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## Mission Statement

Marist is dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century.

## Values Statement

The College fulfills its mission by pursuing three ideals: excellence in education, a sense of community, and a commitment to service. These ideals were handed down to us by the Marist Brothers who founded the College. Now an independent institution governed by a lay board of trustees, Marist continues to embrace the three ideals as an integral part of the College mission.

## Excellence in Education

Marist achieves its ideal of excellence in undergraduate, graduate, and professional education by actively engaging each student through exemplary teaching and distinctive learning opportunities.

At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through the core curriculum and major fields of study, students learn to think logically and creatively, to synthesize and integrate methods and insights from a variety of disciplines, and to express themselves effectively orally, in writing, and through media. Students consider the ethical dimensions of the subjects they study and become more aware of their own values, the values of others, and the implications of the choices they make in their public and private lives. They explore diverse cultures through coursework, extracurricular programs, international study, internships, and service opportunities. Students in all programs learn critical thinking and problem-solving skills requisite for effective leadership in a complex and diverse society.

The Marist ideal of excellence in education finds distinctive expression in programs tailored for the graduate and adult learners the College has long served. Study at the graduate level emphasizes breadth and depth of knowledge for career development. In a climate of collegiality, students refine the intellectual and personal qualities they need to contribute to their fields. Graduate, undergraduate degree completion, and professional programs are designed to accommodate the needs of adult students to balance education with work and family responsibilities. Maintaining the high standards that characterize all educational offerings, Marist presents programs for adult students in alternate locations, formats, and methods of delivery.

A distinguishing feature of the Marist education is the manner in which information technology is used to support teaching, learning, and scholarship. The College, a leader in educational applications of information technology, offers students access to advanced technologies to help them develop as lifelong learners and productive members of their communities. Technology resources are combined with flexible and innovative program formats to expand access to higher education for all students.

## A Sense of Community

The Marist ideal of community is based on the belief that we become a better institution through the active involvement of faculty, staff, students, and alumni in the life of the College. Seeking to create relationships that will last a lifetime, we nurture the well-being and development of all our community members and cultivate their bonds with the College and each other. Marist encourages students to collaborate with faculty and staff on research, creative, and service projects, and to share the results of their work with a wider community of scholars. We take particular care to ensure that student activities build a sense of community while supporting educational goals. We are a diverse community united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions. As members of the global community, we are committed to the collective stewardship of our environment.

## A Commitment to Service

The Marist ideal of service is predicated on our belief in the dignity and value of every human being. The College sponsors and supports programs to meet a wide variety of community needs, and to offer broadened access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Both individual students and student organizations engage in service activities, including programs that assist those in need, projects throughout the Hudson River Valley, and other humanitarian initiatives around the world. By sharing their time and talents, students help make Marist a better place to live and learn while developing a sense of personal responsibility and civic engagement.

## Introduction to Marist

What started as a school for training future Marist Brothers has developed into one of the leading comprehensive liberal arts colleges in the country. Marist College's 210-acre main campus overlooks the Hudson River in the heart of the historic Hudson Valley, midway between New York City and the state capital of Albany, NY. In addition, the Raymond A. Rich Institute for Leadership Development is located on a 60-acre estate in the Ulster County, NY, town of Esopus. The College also has a branch campus in Florence, Italy. Marist's campus is virtually global, with many degree programs offered 100 percent online.

Recognized for academic excellence by *U.S. News & World Report*, *Forbes*, *The Princeton Review*, and *Kiplinger's Personal Finance*, Marist is noted for its leadership in the use of technology to enhance the teaching and learning process.

The College enrolls approximately 4,926 traditional undergraduate men and women, 412 nontraditional adult students, and 953 full- and part-time graduate students. Its first graduating class of 1947 consisted of four Marist Brothers. Today, more than 40,000 alumni and alumnae call Marist alma mater.

Marist offers 47 programs leading to bachelor's degrees, 12 leading to master's degrees, and a 12 professional certificate programs. The College has a longstanding commitment to providing adults with educational opportunities that accommodate

their work schedules. A variety of online programs offer opportunities to balance study with career and family responsibilities. Marist has seen tremendous growth in its graduate programs due in large part to its successful online MBA and MPA programs, the first to be accredited by New York State. Marist also offers other online programs at the graduate level as well as the opportunity to pursue a Master of Arts in Museum Studies at the branch campus in Florence, Italy.

Marist has received national attention and a number of awards for its advanced technology. The College is a member of Internet2, providing students and faculty direct access to digital education and research resources across all member institutions. All classrooms employ “smart technology,” and wireless access is available throughout the campus, both indoors and out. A joint study agreement with the IBM Corporation has allowed both partners to develop innovative uses for technology in learning and teaching.

## History

Marist can trace its roots to 1905, when the Marist Brothers first purchased property in Poughkeepsie, NY, as the site of a house of studies. In 1930, the state of New York certified the Marist Training School to offer college-level courses. In 1946, the state granted a charter to Marian College as a four-year institution of higher learning under the leadership of founding president Brother Paul Ambrose Fontaine, FMS. In 1956, the College broadened its scope to include the wider community and in 1957 admitted lay male students to pursue undergraduate studies.

Dr. Linus Richard Foy was named president in 1958 and became, at age 28, the youngest college president in the United States. In 1959, the College introduced an evening division to serve the educational needs of the surrounding communities. Marian College was renamed Marist College in 1960, and by 1969 the Brothers transferred ownership to the Marist College Educational Corporation with an independent board of trustees.

The College admitted women to its evening division in 1966. In 1968, women entered the day division, making the College fully coeducational.

With the naming of Dr. Dennis J. Murray in 1979 to the presidency of Marist College, another period of significant growth and development began. The campus now consists of 75 buildings and including 34 student housing facilities, with a total estimated value of \$805 million. Over the past two decades, Marist has expanded its course offerings and tripled its applicant pool. The College now receives over 11,000 applications each year for admission to the freshman class. Its acceptance rate during that same period has gone from 75 percent to 41 percent in 2016. Also in 2016, Dr. Murray stepped down, becoming president emeritus and professor of public policy, and David Yellen became the fourth president of Marist College.

