Accounts.

### **Faxed Requests**

Transcript requests may be faxed to the Registrar's Office at (610) 526-2984. You must SIGN the request. The Transcript Request Form is available at <http://www.rosemont.edu/registrar/index.aspx>.

### **Some Limitations**

Friends, parents, and relatives may not request a transcript for you. Rosemont College adheres to FERPA (Family Educational Rights and Privacy Act of 1974) guidelines regarding the release of your student records. No one other than you can pick up a transcript for you without your written permission.

### **Transcript Processing Time**

Every effort is made to process transcripts within 3-5 business days of receipt. Transcripts are processed in the order of receipt. At peak times of the year, such as graduation and at the start of semesters, processing time may take longer. Please plan accordingly. We will do our best to assist you.

### **TRANSFER OF CREDITS, DEGREES, AND RECOGNITION OF PRIOR LEARNING**

The Middle States Commission on Higher Education accredits Rosemont College. College-level course work completed at other colleges and universities in the United States which are recognized by any of the six regional accreditation associations will be accepted in transfer provided the following criteria are satisfied: the grade received must be C- (1.67 on a 4.0 scale) or higher, the course must be useful in the student's program of study at Rosemont, and the student must submit an official transcript from the institution where the course work was completed. Pass/fail courses and developmental courses are not eligible for transfer. The student may also submit official documentation of the following, which Rosemont will review for credit by validation: College-level course work completed at institutions that are licensed by state boards of education to award associate degrees (or higher) but that are not members of one of the six regional accrediting associations; college-level course work completed at ACE approved training programs; or scores on nationally recognized standardized exams.

Rosemont reserves the right to apply credits towards the general education requirements, the major, or as electives. At least half of the credits required within the major must be completed at Rosemont.

### **Transfer of the Associate Degree**

Rosemont accepts the associate degree from other colleges and universities in the United States that are recognized by any of the six regional accreditation associations. Associate degrees completed at institutions that are licensed by state boards of education but that are not members of one of the six regional accrediting associations, and associate degrees completed at ACE approved training programs, will be reviewed for acceptability by Rosemont.

Students entering the School of Professional Studies at Rosemont with an approved associate degree will be granted first-semester junior status (60 credits); they will be permitted a maximum of 84 non-Rosemont credits, in transfer or through credit by validation. Course work towards an approved associate degree will be accepted provided the student earned at least a grade of D (1.0 on a 4.0 scale). Pass/fail courses in which the student earned a passing grade will be accepted, but developmental courses will not.

In cases where students have earned an associate degree from an institution that holds a current articulation agreement with Rosemont, that agreement will be honored in applying credits. In all other cases, Rosemont reserves the right to apply credits towards the student's requirements in general education, the student's major, or as electives. All transfer students will be required to complete ENG 0170 (College Writing II). Other general education requirements will be considered fulfilled provided the associate degree included at least one course from each distribution area (oral communication, written communication, humanities, social science, political science, science, philosophy, religious studies, and non-U.S. culture) and at least one course in College Algebra or higher math. At least half of the credits required within the student's major program of study must be completed at Rosemont. All students are required to complete a minimum of 120 credits to earn a baccalaureate degree from the School of Professional Studies at Rosemont.

### **Transfer of Credits**

Students who have completed previous undergraduate work may, at the time they matriculate, request in writing the transfer of a maximum of 84 credits. To be acceptable in transfer, a course may not have been previously applied toward an undergraduate degree. The course(s) must provide a good match for the relevant Rosemont College general education, program, or degree requirements, and the student must have attained at least a grade of C (2.0 on a 4.0 scale). All requests for transfer credits must include a copy of the official course description from the college where the course was taken, as well as an official transcript showing the student's grade. Pass/Fail courses are not eligible for transfer.

### **DSST (Formerly known as DANTES Subject Standardized Tests) and CLEP (College-Level Examination Program) Exams**

Professional studies students may transfer a maximum of fifteen (15) standardized exam credits to fulfill General Elective requirements. CLEP and DSST (DANTES) exams will only be accepted for transfer if the student has achieved the ACE (American Council of Education) recommended passing score. Students are responsible for avoiding the duplication of any credit already earned.

**CLEP** scores should be sent directly by the College Board to the Program Director after the exam has been completed. The Rosemont school code is "2763". For exam descriptions, preparatory materials, registration and transcript information, go to the College Board website:

<http://www.collegeboard.com/student/testing/clep/about.html>

**DSST (DANTES)** exams, preparatory materials, registration, and transcripts can be obtained from [www.getcollegecredit.com](http://www.getcollegecredit.com). DSST scores should be sent directly from the Educational Testing Service to the Director of Student Services at the School of Professional Studies (enrolled students) or the Admissions Counselor (applying students) at Rosemont College. For DSST exams the Rosemont College school code is "9013." Students are advised to consult with the Professional Studies Student Services staff or their Program Director on acceptability of particular subject exams in lieu of general education requirements.

### **Continuing Education Units (CEU)**

CEUs are not accepted for transfer credit in the Rosemont College School of Professional Studies.

### **Military Credits**

Transfer of credits for military courses offered by the Army, Navy, Marine Corps, Coast Guard, Army Reserve, National Guard and Air Force will be considered upon receipt of notarized transcripts for courses that have American Council of Education (ACE) credit recommendations. Students should contact their Program Director or the Office of Student Services in the School of Professional Studies to discuss the potential for credit transfer for these courses before ordering transcripts.

Official transcripts in their original sealed envelope should be sent directly to the School of Professional Studies Office of Student Services.

### **Earning Credit for Prior Learning from Life Experience**

Students wishing to receive credit for prior learning from life experience may do so via **PLA 0299, Prior Learning Assessment**. This 1-credit course helps students assess their experiential learning background and petition for college credit for prior learning. Credit is awarded for college-level learning based on the course description of a Rosemont College course. Credit is awarded for learning and not for experience. At the end of the course students will have the potential of earning 3 credits. The PLA course is one credit, and a portfolio that is accepted is awarded 2 Transfer credits.

