Division of Graduate Studies

College Mission-Related Statements

College Mission Statement

Shaped by the Catholic Benedictine heritage, The College of St. Scholastica provides intellectual and moral preparation for responsible living and meaningful work.

College Vision Statement

The College of St. Scholastica will be widely regarded as an academic community grounded in the rich Benedictine heritage and sending forth thoughtful leaders, sharpened and sensitized by the liberal arts, who are committed to serve and to transform the world.

College Statement Of Purposes

The purposes of The College of St. Scholastica are to:

- Foster an environment in which students, staff, and faculty will be inspired with the Benedictine values expressed in community, hospitality, respect, stewardship, and love of learning.

- Stimulate a zest for life-long learning by supporting the General Education goals of effective communication, social responsibility and ways of knowing.

- Prepare students, through undergraduate and graduate programs, for responsible leadership in professional positions and/or advanced studies.

- Provide programs for traditional and non-traditional students to meet community needs.

- Lead public interfaith discussions of ethics and peace and justice issues in the tradition of our Catholic, Benedictine intellectual heritage.

- Ensure continued access to a faith-based institution of higher learning through proper stewardship of human and fiscal resources.

Benedictine Values

<table>
<thead>
<tr>
<th>Community</th>
<th>Sharing responsibility to create and support community. Creating a climate which promotes a sense of community while valuing the uniqueness of the individual. Manifesting an ability to adapt to circumstances without compromising our values.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality</td>
<td>Creating a welcoming atmosphere personally and institutionally. Listening and responding sensitively to all. Extending warmth and acceptance to all. Welcoming new ideas and being open to change.</td>
</tr>
<tr>
<td>Respect</td>
<td>Cherishing and promoting the worth of all human life. Treating persons with dignity and reverence without regard to age, gender, race, minority, sexual preference or economic status. Honoring and supporting the spirituality of each person. Valuing the dignity of all work. Promoting participation of all persons in the decisions affecting their lives.</td>
</tr>
<tr>
<td>Stewardship</td>
<td>Utilizing human resources responsibly. Providing wise and respectful use of all material and monetary resources. Promoting prudent use of resources and energy. Finding time for</td>
</tr>
</tbody>
</table>
work, play and prayer in daily life, which will promote physical, mental and spiritual growth.

Love of Learning  Preserving the intellectual and material heritage entrusted to us by past generations. Transmitting the treasures of human culture to new generations. Creating scholarly, artistic and scientific works which enrich and enlarge human life. Integrating thought and action as complementary aspects of a full human life.

_Diversity Statement_

The College of St. Scholastica is committed to fostering a learning environment that is culturally diverse and pluralistic. Informed by our Benedictine heritage and its values of community, hospitality, respect, stewardship and love of learning, we are compelled to be open to diverse points of view and not avoid dissent, while constantly being mindful of what it is to be an engaged community working for social justice. To do so recognizes human dignity, difference and equality that includes, but is not limited to: race, age, class, gender, sexual orientation, physical abilities/qualities, and ethnicity. In our striving to be an inclusive community, we must engage in intellectual discourse and exchange if we hope to develop an understanding of our commonalities and differences, even if this discourse and exchange result in conflict and change. The challenge that lies before us as a community is to embody in our institutional life what it means to be truly committed to cultural diversity and pluralism.

_Mission And Vision Of Graduate Studies At St. Scholastica_

**Graduate Studies Mission Statement**

Consistent with the mission of The College of St. Scholastica, the Division of Graduate Studies offers advanced programs that develop individuals who demonstrate responsible leadership, transdisciplinary respect, entrepreneurial spirit and innovative thinking.

**Graduate Studies Vision Statement**

The College of St. Scholastica Division of Graduate Studies will be widely recognized for integrating theories, professional skills, and values in its programs. Its graduates will fill leadership roles at many levels, will value the contributions of other disciplines, and will effect positive change in their communities and professions.