## The Marist College Faculty

The Marist College faculty is comprised of highly experienced and credentialed educators who are dedicated to the intellectual and professional development of their students. Many of these faculty members are highly skilled professionals with practical hands-on experience in corporate, government, not-for-profit, and community settings. Faculty regularly take part in research, publishing, and consulting, and are

frequently called upon by various organizations and institutions for their expertise in their given academic areas. Furthermore, the Marist College faculty is known for their longstanding commitment to excellence in teaching. An average class size of fifteen students allows Marist's faculty to actively involve students in the learning experience. In-class exercises, case studies, computer simulations, group projects, and presentations all play an integral role in the learning process. Through the use of this multi-dimensional teaching model, learning occurs not only from faculty, but also from fellow students who bring a wide range of relevant experiences to the classroom.

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

## The IBM/Marist Joint Study

Marist seeks to distinguish itself by the manner in which it uses information technology to support teaching, learning, and scholarship. The College has had a longstanding partnership with the IBM Corporation that has helped place Marist among the most technologically advanced liberal arts colleges in the country. A key component of the Marist/IBM partnership has been a 30-year joint study arrangement that has benefited both the College and IBM in many ways. Through the Joint Study, IBM has been able to test concepts and technology applications that the company believes can be of value in the 21st century in education, business, digital media, communications, finance, software defined environments and other fields. The Joint Study has also provided Marist with the capacity to acquire and use cutting-edge technology to support instruction, faculty and student research, as well as administrative initiatives.

The introduction of computers and computer science courses at Marist began in the mid 1960s, a time when few colleges the size of Marist had moved into this field. From the start, computers have been viewed as a functional tool for everyone at Marist as well as a scientific discipline to be mastered by those in the School of Computer Science and Mathematics.

The Marist/IBM Joint Study began with the installation of a \$10 million IBM 3090 mainframe computer in Donnelly Hall. Over the past three decades, Marist has worked with IBM to carry out several major upgrades of its mainframe computer. In the Spring 2012 semester, the College installed a new z Systems mainframe that provides a level of computing power ordinarily associated with large research universities and Fortune 500 companies. Marist and IBM have collaborated on two IBM Shared University Research grants that have helped to enhance Marist's e-learning initiatives. Marist and IBM have collaborated on building a test bed for software defined networks (SDN) which has been used to demonstrate use cases such as disaster recovery within a software defined environment (SDE). Marist and

IBM collaborated on implementing a Cyber Security curriculum in response to the growing need for those critical skills in the IT industry.

Most recently, Marist and IBM have embarked on emerging technology research projects with applications in both business and academic worlds. These projects include such technologies as data analytics, cloud computing, blockchain, and cognitive computing. Current and planned activities provide Marist students the opportunity to work closely with faculty and technical experts in the industry from many different disciplines. Marist's work with IBM has created the infrastructure that is necessary for faculty, students, and staff to engage in leading-edge teaching and research using tomorrow's technology.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day Marist College receives the request for access.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The disclosure exceptions are defined below.
- (4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Marist College to comply with the requirements of FERPA. Complaints may be filed with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.
- (5) The right to obtain a copy of Marist College's education records policy.

Copies of this policy are available upon request at the Office of the Registrar. Additionally, Section 99.7 of FERPA requires that schools annually notify students currently in attendance of their rights under FERPA. Students currently in attendance will be provided a statement of their FERPA rights in their registration materials.

**FERPA Disclosure Exception:** Marist College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 responsibilities for the College. Marist College has designated the National Student Clearinghouse as a college official.

Under FERPA disclosure exceptions, Marist may release information from a student's education record without prior consent to appropriate parties including:

- Federal officials in connection with federal program requirements;
- State and local officials legally entitled to the information;
- Appropriate authorities in connection with financial aid;
- Accrediting agencies, in connection with their accrediting functions;
- Courts or law enforcement in compliance with a lawfully issued judicial order, subpoena, or search warrant;
- Appropriate parties in a health or safety emergency, if necessary to protect the health or safety of the student or other individuals;
- Testing agencies for the purpose of developing, validating, researching, and administering tests.

**Directory Information:** Under FERPA, Marist may release the following information at various times unless requested in writing not to do so by the student: student name, campus-wide identification number, address, college email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, grade level (including number of credits earned), and enrollment status (e.g.: undergraduate, graduate, full-time, part-time). Students must notify the Registrar in writing should they not want information made available by filling out a form at the Office of the Registrar.

Additional information about FERPA is available on the Marist website: [www.marist.edu/registrar](http://www.marist.edu/registrar).

## Membership and Accreditation

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

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

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

## Academic Facilities

### **NEW SCIENCE AND ALLIED HEALTH BUILDING**

Classes began in 2016 in a new four-story science and allied health building on the east side of the campus. The building houses the master's in physician assistant studies program as well as undergraduate biology, biomedical science, medical technology, and athletic training programs. The project is designed by Robert A.M. Stern Architects, one of the world's leading architectural firms.

### **ACADEMIC BUILDING AND STUDENT CENTER RENOVATION**

Construction of a 24,000-square-foot academic building and an accompanying expansion and renovation of the Student Center was completed in spring 2014. The esteemed firm of Robert A.M. Stern Architects led the \$33 million project. The new building houses Marist's robust Music Department as well as multipurpose space for performances, readings, and lectures. The Student Center renovation features a dining hall with a three-story cathedral ceiling and an adjacent quiet dining area and a terrace, both offering Hudson River views. The project also enhanced the Nelly Goletti Theatre, named in memory of accomplished composer, pianist, and singer Nelly Goletti, a longtime Hudson Valley resident. Additional facilities within the Student Center include a health and wellness center, student lounges, student government offices, space for club activities, a yoga and dance studio, a post office, and a bookstore.