A maximum of 45 credit hours toward any accelerated undergraduate degree may be granted through the PLA process. All 45 credits may be petitioned from Rosemont College course equivalencies. Students may use the PLA option to fulfill no more than one-half of their upper division requirements. Students receive a Pass/Fail grade for the PLA course. After each petition for credit is assessed, students receive a notification letter indicating the results of the assessment. The student's transcript designates the course title and the number of upper or lower division credits awarded. Students pay the tuition for the PLA course (1 credits) in effect at the time they register and take the course. Courses petitioned through PLA must not duplicate transfer credit or any other coursework used to fill degree requirements. A student may not submit a portfolio for a Rosemont College course in which they received the grade of "F" (failed). Portfolios may **not** be submitted for the following Rosemont College courses:

- ENG 0160 College Writing I
- ENG 0170 College Writing II
- BUS 0496 Business Capstone
- CRJ 0450 Professional Seminar: Criminal Justice Ethics and Practice

### **Currency of Transfer Credits and Credit by Examination**

Course work and examination credits taken in prior years will be accepted at the discretion of the director of the program and the Dean.

### **Independent Study Policy**

The Independent Study option is afforded only under the circumstance that in a student's final year of study a degree requirement course is unavailable at any Rosemont location or online, or because the course was cancelled due to low enrollment. Students registered for courses cancelled due to low enrollment must first consider taking an alternative course offered at any Rosemont location or online prior to requesting independent study. Independent study options are not made available because of location preference, for medical reasons, or travel, nor to accommodate a more rapid progression through the program. Requests for independent study should be made through the director of the program at least three weeks prior to the start of the session, unless the request is made due to cancellation of a course. Start and end dates for independent study courses adhere to the session calendar.

Eligible students may submit, for review and approval by the Program Director, a written plan for Independent Study that extends their academic and professional work in a direction that program coursework cannot provide. Independent Study plans may not substantially duplicate the content of an existing course, and students must obtain the cooperation of an appropriate faculty supervisor. Independent Study is open only to matriculated students in good academic standing (GPA of 2.00 or higher). Eligible students may earn a maximum of six (6) credit hours in an Independent Study format. The Independent Study request form is available from the Program Director. Permission to take Independent Study is at the full discretion of the Program Director.

**Style Requirements for Written Assignments**

Students in the School of Professional Studies are expected to use *Publication of the American Psychological Association*, known as “APA style,” in all written work. The current edition of the manual is available at the campus bookstore and most other commercial bookstores. APA Style is taught in foundation English courses.

## **TUITION, FEES AND FINANCIAL AID**

### **Payment Plan**

Rosemont offers a payment plan to qualified students. Through this program, tuition can be extended over a period of time, rather than being paid in one sum at the beginning of each semester. For more information, contact Student Accounts at (610) 527-0200, Ext. 2244.

### **Financial Obligations**

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

### **Receipts and Verification of Payment**

All requests for receipts or other verification of payment should be made to the Accounting Office at (610) 527-0200, Ext.2244. Receipts will be forwarded directly to the student's home address. All requests for receipts must be made at the time that payment is made. If a request for a receipt is not made at the time of payment, it will be assumed that no receipt is required. A fee is charged when a receipt is requested at a time other than at the time of payment, including requests for duplicate receipts.

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

### **Tuition and Fees**

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

Students make payments in the Student Accounts Office with check, cash or money orders. Payments can also be made on the I-Way and Cash net. Mastercard, Visa, Amex and Discover also with an Electronic Check. There is a 2.75 percent charge if students use credit cards on the I-Way to make a payment. This is a charge from the credit card company not the college.

### **Financial Aid Policy**

Matriculated students who are enrolled in a degree-granting program of study, and who are pursuing at least half-time coursework (a minimum of six credits per academic semester), are eligible to apply for tuition assistance in the form of federal Stafford Loans. Since there are three or more School of Professional Studies sessions per academic semester, this means SPS students must take at least six credits during the fall (Sessions A, B, and C), six in the spring (Sessions D, E, and F) and six in the Summer (G, H, I and J) to maintain eligibility for Stafford loans. Non-matriculated students should explore alternative financing options with the Office of Financial Aid at (610) 527-0200, Ext. 2221. For students in the School of Professional Studies a semester is the equivalent of three consecutive sessions (e.g., A, B, C or D, E, F, or G, H, I). Students wishing to apply for assistance should complete a Free Application for Federal Student Aid (FAFSA) either online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by mailing a paper form which can be obtained from most libraries, high schools, or colleges. The Rosemont College code is 003360. The government will provide a Student Aid Report within approximately three weeks, which will outline the student's eligibility for federal loan and grant programs. On receipt of this form, the student should contact the Office of Financial Aid.

## **Financial Aid Disbursements and Refunds**

### **Disbursements to Student Accounts**

The Financial Aid office applies disbursed actual money to the student's account. If aid is still pending after the date noted, the student should contact the Financial Aid office to see if all required paperwork has been submitted and signed.

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

### **Disbursing Money to the Student**

**Undergraduate accelerated students** – Aid will be disbursed, by Financial Aid, the first week of the second session for each semester.

### **Verification of Enrollment with the National Student Loan Clearinghouse**

The College is required to report student enrollment at least three times per semester to the National Student Loan Clearinghouse. The Clearinghouse serves as an agent to inform loan guarantors that the student is officially registered on at least a half time basis. Students who are applying for loans must be registered for a minimum of six credits per semester. Students who fall below half time status may jeopardize the status of their loan.

### **Veteran's Affairs Benefits**

Students who are eligible to receive educational benefits from the United States Department of Veteran's Affairs must contact the Office of the Registrar.

The Office of the Registrar certifies the enrollment of all eligible veterans, dependents, and members of the Reserves and National Guard who choose to use their veteran's education benefits. The Department of Veteran's Affairs determines the eligibility of each veteran. Benefits are dependent on the student's enrollment status at Rosemont College.

If you are a new student at Rosemont College and would like to apply for veteran's education benefits, please contact Mary Snell, Associate Registrar at (215) 527-0200, Ext. 2307, or [msnell@rosemont.edu](mailto:msnell@rosemont.edu). You will need to complete an application to be returned to the Office of the Registrar.

Initial certification claims are normally paid within 8-10 weeks of submission. Subsequent claims are paid on a monthly basis consistent with enrollment.

For general questions concerning your education eligibility and benefits please contact the Department of Veteran's Affairs at 1-888-442-4551 or visit <http://www.gibill.va.gov>. For monthly student verification of enrollment please call 1-887-823-2378 or log on to <https://www.gibill.va.gov/wave/default.cfm>.

For direct deposit of monthly benefits please call 1-877-838-2778.

**Enrollment Verification**

The Office of the Registrar verifies enrollment and student status (full-time/part-time). Various forms from health insurers, employers, lending agencies, and other entities may be sent to the Registrar via mail or fax. Students may also submit a form or verification request to the Office of the Registrar in person. Please contact the Office of the Registrar at (610) 527-0200, Ext. 2305. The Office of the Registrar can also issue a letter of enrollment verification upon request. Your request will be processed within 2-3 business days. Insufficient or inaccurate information may prevent us from issuing your verification.