**Organizational Structure For The Division Of Graduate Studies**

The Division of Graduate Studies is part of the Division of Graduate and Extended Studies. The Division of Graduate and Extended Studies is administered by the Vice President for Graduate and Extended Studies. The Director of Graduate Studies is responsible for academic administrative oversight of all graduate programs in cooperation with the chairpersons of the academic divisions, the chairpersons of the academic programs and graduate Graduate Nursing Department Chairs. Graduate academic policies and programs must be approved by the Graduate Council. Graduate courses require approval by the Graduate Curriculum Committee.
Course And Credit Policies

Course Offerings

Course times, format and delivery are determined by the individual departments. Please contact the department chair with questions.

Registration

Registration (the act of officially enrolling in classes) takes place during the middle of the semester. Students confer with their faculty advisors to review their educational plans and develop class schedules for the following semester. At this time, the student receives an access code to register. Students have the responsibility to contact their advisor to determine the academic plan for the following semester.

Initial registration for those students newly accepted into a graduate program is coordinated by the Graduate Graduate Nursing Department Chair who acts as the advisor for new students. In subsequent semesters, the advisors receive a preprinted registration form for each of their advisees. In addition, for independent study projects a Course Study Proposal form available from the Registrar is required.

To insure accurate fee statements and data, upon which many decisions are based, it is imperative that all students complete registration each term according to the established procedures and deadlines.

Auditing

A student may register to audit a course with prior approval of the faculty. A student who registers to audit receives no academic credit in the course and is charged one-third the tuition. Changes from credit status to audit status or vice versa must be made prior to one-eighth of the course elapsing and are subject to faculty approval. These changes are made by completing an Add/Drop Notice form (available from the Registrar or Graduate Studies Office).

Course Adds

Once students have registered for at least one course in a term, they may, with faculty permission, add other courses to their enrollment term before one-eighth of the course has elapsed. Specific dates will be published by the registrar for each term. Depending on the amount of material covered in a course prior to a proposed add, faculty may deny a student the permission to enter the course. In order to add a course, the Add/Drop Notice form must be completed and submitted to the Registrar’s Office (available from the Registrar or Graduate Studies Office).

Course Drops And Withdrawals

Students may drop a course without incurring a record of enrollment before one-eighth of the course has elapsed. Specific dates will be published by the registrar for each term. A student may withdraw from a course and a grade of “W” will be entered on the student’s record before three-fifths of the course has elapsed. Students are not permitted to drop or withdraw from a course after three-fifths of the course has elapsed, unless circumstances beyond the control of the student prevented timely drop or withdrawal. The Registrar will set drop and withdrawal deadlines. In order to drop a course or withdraw from a course, the Add/Drop Notice form must be completed and submitted to the Registrar’s Office (available from the Registrar or Graduate Studies Office).
Add/Drop/Withdrawal Fee

The forms to be completed for dropping, adding or withdrawing from a course are available in the Office of the Registrar or from the academic advisor or departmental office. A $5 Add/Drop/Withdrawal fee is required for all such forms received at the Registrar’s Office after the first week of classes.

Credits, Fees And Grading Policy

Tuition & Course Lab Fees

Graduate tuition varies by program and year. Please contact the Office of Graduate Studies for current tuition rates or visit the graduate website at http://grad.css.edu.

Refund

Students receive full refund of tuition if they withdraw before attending the second meeting of the course or before submitting the first assignment of a course delivered via distance learning or before one-tenth of a course has elapsed for courses that are accelerated or meet for longer periods of time. If they drop or withdraw after this point, the following schedule applies:

If Registrar certifies that the student officially dropped the first day of class or before (or its equivalent) .................................................................................................................. 100%

When student has attended classes and has processed the Drop/add or withdrawal form to cancel within:

10% of semester (or its equivalent)......................................................... 90%
20% of semester (or its equivalent)......................................................... 80%
30% of semester (or its equivalent)......................................................... 70%
40% of semester (or its equivalent)......................................................... 60%
50% of semester (or its equivalent)......................................................... 50%
60% of semester (or its equivalent)......................................................... 40%
thereafter............................................................................................... No Refund

No refund will be awarded until students have submitted a form and officially dropped or withdrawn from the course.