### **THE HANCOCK CENTER**

The \$35 million Hancock Center, which opened in 2011, is home to the School of Computer Science and Mathematics, International Programs, the Marist Institute for Public Opinion, and the Investment Center, a state-of-the-art trading room that

provides students in all business fields with access to the same tools and real-time data screens found in professional trading rooms. The Hancock Center also houses the New York State Cloud Computing and Analytics Center—established with a \$3 million state grant—which provides IT services to new and growing businesses. The Hancock Center dedicates space to classrooms, seminar rooms, computer labs, and academic administration offices as well as to Marist’s joint study with the IBM Corporation. The building also features a café, student lounge, and patio overlooking the Hudson River. The center was designed by Robert A.M. Stern Architects and is named in honor of the chair of Marist’s Board of Trustees, Ellen Hancock, and her husband, Jason.

### **JAMES A. CANNAVINO LIBRARY**

The James A. Cannavino Library, through its digital and physical collections, services both residential and on-line students, supports the College’s teaching, learning, and scholarship missions. The first floor houses the Library’s circulating collection, print periodicals, and Archives and Special Collections. Significant special collections include: the Lowell Thomas Papers, a nationally-recognized historic collection of materials documenting the Modern Environmental Movement, Hudson River Valley history dating back to pre-Colonial times, and Marist College history. The second level features a large reading room overlooking the Hudson River, the library’s largest computer cluster, current periodicals, the reference collection, and both research and circulation desks. Academic student support services—the Academic Learning Center, the Writing Center, the Center for Multicultural Affairs, and the Center for Career Services—are located on the third floor, along with three classrooms, a number of collaborative student study rooms, and additional study space. Librarians are available to provide research support via classroom presentations, the creation of course-specific pathfinders, email, and face-to-face consultation.

### **THE LOWELL THOMAS COMMUNICATIONS CENTER**

The newly renovated Lowell Thomas Communications Center houses classrooms, TV studios, video editing labs, computer labs, faculty offices, and collaborative work space for the School of Communication and the Arts. It is also home to the School of Professional Programs. The center is named in memory of the legendary broadcast pioneer who received an honorary degree from Marist in 1981. Lowell Thomas lived in Pawling, NY, 20 miles from Marist’s main campus, for more than 50 years. Lowell Thomas and his ideals are commemorated through the Marist College Lowell Thomas Award, instituted in 1983 and awarded to the top broadcast journalists in the country. The building also holds the Center for Sports Communication, which promotes study and practice in sports communication, and the Media Center, which supports the use of audio and video instructional technologies to enrich the learning experiences of Marist students across all disciplines.

### **THE MARGARET M. AND CHARLES H. DYSON CENTER**

The Margaret M. and Charles H. Dyson Center houses the School of Management and the School of Social and Behavioral Sciences. Used for undergraduate and graduate instruction in all academic disciplines, the center is named in honor of business leader Charles H. Dyson, who received an honorary degree from Marist in

1986, and his wife, Margaret, who together improved the quality of life throughout the Hudson Valley through their philanthropy.

### **DONNELLY HALL AND THE STEEL PLANT STUDIOS AND GALLERY**

Donnelly Hall houses several School of Science programs, including state-of-the-art chemistry labs and a two-story greenhouse; a computer center; classrooms; lecture halls; a Fashion Program complex; and a variety of student services and administrative offices. The facility is named for Brother Nilus Donnelly, FMS, who supervised construction of a number of buildings on the campus by Marist Brothers during the institution's early years. In proximity to Donnelly Hall are the Steel Plant Studios and Gallery, an expansive space for studio art courses and a digital media laboratory as well as a gallery regularly hosting exhibits of work by contemporary regional artists.

### **FONTAINE HALL**

Fontaine Hall, the home of the School of Liberal Arts, contains classrooms, seminar rooms, and a black box theatre for instruction and performances. The building also serves as headquarters for the Hudson River Valley Institute, a national center for interdisciplinary study of the Hudson River Valley. The building is named for Brother Paul Ambrose Fontaine, FMS, president emeritus, who played an integral role in the development of the College.

## **Lorenzo De' Medici In Florence**

Located in the heart of Tuscany, Florence is the ideal destination for those interested in museum studies. Extraordinarily rich in history and ancient traditions, the city, with its world-famous artistic heritage, offers the student a wide spectrum of cultural events throughout the year. The city is also known for its exceptional cuisine, characteristic restaurants, ice-cream parlors, wine bars, elegant shops, artistic workshops, and traditional markets. As a thriving economic center with particular strengths in the fashion, luxury goods, and tourist sectors, the city of Florence also offers its inhabitants the chance to investigate myriad aspects of the contemporary Italian world. In addition, Florence is an excellent location for access to other sites and cities in Tuscany, Italy, and Europe.

The Florence branch campus is located in ten campus buildings (totaling 4,800 square meters), mainly in the lively San Lorenzo district of the historic city center. The main building, situated in Via Faenza, dates back to the 13th century and originated as a convent connected to a medieval church, San Jacopo in Campo Corbolini. This church, now deconsecrated, was founded in 1206 and for its first hundred years belonged to the Knights Templar. Rich in medieval frescoes and sculpture, the church has recently been restored to its original splendor and serves as the setting for LdM conferences and receptions. Students and professors from LdM's Restoration Department were fully involved in the restoration of the church interior.

The **Master of Arts in Museum Studies** is offered in partnership with the Istituto Lorenzo de Medici in Florence, Italy. This 34-credit program exposes students to the principal aspects of museum management and public engagement. Students benefit from the integration in the city and hands-on exposure to real world museum research

and practices in one of the world's most important cultural centers. For more information please visit: <http://www.marist.edu/admission/graduate/museumstudies.html>.

## Student Services & Facilities

### INFORMATION TECHNOLOGY COMPUTER LABS

Marist maintains computer labs located at the main campus in Poughkeepsie, and the LdM branch campus in Florence, Italy. These include instructional computer labs, multimedia classrooms with podiums, collaborative study spaces, and open labs. In all, Marist provides more than 950 computers for academic use throughout these sites. All personal computers in these lab spaces are configured with a robust common base software configuration, which includes the ability to access the Internet and Marist network, office productivity tools, industry-leading media and content creation and manipulation tools, digital library access, statistical analysis packages, and access to our host systems. Labs used for specific academic schools contain specialized software applications and packages in addition to this common base.

All computers are less than three years old, and all software is updated yearly to the most recent software available. Details about each computer lab are available online at <http://www.marist.edu/it/desktop/labs.html>.