## DEGREE REQUIREMENTS

For complete information on all accelerated undergraduate degree programs, go to [www.Rosemont.edu](http://www.Rosemont.edu), click on the “Graduate and Professional Studies” link; click on “Professional Studies;” click on the “Bachelor of Science Degrees” or “Bachelor of Art Degrees;” scroll down to your course of study; and click on “View the Degree Requirements.”

### **B.S. in Criminal Justice**

A Bachelor of Science Degree in Criminal Justice requires 45 credits in General Education, 30 credits are Required Courses within the major, 18 credits are Electives within the major, and 27 credits are General Electives.

### **B.S. or B.A. in Business Administration**

For either undergraduate business program, go to the Rosemont website at [www.rosemont.edu](http://www.rosemont.edu). Click on the Professional Studies link; click on the Bachelor of Science Degree or Bachelor of Art Degree; scroll down to your course of study and click on view the degree requirements.

### **General Education Requirements (45 credits)**

In addition to the General Education Requirements, students will take foundational courses prior to starting their major requirements. Full details on the requirements for each program and degree can be found on [www.rosemont.edu](http://www.rosemont.edu). All students must interact with the Program Director and/or the Advisor when they enroll and throughout their course of study to assure they are taking the needed courses in the right sequence.

Degree requirements are those in force at the time of each student’s enrollment in the College.

### **Online Learning**

Students who register for online courses are responsible for a suitable internet connection, daily access to the internet, and knowledge of internet navigation. Epsilon is the web-based platform used by the college for all online courses. For best results, students should use a high-speed connection. Internet Explorer 5 or above is required for the Chat module.

Access to the online course is usually available three days prior to the start of the session. Every Professional Studies student is given an online instructional account in the Epsilon system. To access your account, go to <https://www.epsilon.com/Security/Login.aspx> and enter your login name and password as provided in the message you received in your Rosemont email account. When prompted, create your secret questions, and proceed.

When students log onto their courses they should review the syllabus, all course requirements, the course objectives, and the instructor’s expectations for the entire course.

**All questions concerning online course content should be addressed to the instructor, whose name and contact information is on the “Course Information” web page of the course. Only technical help questions should be addressed to the Epsilon Help Desk, accessible via [help@connectedu.com](mailto:help@connectedu.com) or calling 855.594.3292.**

As with all Professional Studies courses, students are required to complete the first week’s readings and assignments prior to the first class meeting. The course instructor will send the syllabus and any other course materials to student’s Epsilon accounts.

### **Participation Expectations**

Online courses run asynchronously, meaning that a student is expected to log on **several times per week** throughout the duration of the course, at the student's convenience. Course participation includes discussion postings, presentations, course mail, etc. within the course platform. All of these items are retained on the platform for access by the facilitator and other students, as appropriate, at their convenience. Discussions are an important part of the dialogue, and the frequency and quality of online participation is a part of each student's grade.

### **Ownership of Copyrights to Materials Produced for the College**

Rosemont College owns the copyrights and all other rights associated with online course materials, outlines, syllabuses, and assignments. Students are cautioned not to reproduce, share, or retain any of these materials from these courses for any purpose other than their study while enrolled in the courses.

### **Academic Workload**

Newly admitted students may take only one course per session for their first two academic sessions. After the first two sessions, students may ordinarily register for no more than two courses per session. Only students with a minimum 3.0 GPA in the School of Professional Studies may request the additional workload, and approval is not guaranteed.

### **Academic Support**

The Student Academic Support Center (SASC), located in 115 Brown Science Building, offers academic support, learning supplementations, and enrichment for the entire Rosemont College community. The SASC provides across-the-curriculum computer tutorials, audios, and videos, in addition to tutoring at no additional charge. Tutoring is available to students who wish to improve performance or maintain high grades in a variety of subject areas through one-on-one sessions or in small groups. Workshops on study skills, writing, and other academic topics are regularly scheduled during the semester. The diverse learning needs of traditional, non-traditional, and students for whom English is a second language (ESL) are acknowledged in this multi-sensory educational environment which may be accessed on a walk-in or appointment basis.

### **Tutorials**

The SASC provides across-the-curriculum computer tutorials, audios, videos, and one-on-one and group tutoring for all interested Rosemont College students. Tutoring is available to students who wish to improve their academic performance or maintain high grades in a variety of subject areas. The SASC acknowledges the diverse learning needs of traditional, non-traditional, and ESL students in a multi-sensory educational environment. Students may access tutoring by appointment or on a walk-in basis. Students may also schedule regular weekly appointments.

The Student Academic Support Center provides tutoring in the following areas:

- Writing
- Reading
- Languages
- Mathematics
- Sciences
- Study Skills
- APA style

In addition to face-to-face tutoring, SASC provides writing tutoring by email for students from the School of Professional Studies who are unable to visit the SASC. Professional Studies students may send their papers to [sasc.tutoring@rosemont.edu](mailto:sasc.tutoring@rosemont.edu). Along with papers, students should provide the assignment and the areas upon which they would like the tutor to focus, such as grammar or content. A tutor will review the paper and respond during the Center's open hours via email. In addition, GPS students may arrange for a phone appointment.

### **Tutoring Appointment Policy**

Students should bring the course syllabus, assignment, and book to the appointment. If unable to keep the appointment, please call (610) 527-0200, Ext. 2328 at least 24 hours in advance. Students failing to show up for three appointments without notification will only be allowed to have walk-in appointments for the remainder of the semester.

### **Location and Hours**

Student Academic Support Center  
Brown Science Building, Room 115

*Note: Call for updated schedule.*

Monday 9:00 a.m. to 5:00 p.m.

Tuesday 9:00 a.m. to 6:00 p.m.

Wednesday 9:00 a.m. to 6:00 p.m.

Thursday 9:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Closed Weekends and Holidays

For questions and/or to schedule an appointment call (610) 527-0200, Ext. 2328

The Student Academic Support Center is made possible in part by federal grant funds awarded through Title III, Part A of the Higher Education Act of 1965, as amended.

Updated information on services, hours, tutoring, and all support, including on the phone tutoring for evening students is always available on: <https://iWay.rosemont.edu/ics/Academics/>. Log onto the iWay to access this page.