Independent Study for Credit

Students should discuss the objectives and purpose of the independent study project with their advisor before signing up for credit. A Course Study Proposal form (available from the Registrar or Graduate Studies Office) must be submitted by the student. The number of hours of credit granted must match the work completed by the student. The following formula is used:

1 credit = a minimum of three hours of work per week for 15 weeks or at least 45 total hours of work.

Transfer Credits

Students may transfer a maximum number of six semester graduate credits appropriate to the program earned from a regionally accredited college or university toward completion of their St. Scholastica degree. Exceptions to this policy for individual students may be made with approval of the departmental admissions committee and the Director of Graduate Studies. The transfer credit must have been completed no more than seven years prior to the date the St. Scholastica degree is completed. Forms to request transfer of credits can
be obtained from the Graduate Studies Office. The College of St. Scholastica will consider transfer credits from students who:

- Submit a *Graduate Credit Transfer Application* form (available from the Graduate Studies Office).
- Submit an official transcript sent directly from the regionally accredited institution.
- Submit the course syllabus, catalog or other pertinent descriptive information to determine equivalency of course content.
- Have earned a course grade of 3.0 or better.
- Completed the course not more than seven years prior to graduating from the St. Scholastica program.

Degree-seeking students planning to enroll in courses at another institution with the intent to transfer the credits to The College of St. Scholastica will need to send a written request and supporting course documentation to the Graduate Nursing Department Chair prior to enrolling in the course. Written approval will be provided if the course is acceptable for transfer.

Withdrawal from The College

Any student who withdraws from the College during the course of the academic year must fill out a *Graduate Student Withdrawal from College* form (available from Graduate Studies Office).

A student is legally registered until he/she files an official withdrawal or completes the course. Enrollment verification and refunds are based upon two documents:

- the official registration form and
- official withdrawal form.

A student who has left The College while in good standing may reenter at any time, depending upon program availability, by simply following the designated readmission and registration procedures.

Graduate Stop-Out Policy

A stop-out occurs when a graduate student decides not to enroll due to extenuating circumstances and does not wish to withdraw and forfeit the spot in the program. The student will need to complete a *Graduate Stop-Out* form with an intended date of return and submit it to the Graduate Graduate Nursing Department Chair who will advise the student regarding the completion projection for the program (forms available from the Graduate Studies Office).

A graduate student who has been granted admission into a program, enrolls in the program and then stops-out for more than 12 months, must re-apply to the program by the program application deadline date and meet all admission requirements.

Readmission

Students requesting readmission after withdrawing from the nursing program for an extended period of time must meet with the Director of the Graduate Program. The Director has the option to establish a plan of study in consultation with the student, following requirements outlined in the current College Catalog. The Director will take the student’s request for readmission to the Graduate Nursing Department Committee for a decision.

Grade Definitions
A = Evidence of exceptional and outstanding work.

B = Evidence of acceptable work.

C = Minimally acceptable if the required overall GPA is maintained for that program.

F = Failing work.

P = The P (pass) may be used if agreed upon ahead of time by the faculty and student. The P grade indicates successful completion of course requirements.

N = The N (no credit) grade is used when Pass/No Pass has been agreed upon and when course requirements have not been successfully completed.

I = The I (incomplete) grade is given to students who have requested an I grade because they are unable to complete the course requirements by the end of the course/semester due to extraordinary circumstances. The request must be made to the faculty on the Graduate Course Incomplete Contract form (available from the Graduate Studies Office). The I grade must be converted to a letter grade (A through F) or P or N within the contract time frame. The contract time frame may not extend longer than one year from the end of the term in which the incomplete is negotiated. Alternatively, the faculty may assign a grade of W (withdraw).

IP = The IP (in progress) grade is used to signify courses that are usually not completed within the term due to the nature of the course. The IP grade must be converted to a letter grade (A through F) or P or N within 12 months from the time the course was ended. Alternatively, the faculty may assign a grade of W (withdraw).