### SAFETY AND SECURITY

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

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

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Marist College's campus crime information can be found at <http://ope.ed.gov/security/search.asp> or <http://www.marist.edu/security/student.html> or by calling the Office of Safety and Security at (845) 471-1822.

### PARKING PERMITS

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

Permits are issued for individual parking lots and are valid only for that specific lot. Vehicles without permits, or those parked in a lot other than designated, are subject to towing at the owners' expense. All fines must be paid at the Business

Office within 10 days of issuance. Any violations of this parking policy may result in revocation of parking privileges.

### **THE COLLEGE BOOKSTORE**

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

### **ATHLETIC FACILITIES**

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

### **CENTER FOR CAREER SERVICES**

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

- career advisement
- career assessment on DISCOVER
- résumé information & critiques
- assistance with job search correspondence
- annual career conferences with employers
- a résumé referral service
- employer information & directories
- an alumni career network

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

## **Admission to Graduate Programs**

Marist offers master's degree programs designed to accommodate individuals from a variety of academic and professional backgrounds. A baccalaureate degree is required for admission to graduate study; however, some programs do not require that the degree be in a related field. Application requirements can be found by visiting <http://www.marist.edu/admission/graduate/deadlines.html>.

Start terms vary by program. Admissions decisions are made by the graduate directors in consultation with faculty committees. Applications for admission to graduate study remain on file for one year and may be reactivated by written request at any time during that period. Students wishing to be considered after the one year period may need to submit a new application and supporting documents.

Prospective graduate students should contact the Office of Graduate Admission at (845) 575-3800 or visit [www.marist.edu/graduate](http://www.marist.edu/graduate) for more information. The office is located in the Rotunda Admission Center.

Please address all applications and correspondence regarding graduate study to:

**Office of Graduate Admission**  
**Marist College**  
**3399 North Road**  
**Poughkeepsie, New York 12601-1387**

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

## **HEALTH REGULATIONS**

New York State Public Health Law requires the following:

All full- and part-time graduate students must return a completed Meningitis Information and Immunization Form to the school in which they are enrolling.

All full- and part-time graduate students must demonstrate acceptable proof of immunity against measles, mumps, and rubella to the Office of Health Services. This law applies only to students born on or after January 1, 1957.

**PLEASE NOTE:** Students studying 100% online are not required to submit Meningitis or MMR documentation.

Information and pertinent forms are available at [www.marist.edu/healthservices](http://www.marist.edu/healthservices) or you may contact:

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

# Application Requirements for International Students

International students applying to any graduate program at Marist must:

Submit an application for admission by June 15 for the fall semester or by November 1 for the spring semester with a \$50 (U.S.) non-refundable processing fee.

Provide an official evaluation of all foreign academic credentials (examination results and grade reports) that correspond to a four-year bachelor's degree or its equivalent in the United States. *Not required for Information Systems and Software Development applicants from India or Nepal.*

Submit a minimum score of **550** on the paper-based TOEFL exam or a **213** on the computer-based TOEFL or an **79** on the Internet-based TOEFL exam. Students may choose to submit a minimum score of **6.5** on the IELTS exam in lieu of the TOEFL. All test scores must come directly from the Testing Service to the Office of Graduate Admission at Marist College. **NOTE:** *the Marist report code is 2400. Copies of test scores will delay the admission process since an I20 will not be issued without official documents.*

Submit an original notarized copy of the Declaration of Finances Form or notarized affidavit of support, signed by both the applicant and his/her sponsor, for the designated amount as indicated on the web <http://www.marist.edu/admission/international/apply.html#Graduate>.

Submit an official letter from a bank or other financial institution (with bank seal and management signature) stating that the minimum amount required as indicated on the web <http://www.marist.edu/admission/International/apply.html#Graduate> is available to the student.

**NOTE:** The amount may change each academic year.

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

International graduate students must register for a minimum of 9 credits (3 classes) per semester to maintain a full-time course load. **NOTE:** a minimum of 6 credits (2 classes) must be taken on campus.

## LANGUAGE PROFICIENCY

International students must arrive several days before classes begin in order to participate in the mandatory International Student Orientation Program that takes place before the fall and spring semesters. The orientation session introduces students to the academic policies and procedures at Marist College and familiarizes them with the campus, the surrounding community, and the United States. An American Culture and Language seminar is required for all new international students as part of the extended orientation program.

# FINANCING YOUR EDUCATION

## Statement of Fees

### GRADUATE TUITION AND FEES 2018-2019

(Subject to change)

Tuition (per credit hour, 2018-2019 academic year).....	\$800.00
Museum Studies .....	\$980.00
Physician Assistant .....	\$1,010.00
Physical Therapy .....	\$1,075.00
Professional Accountancy .....	\$1,050.00
Application Fee (non-refundable).....	\$ 50.00
Maintenance of Matriculation Fee (non-refundable).....	\$ 15.00
This fee is to be paid to maintain matriculated status during any semester in which the candidate for a degree is on an official leave of absence.	
Reinstatement Fee (non-refundable) .....	\$ 75.00
This fee is to be paid by a student who has withdrawn from the program, but has applied for and been granted re-admission into the program.	
Thesis Fee. ....	\$ 30.00
Transcript Fee (payable at time of request).....	\$ 5.00
International Student Health Insurance Fee (required) .....	\$1,410.00
International Student Orientation Fee (mandatory).....	\$130.00
Returned Check Fee.....	\$15.00
Lost I.D. Fee .....	\$15.00
Payable when a replacement is requested by a student.	

## Payment Options

### MONTHLY PAYMENT PLAN

The College offers a payment plan and financing options to enable students to manage college costs. Information is available online at <http://www.marist.edu/sfs>.

### INTERNATIONAL PAYMENT GATEWAY

Marist College has partnered with Flywire to streamline the tuition payment process for our international students. Flywire allows you to pay from any country and any bank. They also offer excellent foreign exchange rates, in comparison to traditional

banks, allowing you to pay in your home currency (in most cases) and save a significant amount of money. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will also be notified via email when your payment is received by Marist College.

Click or go to: <https://www.flywire.com/pay/marist> to begin the payment process.