## COMMENCEMENT

### General Criteria for the May or January Diploma

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

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

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

**Diplomas are awarded and dated only twice per annum, once in January, and again in May.**

### May Dated Diplomas

Candidates who complete all degree requirements by the end of Session F (April) are eligible to participate and receive a May dated diploma at Rosemont’s annual May Commencement ceremony. Students who have earned 117 credits by the end of Session F and who are within one course (3 credits) of completing all degree requirements (exclusive of Capstone) are eligible to participate in the May ceremony. Students who have completed all coursework and who are financially cleared will receive diplomas at the commencement ceremony. Students with one course remaining will receive their May dated diploma upon successful completion of course requirements. Students who are granted permission to “walk” at graduation will not receive their diploma or qualify for academic honors until their last three credits are completed; they must also be cleared by The School of Professional Studies and financially cleared by the Student Accounts Office. A student who “walks” at graduation in May is encouraged to complete his/her last three credits in Session G, but has until the end of that same academic/commencement year (Session J) to complete the credits and earn the degree.

Students who do not attend commencement may make arrangements to come to the Registrar’s Office for the diploma or request to have the diploma mailed.

### January Dated Diplomas

A student who does not meet the criteria for the May commencement will have the opportunity to receive a January dated diploma. While there is only one annual commencement ceremony, students who earn a January dated diploma are invited and encouraged to attend the May ceremony of the year in which the degree is earned.

Students who complete all degree requirements by the end of Fall Session “C” (December) will be eligible for a January dated diploma. All degree requirements must be completed in order to receive a January diploma. The College will hold diplomas until all degree requirements are completed and all clearances have been obtained. January dated diplomas are available for release in early February.

### Verification of Degree

Students may obtain a letter from the Registrar, upon written request, verifying their completion of all degree requirements if there is a substantial period of time between completion and receipt of the diploma.

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

### **Guide to Commencement**

In April the College publishes an annual “Guide to Commencement” which provides all pertinent information regarding the annual commencement ceremony. The Guide is posted on the Rosemont College website: [www.rosemont.edu](http://www.rosemont.edu).

### **Commencement Awards**

#### *Latin Honors*

Rosemont College recognizes academic achievement of graduating seniors through the awards of *cum laude*, *magna cum laude* and *summa cum laude*, based on the student’s cumulative grade point average at Rosemont College. Latin Honors are acknowledged only after a student’s full academic program has been completed. Student’s names are announced at Commencement and indicate the Latin designation.

For graduating Seniors who entered Rosemont prior to January 1, 1999, the cumulative GPA for each award is: *cum laude*, 3.50 to 3.69; *magna cum laude* 3.70 to 3.89; and *summa cum laude*, 3.90 to 4.0.

For graduating Seniors who entered Rosemont after January 1, 1999, the cumulative GPA for each award is: *cum laude*, 3.670-3.779; *magna cum laude*, 3.780 to 3.899; and *summa cum laude* 3.900-4.00.

The Latin honors designation is printed on the student’s diploma and is recorded on the student’s transcript.

In addition to the cumulative grade point average requirement, a student must have completed fifty-seven (57) graded credits or nineteen (19), three- (3) credit courses in residence at Rosemont College to be eligible for these graduation honors.

### **Alumni Association Scholastic Excellence Award**

This award is given to the student in the School of Professional Studies with the highest cumulative grade point average.

### **Student Commencement Speakers**

One undergraduate student from the School of Professional Studies is selected each year to present a speech based on the year’s commencement theme. Information on the process for selection is provided in notifications to all eligible students several months prior to the May Commencement each year.

### **Dean’s List**

Students who, during the preceding calendar year, completed a minimum of 24 Rosemont credits and who attained an average GPA of at least 3.67 during that year are placed on the Dean’s List, provided they have no incomplete grades and not more than one grade of Pass/Fail, exclusive of courses that are only graded on a Pass/Fail basis. The Dean’s List notation is recorded on the student’s transcript. Students receive a letter from the College congratulating them on earning the Dean’s list designation.

### **Academic Honors**

An academic honors ceremony is held annually in April to recognize students and faculty in the School of Professional studies for outstanding achievement. Student awards and honors recognized at this event include:

#### *Alpha Sigma Lambda*

Alpha Sigma Lambda is a national honor society for undergraduate students in continuing higher education programs. Criteria for selection into the Epsilon Upsilon Rosemont College Chapter of the society include: a cumulative GPA of 3.2 or higher, attendance at Rosemont during at least one session in the preceding calendar year, completion of at least thirty-six (36) graded credits at Rosemont, and rank within the top ten percent of students pursuing an accelerated undergraduate degree in the School of Professional Studies. Membership in Alpha Sigma Lambda is noted on the student's transcript.

#### *Facilitator of the Year Award*

Facilitators who have taught at least 10 courses and are currently teaching in the School of Professional Studies are eligible for this award, which is determined by vote of current students. Students rank their instructors on classroom effectiveness; ability to engage a wide range of student learning styles in the classroom; encouragement to apply concepts, ideas, and information learned in the classroom; to make learning relevant and meaningful to students; and to encourage students to become lifelong learners.

### **Alumni Association**

The Rosemont College Alumni Association welcomes all graduates to join the nearly 9000 active members. Alumni of the School of Professional Studies not only contribute more to their families and communities because of their success at Rosemont College, they also serve to improve the College and its offerings for future generations of students, through the vibrant and important work of the Alumni Association. Alumni participate in benefits such as discounted home and auto insurance opportunities, or the Rosemont College World Points Bank of America Credit Card that contributes to the college with each dollar spent. Alumni Association members receive invitations to exclusive events, lectures, retreats, reunions, and receptions held solely for Rosemont College alumni and friends throughout the year. Alumni of the School of Professional Studies are invited to become leaders of the Association as elected members. Each Spring a call for nominations to the Alumni Association Board of Directors is issued.

#### *Mission in Action: Professional Achievement Award.*

Sponsored by the Alumni Association since 2007, the Mission in Action award is presented annually to the alumna/us of the School of Professional Studies who, since graduating, has demonstrated outstanding leadership in her or his profession, whose work has contributed to the betterment of the community and its citizens, and whose commitment to the College has remained strong.

## SERVICES and FACILITIES

### Book Store

For store hours call 610.527.2912 or email [rosemont@bkstr.com](mailto:rosemont@bkstr.com)

All texts should be available two weeks prior to the beginning of each session. **Since all courses require assignments to be completed prior to the first class meeting, it is advised that students acquire text books at the earliest available date.** Major credit cards will be accepted. Students who are unable to come to the Rosemont College store are encouraged to have their materials shipped by UPS (\$5.00 charge). Text orders may be placed either by phone, FAX (610-527-0341) or on line at [bookstore@rosemont.edu](mailto:bookstore@rosemont.edu). Refunds will be made up to one week after the first class session (a receipt must be submitted).