W = If a student receives a W grade because of failure to complete an I or IP and then later decides to retake or complete the course, he or she must register and pay tuition at the rate in effect at that time. No tuition refunds will be given in connection with withdrawals under this policy.

A student’s performance is recorded in grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
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</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Graduate Incomplete Policy

Students must request and negotiate the timeframe and requirements for an incomplete from the course faculty prior to the end of the course. A Graduate Course Incomplete Contract (p. 79) form (or available from the Graduate Studies Office) must be completed. The grade of “I “ is given when students, who have made significant progress, are unable to complete the course requirements in the regular timeframe for a given course due to causes that are beyond their control. Unless the grade of I is removed by the deadline stated in the contract, the student will be graded based on the course work completed and the grade of A, B, C, F, N or P will be given.
The maximum deadline the faculty can assign for the removal of the grade I is 12 months from the end of the course. Students with multiple Incompletes may be required to withdraw from their program until all Incompletes have been resolved. In extenuating circumstances, the student may request an extension of the timeframe for the completion of the I.

NOTE: 1. Incomplete grades in prerequisite courses will trigger a registration hold 2. A student receiving traineeship funds will be ineligible for funds during any semester receiving an Incomplete Grade.

Grade Change Policy

All grades are considered final and are not subject to change except for errors in calculation, or as a result of the grievance procedure. If a faculty member discovers error(s) in grades they have reported, a grade change form must be filed. Changes of grades cannot be made on the basis of work done after the final grade has been submitted. The deadline for filing a change of grade is 45 calendar days after the last day of that class. Students who contest a final course grade must follow the grievance procedure.

Disciplinary Policies

Students may be placed on probation, or dismissed, for academic and behavioral reasons. Most lapses in ethical or academic standards will be addressed with probation, but some may be severe enough to warrant dismissal.

A student may be placed on probation only once during the timeframe of a given program. Exceptions to this policy for individual students may be made with approval of the program department and the Director of Graduate Studies.

Academic Honesty Policy

Statement of Policy

Academic honesty and integrity are highly valued in our campus community. Academic honesty directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at St. Scholastica.

Definition

Academic dishonesty is defined as follows: Misrepresentation of the work of others as one’s own; (i.e. plagiarism) dishonesty in testing; violating authorized guidelines established by instructors for individual assignments; sabotaging or damaging the work of others; or engaging in dishonesty in other academic work.

Implementation

To minimize student misunderstanding, faculty shall state in writing what degree of cooperation or help is authorized and what behaviors constitute academic dishonesty on collaborative efforts by students (team projects, group work, etc.). Students shall be responsible for asking faculty for clarification in any unclear situation.

Enforcement

Since academic dishonesty is a transgression against the entire College community, the entire community should be involved in handling the problem. Students and faculty are encouraged to contact instructors with
reports of, or concerns about, academic dishonesty. If a faculty member has determined that a student has been academically dishonest, the violation must be reported to the Referral Office.

**Penalties**

In case of academic dishonesty, the minimum penalty to be applied by the faculty member shall be failure of the assignment or test, and the maximum penalty shall be failure in the course. In addition, the department may deny admission to or dismiss from the program a student who has engaged in academic dishonesty.

**Appeals**

An aggrieved student may appeal any adverse decision regarding academic dishonesty to the Graduate Nursing Department Committee. If not resolved, the student may then submit a request to the Dean of Graduate Studies to have the appeal heard by the Graduate Council. The decision of the Graduate Council shall be final.

**Academic Probation**

Students must maintain a cumulative GPA of 3.0. If the cumulative GPA falls below 3.0, the student is placed on academic probation. The student must then achieve a 3.0 after completion of six subsequent credits.

Academic dishonesty such as plagiarism, falsification of data, or cheating, will result, at a minimum, in failure of the assignment involved, and may result in failure of the course. Course failure will result in academic probation. More than one instance of academic dishonesty will result in dismissal. However, in cases of serious dishonesty, dismissal may result after the first instance. Any instance of academic dishonesty and the resultant disciplinary action must be reported to the Director of Graduate Studies.