## TUITION REIMBURSEMENT

Students eligible for tuition reimbursement from their employers may, with the appropriate documentation, defer payment until after the conclusion of the semester. Students must supply the Office of Student Financial Services with documentation from their employers every semester verifying deferment eligibility. Upon completion of a valid Employer Tuition Deferment Application, students are required to pay the balance of tuition not covered by the employer. Returning students have the option of full tuition deferment only if the employer is covering the total balance. Any charge not covered by the employer must be paid by the student on or before the due date listed on your initial billing statement. Students who are receiving more than 50% tuition coverage from their employer are not entitled to the institutional grant. The Graduate and Adult Student Tuition Deferment Form can be found at <http://www.marist.edu/financialaid/forms.html>.

## FINANCIAL AID

The Office of Student Financial Services recognizes that financing your graduate education is an essential factor in your decision to attend graduate school, and we are dedicated to providing the information and support you need to make this investment of a lifetime. In addition to traditional sources, including personal income, savings, and family/employer assistance, several programs are available to assist both full-time and part-time students in meeting the cost of their graduate education. For eligibility, students must be matriculated in a graduate program at Marist and maintain satisfactory academic progress each semester. The Satisfactory academic progress policy can be viewed at <http://www.marist.edu/financialaid/pdfs/satacadprog.pdf>. Only electives listed for the individual graduate program requirements will be considered when determining financial aid eligibility. **NOTE:** Information subject to change. Refer to our web site for updated information regarding institutional, state and federal student aid programs.

## EXCESS FINANCIAL AID

The Office of Student Financial Services will process a credit advance up to a certain allocation every semester before the financial aid posts. Please contact the office for your specific allocation regarding your program of study. In order to receive a credit advance, students must have the valid credit on the account and all of the required documentation must be complete.

Students may begin to request credit advances two weeks prior to the start of the semester. All remaining credit requests may be completed after the financial aid posts for the semester.

Please be advised that the school must follow the “Title IV Recipient Policy for Refunds,” as stated below, if a student’s enrollment changes after the semester has begun and a credit refund has already been given. This could result in a balance owed

to the school. Please contact the Office of Student Financial Services immediately if you choose to withdraw or add/drop a course after the semester has begun.

### **INSTITUTIONAL POLICY FOR REFUNDS**

Since engagements with instructors and other provisions for education are made in advance by the College for the entire year, the withdrawal and refund policies are as follows:

You must contact your graduate director to officially withdraw or take a leave of absence from Marist College. Simply notifying the classroom instructor is insufficient. In computing the refund, the Office of Student Financial Services accepts the date on the completed transaction form that has been received in the Office of the Registrar.

Full tuition refund and half tuition refund eligibility are specific to each graduate program. Please contact your Program Director for the dates for your program.

Federal Regulations require that a student receiving Title IV funding (Federal aid) must notify the school when dropping a course. Written notification of your enrollment intentions for the remainder of the semester must be specified to your respective School and Program Director at the time you request to drop a course(s). This written notification will be used to determine financial aid eligibility at the time of course or program withdrawal.

### **TITLE IV RECIPIENT POLICY FOR REFUNDS**

The law specifies how we determine the amount of Title IV program assistance you earn if you withdraw from Marist College. The Title IV programs for graduate students that are covered by this law are: TEACH Grants, Federal Direct Loans, Federal Direct Graduate PLUS Loans, and Federal Perkins Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The number of days in each payment period is determined based on the academic semester start, end, and breaks as provided by the Office of the Registrar.

If you do not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, we must obtain your permission before we can disburse them. You may choose to decline part or all of the loan funds so that you do not incur additional debt. We may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. We need your permission to use the post-withdrawal grant disbursement for all other charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to Marist College.

Federal student aid may not cover all unpaid institutional charges due to Marist College.

## UNOFFICIAL WITHDRAWAL

Marist College academic policy does not require attendance recordkeeping. If you fail to earn a passing grade, we must determine your last day of attendance and federal financial aid must be adjusted accordingly within 30 days after grades are available. If there is no supporting documentation to verify the last date of attendance, Title IV aid will be prorated at 50% and you will be notified by the College.

## MARIST GRADUATE MERIT SCHOLARSHIPS

The Office of Graduate Admission awards merit-based scholarships upon acceptance into an eligible graduate program at Marist. Awards are determined upon the applicant's cumulative GPA from their undergraduate degree-granting institution or most recently earned graduate/professional degree. No more than one merit scholarship will be awarded to each student.

## GRADUATE SCHOLARSHIPS

SCHOLARSHIP	REQUIREMENTS	AWARD
GRADUATE SCHOLARS AWARD	3.5 GPA OR HIGHER	\$2,000-\$5,750
GRADUATE ACADEMIC AWARD	3.2 – 3.49 GPA	\$1,200-\$3,450
MARIST ALUMNI SCHOLARS AWARD	3.5 GPA OR HIGHER	\$2,000-\$5,750
MARIST ALUMNI ACADEMIC AWARD	UPON ACCEPT	\$1,200-\$3,450

Merit awards are made at the discretion of the scholarship committee. The total scholarship amount awarded covers the duration of the program, and is applied by course each semester in the amount of \$150 or \$250 per course.

Award recipients must maintain a 3.0 GPA and maintain good academic standing in their program to remain eligible. The Award cannot be used toward undergraduate level courses or courses taken at other institutions.

Financial need is not required to be eligible for merit scholarships.

Applicants classified in any of the following categories will not be eligible:

1. Receiving other scholarship assistance through Marist College
2. Participating in the following programs: Master of Public Administration (MPA) cohort programs in NYC/Albany, Master of Public Administration (MPA) online program for law enforcement and emergency services, Hybrid MA in Educational Psychology, MS in Physician Assistant Studies, Doctor of Physical Therapy, or MA in Museum Studies
3. Marist students currently enrolled in a 5-year bachelor's/master's degree program
4. Students receiving special tuition pricing through organizational partnerships.

If you would like more information, please contact the office of Graduate Admission. Information about additional scholarships, loans, and tuition-assistance programs can be found on the Student Financial Services website.