### Campus Ministry

(610) 527-0200, X 2412

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

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

- Celebrating together at Eucharist;
- Assisting at liturgies as Eucharistic ministers and readers;
- Providing ecumenical prayer experiences;
- Planning religious and social events;
- Sharing individual talents in music ministry through singing and playing musical instruments;
- Participating in programs of social concern and community service;
- Providing space for reflection, renewal, relaxation through retreats, and days of prayer;
- Developing programs for spiritual and personal growth;
- Being available for spiritual and personal direction/guidance.

### Campus Post Office

(610) 527-0200, X 2249

Hours: Monday-Friday 9:00 a.m.-5:00 p.m.

### Career Services

(610) 527-0200, X 2405

Monday-Thursday 11:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

And by appointment at any time.

The Office of Career Services offers a variety of services and career counseling for students and alumni in all aspects of career development and planning. You are encouraged to contact Ms. Audrey Robinson, Director, at any time.

### Computer and Internet Access

Students in Professional Studies programs are responsible for daily access to a computer with internet capabilities, both for pursuit of studies, access to resources and information, course registration, and regular communication with faculty, fellow students, and administration.

**Counseling Center****(610) 527-0200, X 2416**

St. Joseph's Hall (lower level of the Chapel)

Monday through Friday from 10:00 a.m. to 4:00 p.m.

Call to schedule an appointment with a professionally trained counselor. Walk-ins are also welcome.

The Counseling Center promotes the personal well-being of all Rosemont students, and helps them overcome obstacles to their academic success. It offers a safe atmosphere for students to discuss any personal concerns or difficulties. Counseling services are voluntary, confidential, and free of charge to all Rosemont students.

While psychological testing is not provided on-site, the Center does use screening inventories for depression, eating disorders, and substance abuse. When necessary or requested, the staff can facilitate a referral to an outside agency as well as provide information about community resources concerning mental health issues. The Center also provides a variety of psycho-educational programs. More information is available on the College web site.

**Email**

Rosemont College provides each student with a Rosemont College email account and instructions on its proper use. The account remains active until the student graduates or withdraws from Rosemont College. The Office of Student Services, the Dean, Program Directors, and faculty routinely use Rosemont email to communicate with students about a variety of essential issues (e.g., advising, registration, Commencement, and other events). Students are responsible for knowing the content of and for responding appropriately to all communications sent by email; therefore, it is *mandatory* that all active students access their Rosemont College email account on a regular basis. Rosemont email is accessed at <http://owa.rosemont.edu>

**Fitness Center****(610) 527-0200, X 2360**

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

**Food Services***Cardinal Hall* hours are:

Brunch/Lunch: 11:00 a.m.-1:30 p.m.

Lite Lunch: 1:30 p.m.-4:00 p.m.

Dinner: 4:30 p.m.-7:00 p.m.

Brunch: 11:00 a.m.-1:30 p.m.

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

*Cardinal Hall* is not open during the summer.*Raven's Nest*, in Alumnae Hall, hours are:

Monday-Thursday: 8:00 a.m.-9:00 p.m.

Friday: 8:00 a.m.-4:00 p.m.

*Raven's Nest* is not open on the weekends.

**Health Services***Wellness Center*

St. Joseph's Hall (lower level of the Chapel)

9:00 a.m. to 4:00 p.m. (late August to mid-May).

The health of students is under the care of a Nurse/Director of Health Services and a consulting physician is available Monday, Wednesday and Friday from noon to 1:00 p.m. The Minute Clinic @ CVS can address small health issues. They are located at 1218 East Lancaster Avenue, Bryn Mawr, PA 19010, 610.519.1920, [www.minute.clinic.com](http://www.minute.clinic.com)

Contact Public Safety at Ext. 2555 when the Wellness Center is closed and on weekends. Students are treated at Bryn Mawr Hospital if the need arises.

**Health Insurance**

Students interested in purchasing a student health insurance plan may obtain information from the Office of Student Life (610) 527-0200, Ext. 2400.

**Identification Cards and Parking Permits**

All enrolled Rosemont Students are required to have a valid identification card while in any Rosemont facility, for use in campus and affiliated libraries, and for student discounts at various vendors and throughout the student's enrollment at Rosemont College. ID cards can be made by campus security in Cardinal Hall. Update stickers must be obtained from Campus Security too. There is a \$20 charge for replacement of lost or stolen ID cards. Validation for discounted parking in specific locations near the downtown campus is occasionally available for students at that facility on a nightly basis. Inquiries can be addressed to the downtown manager between 5:00 and 7:00 p.m. Monday through Thursday evenings when classes are in session there.

Parking permits for the Rosemont campus can be obtained at any time from campus security, in the lower level of Cardinal Hall, Ext. 2554, and are required for students. Applications for parking permits must be completed, and proof of insurance, driver's license, vehicle identification and a \$10.00 fee must be brought to the office to receive the card.

Rosemont ID and parking cards/permits are not transferable. Loss or theft of cards/permits must be reported immediately to Campus Security. Upon graduation or leaving the institution, students must turn in both cards, and the security deposit will be returned.

**Library**

Directory	(610) 527-0200
Circulation Desk & Research	X 2271
Interlibrary Loan	X 2204
Media Services	X 2278
Reference Desk	X 2271

*Library Hours*

Please refer to postings available in the library and on the Library website, [trellis.rosemont.edu](http://trellis.rosemont.edu).

### *Resources*

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

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

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

**Technology Resources: all technology equipment available for student use is listed on the web site at <http://www.rosemont.edu/about/technology/resources.php>**

### **Snow Code Numbers**

In case of inclement weather, please listen for the announcement of College closings on local radio stations.

- Day: Montgomery County 342
- Evening: Montgomery County 2342

Rosemont College Snow Information Hotline 610/527-0200, listen for recorded message. Weather-related closings are posted on the College website ([www.rosemont.edu](http://www.rosemont.edu)).

### **Text Messages for Closings and Emergencies**

Students are urged to sign up for Rosemont College emergency and closings text messaging by logging onto the iWay. Click on the Student Services tab at the top of the screen, then click on the menu list at the left of the screen, and then click on "e2campus" and follow the instructions provided.

### **Technology Resources**

**For technical problems ONLY in accessing the iWay, email [iWay@rosemont.edu](mailto:iWay@rosemont.edu).** All academic questions or problems should be discussed with the instructor or the Program Director, as appropriate.