**Behavioral Probation**

Students are expected to conform to professional standards of behavior. Some examples of reasons for behavioral probation are minor infractions in the following areas:

1. Lying, stealing, or breach of confidentiality when dealing with a patient/client or related health-record data.

2. Behavioral or emotional problems which are incompatible with competent and/or ethical performance as a graduate student.

3. Failure to abide by the code of ethics governing the discipline.

4. Impeding the learning of other students in the program through disruptive behavior, lack of cooperation, or other actions or lapses.

5. Unprofessional behavior while in clinical/practicum/internship settings.

The student and the faculty of the department will create a set of expectations to address the problems (i.e. a contract), and a specified period of time will be set in which to correct them. Failure to conform to the terms of the probationary contract will result in dismissal from the program.

Students will normally be put on probation before being dismissed unless the student has committed acts of gross or irreparable unethical nature.

During a probationary period:
Standards must not be higher than those of other students in the program; however, students on probation may be monitored more frequently or more intensively than other students.

Clear descriptions of the reasons for probation, and expectations for the future, will be laid out in a written communication; copies to the student, the faculty advisor, any other faculty member involved in coursework, and the Graduate Nursing Department Chair.

Faculty involved must follow up with the student and with the Graduate Nursing Department Chair at regular intervals and give factual evidence of progress (example; weekly or bi-weekly grade reports or clinical evaluations).

At the end of the probationary period:

- If the student has completed the probationary period satisfactorily, and has corrected all problems laid out in the probation agreement, the student is returned to regular status.

**Dismissal**

Students will be subject to dismissal for severe and/or repeated academic or behavioral issues whereby expected academic or behavioral standards are not met. Examples include:

**Academic Dismissal**

1. Failure to maintain a 3.0 GPA.
2. Repeated or serious plagiarism or other infractions of academic dishonesty.
3. Failure to meet stipulations of an academic probationary contract.
4. Failure to meet the conditions of a provisional/probationary admittance contract.

**Behavioral Dismissal**

1. Failure to meet expectations outlined in a probationary contract designed to correct any behavioral infractions.
2. Commission of acts of a gross or irreparable unethical nature.

**Dismissal Procedure**

In cases of continued violations during the probationary period, unsatisfactory progress during the probationary period, or in cases of single but severe violations:

- Evidence (facts) will be presented to the Graduate Nursing Department Chair in writing by faculty with first hand knowledge of the incidents that could lead to dismissal.
- After reviewing the facts, if the Graduate Nursing Department Chair feels dismissal is warranted, the Director will present the information to the student.
- After reviewing any discrepancies with the student and the faculty involved, the Graduate Nursing Department Chair and two members of the faculty will determine if dismissal is appropriate.
• If the decision is made to dismiss, exact reasons for dismissal will be determined and presented by the Graduate Nursing Department Chair to the student both orally and in written form, with a copy to the Director of Graduate Studies.

• A student who has been dismissed may choose to file a grievance using the Grievance Procedure for Enrolled Students, beginning at the step of notification of the Director of Graduate Studies.

**Grievance Procedure For Enrolled Students**

The grievance procedure is a means for settling student-faculty and/or student-program complaints, including probation and dismissal questions. The grievance must be filed within 20 calendar days following the alleged problem that caused the complaint or following the communication of dismissal.

An attempt should be made to resolve the complaint at the immediate level of the student(s) and the teacher(s). If the complaint cannot be resolved at this level, the student contacts the Graduate Nursing Department Chair who arranges for a hearing before the program's graduate faculty.

When the student requests a hearing by the Graduate Program in Nursing Committee, he/she prepares a written statement explaining the cause of grievance which includes any supportive data considered relevant. The faculty member prepares a written statement explaining the position taken. The Committee hears the grievance of each party separately followed by a hearing with all parties present.