### Graduate Assistantships

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

### International Scholarships

Scholarships are awarded on a competitive basis to international students enrolled in the Computer Science graduate programs. These awards are based upon actual enrollment and may range from \$1,000 to \$3,000 per academic year.

### Need-Based Financial Assistance

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

In addition to the above, students selected for verification must provide the Office of Student Financial Services with the following:

- Marist Application for Financial Aid.
- IRS Data Retrieval or Federal Tax Return Transcripts for the student and spouse (if applicable).

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

### Marist Full-Time Graduate Grant

There are a limited number of grants for full-time graduate study awarded each year to students who receive no other form of tuition assistance. The award amount varies in accordance with need and academic merit and students must re-apply each year as it is not automatically renewed. Based upon actual enrollment, this award may range from **\$2,000** to **\$4,000** per academic year. To qualify, recipients must be meeting Satisfactory Academic Progress and a nine (9) credit or twelve (12) credit per semester course load. Please see the grant eligibility chart listed at: <http://www.marist.edu/financialaid/graduate/grants.html>.

### Marist Part-Time Graduate Grant

There are a limited number of grants for part-time graduate study awarded each year to students who receive no other form of tuition assistance. The size of the award varies in accordance with need and academic merit as well as the number of credit

hours being taken. Based upon actual enrollment, this award may range from **\$600** to **\$1,400** per academic year. Students must re-apply each year as the grant is not automatically renewed. To qualify, recipients must be meeting Satisfactory Academic Progress and a six (6) credit or less per semester course load. Please see the grant eligibility chart listed at: <http://www.marist.edu/financialaid/graduate/grants.html>.

### **Marist Five-Year Graduate Grant**

There are a limited number of grants for full-time graduate study awarded each year to students enrolled in a Marist College combined undergraduate/graduate degree program who receive no other form of tuition assistance. The award amount varies in accordance with need and academic merit. Based upon actual enrollment, this award may range from **\$2,000** to **\$4,000** per academic year. To qualify, recipients must be meeting Satisfactory Academic Progress and a nine (9) or twelve (12) credit per semester course load.

## **Federal Work Study, Grant & Loan Programs**

### **MARIST GRADUATE EMPLOYMENT PROGRAM**

Marist Student Employment provides job opportunities to enrolled students who demonstrate financial need in meeting their college expenses. There are opportunities for employment with various academic and administrative offices within the College. Students are not allowed to work more than 20 hours per week during the regular academic terms and 40 hours per week during vacation periods.

### **FEDERAL TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION GRANT (TEACH)**

The Federal TEACH Grant provides up to \$4,000.00 per year for students who have completed the FASFA and meet the eligibility requirements for federal student aid. Students must have a 3.25 GPA or higher or score in the 75th percentile on at least one admissions test. Students must be completing the coursework required to become a teacher. Students must also intend to teach in a full-time, high-need subject area for at least four years at schools that serve students from low-income families and complete those four years within eight years of completing the program.

### **FEDERAL DIRECT UNSUBSIDIZED LOAN**

Marist College participates in the William D. Ford Direct Lending Program. The lender is the U.S. Department of Education. The FAFSA must be completed before a Direct Loan can be awarded.

For the Direct Unsubsidized Loans, the student must be at least half time status and is responsible for interest payments while in school. (You have the option to defer payments of interest and principal until after you graduate.) Information on interest rates and fees can be found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Repayment begins six months after graduation, or after you cease to be enrolled at least half-time.

### Important Direct Loan Information:

- A student must be at least half time status (6 credits) at all times to be eligible for this loan
- If you complete a Direct Loan Master Promissory Note (MPN) during your first semester at Marist you may not have to complete another application for 10 years, or until you enter another College.
- The Direct Loan Master Promissory Note (MPN) is a promissory note under which you may receive multiple subsidized and unsubsidized loans over a maximum ten-year period.
- All Direct Loans are subject to fees. The fees will be deducted from the loan proceeds prior to disbursement. Disbursements are sent directly to Marist College, two per loan period.
- Direct Loan funds will be transferred electronically to your college account. These funds must be credited to your account in the Office of Student Financial Services within 3 days of disbursement to the college or your loan will be canceled and your funds returned to the Department of Education.
- First-time borrowers of a Direct Loan must complete an entrance counseling session before you receive your loan. This ensures that you have received loan counseling and understand your responsibilities.
- All borrowers of a Direct Loan must complete an exit counseling session prior to withdrawal, transfer, leave of absence, or graduation from the college. This ensures that you have received loan counseling and understand your rights and responsibilities.
- If you choose to withdraw or take a leave of absence from Marist College, you must notify the appropriate offices. Please contact the your Program Director to complete an official withdrawal/leave of absence form and then contact the Office of Student Financial Services to cancel your financial aid or complete a Title IV calculation, if eligible.
- Please remember that a Federal Direct Loan is a loan, not a grant. You must repay the funds you borrow, plus interest and fees. If you have any questions, do not hesitate to contact the Office of Student Financial Services.
- The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to [https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/). All Title IV loans are reported to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.
- Your Federal Direct loan is automatically processed for the amount shown as part of your financial aid package, unless you notify the Office of Student Financial Services otherwise.

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then

change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

## FEDERAL DIRECT PLUS LOANS FOR GRADUATE OR PROFESSIONAL STUDENTS

Marist College participates in the William D. Ford Direct Lending Program. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. Marist College policy states that the FAFSA must be completed before a Direct GradPLUS Loan can be awarded. Students will be required to complete their Application & Master Promissory Note with the Department of Education.

### **Please Note: There are 2 parts to the PLUS Loan Process.**

5. Complete the PLUS Loan Application: Runs the student's credit and gives the school information they need to create your Direct PLUS Loan. Students do need to be credit-approved to take this loan.
6. Complete the Master Promissory Note: On the *www.studentloans.gov* website, click "Complete MPN (Master Promissory Note)" then choose the option for "Graduate PLUS." This MPN is your legal loan agreement, which explains the terms and conditions of your loan.

Marist College policy states that the FAFSA (Free Application for Federal Student Aid) must be filed for that school year.