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

**Wireless Network**

Wireless is available in most common areas on the main campus, such as Cardinal Hall, “The Treehouse” the adult student lounge in Good Council Hall, McShain Auditorium, and Alumni Hall. To log into the network, select your wireless device and select “view networks”. The network is called “Roseconnect.” The password is Gertrude19010.

The downtown facility has wireless capability for three laptops and projectors in the Communications room. The password there is “Rosemont”.

**Transportation to and from the Rosemont Train Station**

The **Roseline** is a campus shuttle service, operating Monday through Friday between the commuter lounge in Alumnae Hall and the Rosemont Train Station every 30 minutes on the hour and half hour, from 3:00 p.m. to 11:00 p.m. There is no charge for this service. You must have a valid Rosemont College ID card to board. The shuttle will also pick up students who wave it down along the route of travel. The Public Safety Office can provide updated information on the service, and on its weekend availability. The schedule is revised and posted by Public Safety each semester.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Academic Integrity

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

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

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

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

### *Procedures for Handling Breaches of Academic Integrity Policy*

1. A faculty member suspicious of a breach of academic integrity must first speak to the student involved; this conversation must happen within two weeks of the discovery of the episode. The faculty member may require the student to explain orally and/or to demonstrate how the student developed the arguments in an assignment and how the student arrived at the conclusions in an assignment or exam.
2. The faculty member has the discretion to a) accept the work that has been submitted and apply normal grading criteria, b) accept the work that has been submitted and assign a grade penalty, c) provide an alternative assignment or exam, or d) forward the matter for further action to the director of the program in which the student is enrolled. *In all cases*, the faculty member must document the incident and submit a written summary to the Program Director, who must ensure that a copy is sent to the student and placed in the student's academic file. The Program Director may refer the student to writing tutorials provided by the Student Academic Support Center.

If the matter is forwarded for action to the Program Director, she/he will refer the matter to the chair of the Academic Standards and Practice Committee. If the committee substantiates the breach of academic integrity, they will determine a penalty designed for remedial action. However, serious violations will result in dismissal from the program. The decision of the committee must be documented in writing and sent to the student; a copy must also be placed in the student's academic file. The decision of the committee is final.

### **Confidentiality of Student Records**

Rosemont College, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, has adopted the following Student Records Policy. All students will be notified on the iWay of their rights under FERPA annually. Revisions and clarifications will be published as warranted.

### **Right to Inspection and Review of Records**

Any current or previously enrolled student has the right to inspect and review his or her education records within 45 days of the Office of the Registrar receiving a written request for access. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the Office of the Registrar, they will advise the student of the correct official to whom the request should be addressed.

### **Right to Amend Records**

Students may ask Rosemont College to amend a record that they believe is inaccurate. He or she should write the College official responsible for that particular record, clearly identify the part of the record they feel should be changed, and specify why it is inaccurate. If the decision is not to amend the record as requested by the student, the student will be notified and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Right to Consent to the Disclosure of Personally Identifiable Information**

All personally identifiable information related to a particular student other than directory information is considered confidential information and may not be released without the written consent of the student. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Rosemont College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A student's education records shall also be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. The Office of the Registrar will make a reasonable attempt to notify the student and allow ten working days, from the date the subpoena was received, for the student to respond.

*Directory information is not considered confidential and includes:*

- Name
- Address
- Class
- Major field of study
- Enrollment status
- Dates of attendance
- Degree(s) conferred

Under the provisions of the Family Educational Rights and Privacy Act, currently enrolled students may withhold disclosure of directory information. To prevent disclosure, written notification must be received by the Office of the Registrar by October 1st in the fall semester and February 15th in the spring semester. The College will honor each request to withhold any of the categories of information listed above but cannot assume responsibility to contact a student for subsequent permission to release them. Decisions about withholding any information should be made very carefully. Should a student decide to inform the institution not to release certain information, any future requests for such information from non-institutional persons or organizations will be refused. Rosemont College assumes that failure to request the withholding of directory information indicates approval for disclosure.

### **Right to File a Complaint**

Students who feel that Rosemont College is not in compliance with the requirements of the Family Educational Rights and Privacy Act may file complaints with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Withdrawal/Dismissal**

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

### **Stepping Out and Leave of Absence**

Rosemont College recognizes that adult students encounter professional and personal reasons for suspending their education from time to time. Students may notify their Director and/or SGPS Student Services when they expect to step out for a session(s). Students who are eligible to register but have not done so are normally contacted by their Program Director and/or Student Services to help them become re-engaged in their program at the earliest opportunity.

A leave of absence is required for students requesting more than a one-year absence. A leave of absence beyond one year may be granted in extraordinary circumstances with permission of the Program Director and the Dean of the Schools of Graduate and Professional Studies. Students needing extended leave should request a leave of absence by contacting their Program Director and the Director of Student Services.

A student who was not granted a leave of absence and has not enrolled in courses for a period of one year will be dismissed from the program. In that case, the student must apply for readmission. All requirements for the degree must be completed within six years of the first admission. A student may request an extension after meeting with the program director and developing a degree completion plan. A student may, on the recommendation of a physician, request a medical leave of absence for reasons of health at any time. Readmission is granted unless there is evidence that the student cannot meet the demands of her or his program.

The School of Professional Studies reserves the right to request that a student take a leave of absence for reasons of the student's health or well-being.

**Change of Name, Address, and Telephone Number**

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

## **ANTI-HARASSMENT POLICY**

### **Equal Employment Opportunity**

Rosemont College is committed to ensuring equal employment opportunity. Equal opportunity shall be applied in all aspects of the employment relationship and personnel actions, including but not limited to, recruiting, hiring, orientation, assignment, employee development, promotion, demotion, transfer, assignment, separation, pay and compensation, benefits, layoff and recall, granting of and return from leave of absence, training and education, employee facilities and social and recreational programs. Furthermore, all employment decisions, policies, and practices are in accordance with applicable federal, state and local anti-discrimination laws. Rosemont College is committed to equal opportunity for all persons in every aspect of its affairs and depends on each member of the College Community to abide this policy.

The College will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment) on account of a person's sex, age, race, color, religion, creed, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability or any other protected group or status.

This policy applies to all of the college's officers, administrators, supervisors, faculty members, instructors, staff employees, students, volunteers, applicants, outside contractors, vendors or other non-employees. All such individuals are both protected under and restricted by this policy.

### **Anti-Harassment**

It is the policy of Rosemont College to promote a productive environment and not to tolerate verbal, written or physical conduct, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

This policy applies throughout the College community to all employees, volunteers, outside contracted services, and students.