- Borrowing limit is the Cost of Attendance minus any other aid. **The student is required to take the Unsubsidized Loan before the GradPLUS Loan will be certified.**
- Current Interest rates can be found at *www.studentaid.ed.gov*. Interest rates will be determined each June for new loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. You can opt to have all payments deferred until after graduation.
- All Direct Loans are subject to fees. The fees will be deducted from the loan proceeds prior to disbursement. Disbursements are sent directly to Marist College, two per loan period.
- **PLUS Loan Increase Policy:** If the credit check has not expired on an existing loan application, the student can request an increase of their loan via email to [studentfinancialservices@marist.edu](mailto:studentfinancialservices@marist.edu). The email must come from the student's Marist email account. If the credit has expired (over 90 days), the student should initiate a new application for the increased loan funds at *www.studentloans.gov*.
- Repayment begins 60 days after the 2nd disbursement with up to 10 years to repay depending on the amount borrowed. Parents who are interested in deferment for payments should contact their lender directly.
- Loan Forgiveness for the death or permanent disability of the student. (This is not available with Private Loan Financing.)

- The U.S. Department of Education’s National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to [www.nsls.ed.gov](http://www.nsls.ed.gov). All Title IV loans are reported to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

### **APPLYING FOR A PLUS LOAN AND THE MASTER PROMISSORY NOTE (MPN)**

To take out a Direct Loan for the first time, you must complete the FAFSA, a PLUS Application, and master promissory note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s).

### **PRIVATE LOAN PROGRAMS**

The College chooses to participate in a preferred lender arrangement to better assist our students and families. The College chooses these lenders based on their commitment to the industry, competitive interest rates, quality customer service and additional competitive borrower benefits for the student. The choice of a lender is not in any way limited to the College’s suggested list. If students and their parents choose another lender, they will not be penalized in any way for selecting the lender of their choice.

### **FIFTH-YEAR UNDERGRADUATE LOAN PROGRAM—FOR PREREQUISITE UNDERGRADUATE CLASSES**

A student may apply for a Direct Unsubsidized Loan for coursework the school has documented is necessary for the student to enroll in an eligible program. The courses must be part of an eligible program otherwise offered by the school, though the student does not have to be in that program. If enrolled at least half time in these prerequisite courses, the student is eligible for loans for one consecutive 12-month period (not per program) beginning on the first day of the loan period. If the period of preparatory courses spans more than one academic year, the student may receive multiple loans. To be eligible for loans under this exception, the student must be taking classes that are a prerequisite for admission. A student who is only taking courses to raise his or her GPA in order to be admitted would not qualify.

This category of students may borrow at the fifth-year undergraduate loan level, and the loan limit is not prorated if the program is less than an academic year. Electives taken which are not required for the specific graduate program are not eligible for financial aid.

### **TEACHER CERTIFICATION COURSEWORK**

A student may receive Federal Work-Study (FWS), as well as Direct Subsidized/Unsubsidized Loans, and Perkins Loans if he or she is enrolled at least half time in required teacher certification coursework, even if it does not lead to a degree or certificate awarded by the school. To qualify, the coursework must be required for elementary or secondary teacher certification or recertification in the state where the

student plans to teach and must be offered in credit or clock hours (courses using direct assessment in lieu of credit or clock hours are not eligible). An otherwise eligible student may also receive a TEACH Grant. Optional courses that the student elects to take for professional recognition or advancement, and courses recommended by your school but not required for certification, do not qualify. You should document that the courses are required by the state for teacher certification. A student with a bachelor's degree who is enrolled in a post-baccalaureate teacher certification program can receive a Pell Grant in limited situations.

## **REQUIREMENTS TO MAINTAIN FEDERAL ELIGIBILITY MARIST COLLEGE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY—GRADUATE STUDENTS**

Requirements for meeting financial aid eligibility: HEA Section 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34 require colleges to define and enforce standards of Satisfactory Academic Progress. Students receiving federal financial aid must conform to these requirements in order to be eligible for this financial assistance. These Satisfactory Academic Progress requirements must provide a maximum time frame for completion of the degree, a graduated credit accumulation over this time, as well as a quality mechanism. Essentially, these minimum standards require students to demonstrate that they are actively pursuing their degree. Students may review the Satisfactory Academic Progress Policy in its entirety at <http://www.marist.edu/financialaid/pdfs/satacadprog.pdf>.

## **Graduate Academic Policies**

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

## **REGISTRATION AND COURSE WITHDRAWALS**

Graduate Program Directors serve as the primary academic advisors for graduate students and facilitate course registration and withdrawals. Students should arrange to meet with their respective Program Director on a regular basis to discuss their academic progress and plan their course schedule. If you wish to drop a course or withdraw from the program after the registration period has ended, you must email your Program Director from your Marist email account. **Federal Regulations require that a student receiving Title IV funding (Federal aid) must notify the school when dropping a course. Written notification of your enrollment intentions for the remainder of the semester must be specified to your respective graduate school at the time you request to drop a course. This written notification will be used to determine financial aid eligibility at the time of course or program withdrawal.**

We strongly recommend that you contact Student Financial Services when you wish to drop a course to see if or how your aid would be adjusted as financial aid is awarded on a per-credit basis.

### **MATRICULATED STATUS**

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

### **NON-MATRICULATED OR VISITING-STUDENT STATUS**

Individuals who have not been admitted to a Marist College degree or certificate program may enroll for graduate courses on a non-matriculated basis if they have completed an application, received permission from the graduate Program Director, and paid appropriate tuition and fees. A minimum of six credits may be taken as a non-matriculated student. If the student later decides to become a degree candidate, he/she must then satisfy the requirements for matriculation.

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

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

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

## CONTINUOUS REGISTRATION AND MAINTENANCE OF MATRICULATION REQUIREMENT

Graduate students must maintain continuous registration for every semester until they have completed all program requirements. This would include the summer semester session(s) for those programs whose curriculum is registered with the NY State Department of Education as requiring summer sessions. Minimum registration consists of 3 credits of coursework approved by the respective graduate program director. Each graduate program may stipulate a time limit for completion of all program requirements. See the specific graduate program's section of the Graduate Catalog for information regarding such a statute of limitations.