All employees are expected to act in a respectful manner and to contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment, whether because of one's race, color, age, religion, gender, ethnic background, physical or mental handicap, or any other protected characteristic will be tolerated.

### *Harassment Generally*

Harassment is defined as unwelcome or unsolicited verbal, written or physical conduct that creates an intimidating, hostile or offensive working or academic environment. Some examples include, but are not limited to, the following: pictures, photos, cartoons, e-mails, Internet web sites, derogatory comments, jokes, slurs, epithets, nicknames, statements, questions, objects, symbols, imitations, or other communications/behaviors/messages which reflect negatively upon, stereotype, or disparage any protected group, a person's race, gender, religion, ethnic background, sexual orientation, religion, disability, or physical appearance.

### *Sexual Harassment*

Sexual Harassment is defined as unwelcome or unwanted verbal, written or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is made a condition of continued employment/services or is used as a factor in decisions affecting hiring, retention, evaluation, promotion, wages, assigned duties, shifts or other conditions of employment or career development; academic status; or (2) this conduct has the purpose or effect of interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile or offensive academic, living or work environment.

*Examples of sexual harassment include, but are not limited to:*

- Unwelcome sexual flirtation, touching, advances, jokes or propositions;
- Demands for sexual favors;
- Verbal abuse of a sexual nature, slurs, profanity, nicknames, conversations, questions, and innuendo (verbal and non-verbal);
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- Sexually suggestive or insulting sounds or gestures, including whistling; and
- The display in the workplace of sexual or suggestive objects, picture, photos, and cartoons, electronic images or words.
- Sexual or suggestive emails or Internet web sites.

The type of behavior described above is unacceptable in both the workplace and in other work-related settings such as business trips and College-related activities.

### **Discrimination or Harassment by Non-Employees**

The prohibitions against unlawful discrimination and harassment set forth in the Policy apply not only to employees of our College but also to non-employees (for example, students, vendors, suppliers, and contractors) with whom our employees come into contact in connection with their employment with us.

If you believe that you may have been unlawfully discriminated against, harassed by, or retaliated against in violation of our policy by any college officer, administrator, supervisor, faculty member, staff employee, student, volunteer, applicant, outside contractor, vendor or any other non-employee with whom you come into contact in the course of your enrollment, you should report the alleged violation immediately to the Dean of the Schools of Graduate and Professional Studies, or the Vice President of Finance and Administration, or the Director of Human Resources. Please speak with whomever you feel the most comfortable, whatever your reasons.

In some situations, a person may not realize that his or her behavior is unwelcome and/or offensive to you. Therefore, employees are encouraged to tell the offending party that his or her conduct is unwelcome and/or offensive and request that the conduct stop. If this informal approach proves ineffective, or if it is one with which a person feels uncomfortable, for whatever reason, please contact one of the persons named above. No one is compelled to confront directly the individual who has made him or her uncomfortable.

All complaints will be investigated promptly and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures. The College will not in anyway retaliate nor tolerate unlawful retaliation of any kind against an individual who makes a report of discrimination or harassment, serves as a witness, or participates in the investigatory process. Retaliation is a serious violation of this policy and should be reported immediately.

If you are not entirely satisfied with how your complaint has been handled initially by any of the persons identified above, for whatever reason, please notify immediately, in writing, the President of the College.

#### **External Complaints of Discrimination, Harassment, or Retaliation**

Any communication from an applicant, an employee, a government agency, or an attorney concerning any equal employment opportunity or harassment matter is to be referred to the Vice President for Finance and Administration or the Director of Human Resources.

#### **Sanctions for Violation of the College's Equal Employment Opportunity and Anti-Harassment Policies**

Any college officer, administrator, supervisor, faculty member, instructor, staff employee, student, volunteer, applicant, outside contractor, vendor or other non-employee who, after appropriate investigation, has been found to have unlawfully discriminated against, harassed, or retaliated against another person and/or to have engaged in inappropriate behavior inconsistent with this policy (even if not unlawful) will be subject to appropriate disciplinary and/or corrective action, up to and including termination of his or her employment or other relationship with our College.

If an investigation results in a finding that the complainant knowingly made a false allegation of harassment, the complainant will be appropriately disciplined, up to and including termination of employment or services.

#### **ADA Compliance Policy**

Students who may require accommodations under the Americans with Disabilities Act/Section 504 are required to meet with the Dean of Students of Rosemont College within two weeks of the start of classes. The Dean of Students (x2400) serves as the College's Section 504 Coordinator and will work with all appropriate parties to document and facilitate necessary accommodation.

### **Acceptable Use of Technology on the Rosemont Network**

Rosemont College provides access to computing and information resources to support teaching, learning, and the business of the college. All members of the college community who use the college's computing and information resources must do so responsibly. It is the policy of Rosemont College that all members of its community act in accordance with these responsibilities, relevant laws, and in the highest standard of ethics.

Any use that would impede teaching and learning, hinder the functioning and business of the College, violate an applicable license or contract, or damage community relations or relations with institutions with whom we share responsibility, is a violation of this policy.

Violation of this policy may result in suspension of privileges to access the information technology involved, initiation of College disciplinary procedures or, in extreme cases, criminal prosecution under federal or state law.

Computing facilities and accounts are owned by the College and are to be used for the College-related activities for which they are assigned. College computing facilities include the hardware and the software throughout the campus, and the network access to these facilities. The College reserves the right to limit, restrict, or extend computing privileges and access to its computing resources.

By adopting this policy, the College recognizes that all members of the community are also bound by local, state, and federal laws relating to copyright, security, and their statutes existing and future regarding electronic media.

## **GENERAL POLICIES**

Department of Public Safety  
Cardinal Hall, Ground Floor  
9:00 a.m. and 11:00 p.m.

### **Selected Security and Safety Policies**

*Note: The full text of the Department of Public Safety's Policies and Procedures can be found on the iWay.*

Rosemont's campus is kept peaceful through the efforts of the entire college community. Respect for others and their property and the responsibility of one's own actions is expected of everyone: students, staff, administrators, and faculty. While the college does not have a written policy regarding students with criminal records, the Admissions Office application and screening process is exceedingly thorough.

Rosemont College complies with all federal, state, and local laws. The Department of Public Safety, along with the Office of Student Life, offers programs on subjects such as drug and alcohol abuse, personal safety and security, rape prevention, and crime prevention. The Office also distributes printed crime prevention materials.