If continuous registration is not possible at any time, the student is responsible for initiating written communication with the Program Director and taking one of the actions, outlined below, no later than the last day of the Course Change Period (typically the first week of classes). Otherwise the student may be withdrawn from the graduate program by the Director.

## LEAVE OF ABSENCE

### Request for a Leave of Absence.

Leave of Absence is permission to be away from Marist College temporarily for up to one semester (with a maximum duration of 180 days in one calendar year) with the intent to return, whether the leave is for medical, financial, or personal reasons.

- Students must complete the Leave of Absence/Withdrawal form and obtain the graduate Program Director's approval.
- The effective date of the Leave of Absence is determined by the last date of attendance.
- Students may take a Leave of Absence a maximum of two, nonconsecutive times.
- **NOTE:** taking a Leave of Absence does not stop the clock with regards to the graduate program's time limit for completion of all degree requirements.
- Students on Leave of Absence may not attend any other college/university while on leave. To return from a Leave of Absence, students are responsible for initiating written communication with the Program Director in a timely fashion to request readmission and to develop an approved Program Plan of Study. The director may then clear students to register for coursework during the Registration Period or the Add/Drop period.
- Students who are on a medical or psychological leave may be required to submit appropriate documentation to the College before being readmitted.
- Students who fail to return to Marist College at the end of a Leave of Absence will automatically be withdrawn from the graduate program by the director.

## WITHDRAWAL FROM THE GRADUATE PROGRAM

Withdrawal is the termination of the student's matriculation in the graduate program.

Students must file a completed Graduate Leave of Absence/Withdrawal with the graduate program director.

See the Readmission section below if you decide you wish to return to Marist and continue your program of study.

Students who fail to engage these options by the last day of the Course Change (Add/Drop) Period will be withdrawn from the graduate program by the director.

## RE-ADMISSION

Students withdrawn from a graduate program may apply for readmission; however, readmission is not guaranteed. Submission of updated application materials may be required by the director of the program.

Readmitted students must meet the program requirements listed in the Graduate Catalog in effect at the time of re-admission.

**NOTE:** a student's satisfactory academic progress is not adjusted as a result of re-admission. The status at the time of withdrawal/leave of absence remains the same upon readmission.

Re-admission does not reset the clock regarding the time limit for completion of all degree requirements. The time elapsed prior to the withdrawal continues to apply.

## DEFINITION OF FULL-TIME AND PART-TIME STUDY

A matriculated student must register for a minimum of nine (9) credit hours to be considered full-time. Students registered for fewer than nine (9) credits are considered part-time. **PLEASE NOTE:** Marist College defines academic full-time study for graduate programs as a nine (9) or greater credit course load. However, this should not be confused with the federal and state financial aid definition of full-time study, which is a 12-credit course load or higher.

## COURSE CANCELLATIONS

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

## ACADEMIC STANDING

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

## GRADING

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

- A 4.0 quality points for each semester hour of credit.
- A- 3.7 quality points for each semester hour of credit.

- B+ 3.3 quality points for each semester hour of credit.
- B 3.0 quality points for each semester hour of credit.
- B- 2.7 quality points for each semester hour of credit.
- C+ 2.3 quality points for each semester hour of credit.
- C 2.0 quality points for each semester hour of credit.
- F Indicates failing work. For the grade of F, the student receives no quality points.
- W This grade is assigned to a student who officially withdraws in writing from a course during the first eight weeks of a 15-week semester or four weeks of an 8-week round.
- WF This grade is assigned to a student who withdraws in writing from a course after the first eight weeks of a 15-week semester or four weeks of an 8-week round. Exceptions may be made by the Program Director should circumstances warrant. A grade of “WF” earns no quality points and is factored into a student’s GPA.
- I This temporary grade of I (incomplete) may be given at the end of the semester if a student has not completed the requirements of the course for serious reasons beyond his/her control. The student is responsible for resolving this grade within three weeks of publication of final grades by completing the course requirements as determined by the professor. Failure to conform to this time limit results in a final grade of F. The grade of I is not assigned in a case where failure to complete course requirements on time is due to student delinquency.
- S This grade may be given only for Psychology internships and indicates satisfactory performance.
- P This grade is awarded in Psychology, Educational Psychology, and School Psychology project and thesis courses when the project or thesis has been completed and accepted by the department. This grade is awarded for Public Administration internships and indicates satisfactory performance.
- X This grade is awarded in Information Systems, Psychology, Educational Psychology, and School Psychology project and thesis courses when the project or thesis is still in progress at the end of the semester.
- AU This grade indicates completion of an audited course. It is assigned only when a course is being taken on a non-credit basis. Courses so graded may not be applied to fulfill degree requirements.
- NC This grade is given at the end of the semester if a student has not completed the requirements of an elective internship.

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

## AUDITING

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

Auditors are not permitted to take exams, submit papers, or participate in team exercises. Current Marist College graduate students are not permitted to audit a

required course in their graduate program. Tuition for auditing a course is \$250.00 per course.

### **TRANSFER CREDITS**

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

### **TRANSFER TO OTHER MARIST GRADUATE PROGRAMS**

Transfer to another Marist graduate program requires a formal application through the Office of Graduate Admission. Admissions policies of the new program apply and all admissions materials required for the new program must be provided. This includes the application, an up-to-date Marist transcript, the \$50 non-refundable application fee, and any other documentation required by the individual program.

### **ACADEMIC GRANTS**

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

### **AFFIRMATIVE ACTION / EQUAL OPPORTUNITY**

Marist College is committed to the principles of Equal Opportunity and Affirmative Action in its employment policies and academic programs, and all other programs and services provided by the College. The College does not tolerate discrimination in any form and it shall be considered a violation of College policy for any member of the community to discriminate against any individual or group with respect to employment or attendance at Marist College on the basis of race, color, disability, religion, age, sex, marital status, national origin, sexual orientation, veteran status, or any other condition established by law. The College's Affirmative Action Officer is responsible for overseeing affirmative action and equal employment opportunity. All questions, concerns, and complaints regarding the College's Affirmative Action Plan should be directed to the Office of Human Resources.

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

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