Campus security is monitored around the clock by the Director, six full-time Public Safety Officers, and four part-time Public Safety Officers. All attend mandatory in-service training programs, which are updated regularly; a CPR and basic First-Aid course, and most have obtained PA State Act 235 Security Officer Certification.

Public Safety Officers conduct both vehicle and foot patrols and are charged with the enforcement of federal, state, and local laws, as well as College policies and procedures. While Public Safety Officers do not carry firearms and do not have police powers of arrest, they maintain a close working relationship with the Lower Merion Township Police Department, who assist as needed. The Department of Public Safety is responsible for promoting a secure and safe environment for all campus members and guests. It is also responsible for providing support services tailored to meet the needs of the Rosemont College community. Some of those services are to:

- Issue identification cards;
- Provide parking registration for students, faculty, and staff;
- Provide an escort service for students, faculty, and staff;
- Maintain a Lost and Found Department;
- Inspect buildings and grounds for safety hazards;
- Conduct fire safety education programs and periodic fire drills; and
- Operate the Rose Line, which transports students between campus and public transportation facilities.

### **Reporting Crime on Campus**

Students, faculty, staff, and guests of the College are expected to report emergencies and criminal activity to the Department of Public Safety immediately. **To report an emergency or any criminal activity, dial 2555 from any campus phone or 610-527-1038 from any public phone.**

In addition to telephones in each residence hall and at the doorways of each building, emergency telephones are located in various areas of the campus that automatically connect to the Public Safety Office when the telephone receiver is picked up.

All crimes involving violence, major property loss, or any felony are reported to the Township Police. In the event of an emergency or criminal incident, prompt notification is made to the campus community through the campus website, e-mail, text alerts, and/or postings in the residence halls and academic buildings.

### **Buildings and Grounds**

The Department of Public Safety works closely with the Department of Physical Plant in the inspection of all buildings and grounds. The Department of Physical Plant provides an on-call system for handling emergencies during the off hours of the College. It is the responsibility of the Department of Public Safety to lock and unlock campus buildings, based on use, class schedules, and special events. Access to institutional facilities by employees and students is on an as-needed basis and only after proper identification has been shown. Visitors to the campus seeking access to campus facilities for special events must do so through an individual host, a sponsoring department, the Community Relations Assistant, or through the Department of Public Safety.

**At 8 p.m. entrances to the campus are secured with access occurring at the main entrance, with a manned gatehouse.**

Access to housing facilities is limited to those with authorization. Any person entering or attempting to enter a residence hall without authorization will be asked to leave by the Residence Staff, the Desk Assistant, or Public Safety. Rosemont students are required to have their guests sign in, leave I.D., and obtain a guest pass while visiting. Desk assistants are assigned to the desk at the main entrance of each residence hall during the day and most of the night.

### **Fire Safety**

The Department of Public Safety conducts all fire drills. Unannounced fire drills for both residence halls and academic buildings are conducted each semester.

### **Student and Staff Responsibility**

The cooperation, involvement, and personal support of the members of the Rosemont College Community in a campus safety program are crucial to the success of the program.

Room and office doors should be locked even when left for a short period of time. Cars should be parked in lighted areas and should be kept locked at all times. Valuables should also be concealed.

Suspicious-looking individuals should be reported immediately to Public Safety. Students and Staff should use the Escort Service in the evening hours.

## **Safety and Security Phone Numbers**

<b>On-Campus (EMERGENCY)</b>	<b>X 2555</b>
On-Campus (Business)	X 2554
Off-Campus	(610) 527-1038
Director of Public Safety	X 2154
Lower Merion Police Department	
<b>EMERGENCY</b>	<b>911</b>
Business	(610) 649-1000
Lower Merion Fire Department	
<b>EMERGENCY</b>	<b>911</b>
Business	(610) 645-6190
Ambulance Corps of Lower Merion and Narberth	
<b>EMERGENCY</b>	<b>911</b>
Business	(610) 664-5228

## **Animals on Campus**

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

## **Documentation Irregularities**

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

## **Physical Assault**

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

## **Weapons Possession**

The possession, use, or sale of firearms, ammunition, major or minor explosives, or any lethal weapon is forbidden and subject to college discipline as well as to criminal sanctions.

## **Property Theft or Damage**

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

## **Verbal Assault**

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

## **BUILDINGS AND FACILITIES**

### **MAIN BUILDING**

Receptions, meetings, and events; offices of College Relations, Admissions and Financial Aid.

### **CHAPEL OF THE IMMACULATE CONCEPTION**

For the schedule of Masses, please consult the *iWay* calendar; office of Campus Ministry, Wellness and Counseling Center (basement of the Chapel, St. Joseph's Hall). All are welcome.

GERTRUDE KISTLER MEMORIAL LIBRARY, houses the main reference, book and microfiche collections. The Slide Collection is in Lawrence Hall, and the Computer Labs are in the Dorothy McKenna Brown Science Center.

CONWELL MULTIMEDIA CENTER is a support and enrichment center for faculty and students, with video and audio materials, word processing, remote research, scanning and printing, and video-editing. Technology workshops are offered for faculty and students to reinforce and update technology skills. Faculty and students may schedule a time to use the Center or stop by whenever needed. The Center is available for use by the Rosemont community whenever Lawrence Hall is open.

LAWRENCE HALL Office of the President, the Rosemont College Provost and the art gallery.

GOOD COUNSEL HALL Office of the Dean of SGPS, Room 105; SGPS Student Services, Room 211 and the office of the directors of Business and General Education, Room 209 and Criminal Justice, Room 208. The evening student lounge the "Treehouse" for SGPS students is also located on the second floor. The lounge provides a setting for studying and socializing; vending machines are available. This building also houses the Registrar, Career Services, Student Accounts and the General Office.

THE DOROTHY BROWN MCKENNA SCIENCE CENTER has classrooms, laboratories and computer workshops.

ALUMNAE HALL's ground floor houses the bookstore, "Raven's Nest" snack bar, the mailroom. The Fitness Center and facilities for indoor sports is on the main floor.

CARDINAL HALL is the main cafeteria and dining hall. The lower level of Cardinal houses the Office of Public Safety and the Facilities Office.

THE STUDENT ACADEMIC SUPPORT CENTER, located in the Dorothy Brown McKenna Science Center, Room 116, offers a wide range of learning support services such as individual tutoring, computer tutorials, and writing, study skills, and mathematics workshops to enhance students' educational experiences.

### **ROSEMONT "DOWNTOWN" SITE**

100 South Broad Street, Philadelphia PA (16<sup>th</sup> floor)

Five classrooms, multi-media equipped, with wireless connection. (see "Wireless Network").