If the complaint cannot be resolved at this level, the student contacts the Director of Graduate Studies to initiate a formal grievance procedure. The Director of Graduate Studies schedules a meeting of the Graduate Council to hear the grievance. A quorum of the Graduate Council for the purposes of hearing a grievance shall be no fewer than 3 Graduate Nursing Department Chairs and 3 elected faculty representatives. The Graduate Council is the policy-making body for graduate studies at the College, and its decision is binding.
GRIEVANCE PROCEDURE

Student → Faculty
↓   ↓
Not Resolved  Resolved
↓
Ends

Student → Academic Advisor
↓   ↓
Not resolved  Resolved
↓
Ends

Student → Graduate Nursing Department Chair
↓   ↓
Not Resolved  Resolved
↓
Ends

Student → Dean, School of Nursing
↓   ↓
Not Resolved  Resolved
↓
Ends

Student → Graduate Nursing Department Committee
↓   ↓
Not Resolved  Resolved
↓
Ends

Student → Dean of Graduate and Extended Studies
↓   ↓
Not Resolved  Resolved
↓
Ends

Student → Graduate Council
↓    DECISION BINDING

Completion Of The Graduate Degree
**Time Limits for Completion of the Graduate Degree**

The credits required for obtaining a graduate degree, including transfer credits, must have been earned within seven years. Transfer credits approved early in the program may not apply toward the degree if they become older than seven years before all of the degree requirements are completed.

**Thesis or Research Study**

Each program requires a culminating experience, e.g., a thesis, research study, final project, internship, etc., and provides its own guidelines.

Students must have three copies of their thesis or final project bound by the library, one copy for the library, one copy for the program, and one copy for personal use. Students pay for binding three copies of the thesis or project through a fee included in the capstone or research course. Binding of additional copies for personal use may be purchased by the student through the library.

**Commencement**

In order to be awarded the graduate degree or certificate, students must complete the *Application to Graduate* form. This form can be obtained from the Office of Graduate Studies and should be submitted to the academic department secretary along with the graduation fee by October 1st for Fall commencement and February 1st for Spring commencement. The *Application to Graduate* (available from the Registrar or the Graduate Studies Office) form must be signed by the Graduate Academic Advisor, the Graduate Graduate Nursing Department Chair and submitted to the Director of Graduate Studies who signs it and forwards the document to the Registrar.

Graduate students generally participate in commencement at the Fall or Spring ceremony following completion of all degree requirements. In those programs (or tracks) where the final requirement is an off-site internship/field placement, e.g. occupational therapy and physical therapy, students who are making normal progress toward their degree may participate in the ceremony prior to completing the final requirement.

Students in other programs or tracks who have special circumstances may participate in commencement with the permission of the Graduate Graduate Nursing Department Chair and the Director of Graduate Studies. Participation in the ceremony does not confer the degree. The degree is conferred when all requirements have been completed and appear on the official transcript.

**Acceptance Categories**

All accepted students will need to complete the Intent to Enroll form included with the acceptance letter by the deadline date.

**Full Acceptance**

Full acceptance is considered for those students who have completed all admission requirements and is granted by individual programs, based on departmental policies and procedures.

**Provisional Acceptance**

Provisional acceptance is granted to those students who have not submitted all required admissions materials but who otherwise have met the admission requirements. Students are allowed up to one semester
to submit remaining credentials. In order to receive financial aid, the student must submit all outstanding admission materials by mid-term and be granted full acceptance.

**Probationary Acceptance**

Probationary Acceptance is granted to those students who do not meet the admission requirements, i.e. GPA or prerequisites, but who otherwise exhibit reasonable evidence to indicate their ability to do satisfactory graduate work. Students will be removed from probationary status after completion of a minimum of 6 semester credits and the fulfillment of the conditions for full acceptance identified in the probationary letter. Students are not eligible for financial aid until full acceptance into the program.

**Non Degree Seeking**

Students who are not seeking a degree at St. Scholastica may register for select graduate courses with the permission of the Graduate Nursing Department Chair and course faculty. After receiving permission, students complete a *Non-Degree Seeking Application* and a registration form. Non-degree seeking students should carefully consider their choice of courses in order to maximize the acceptability of these courses toward some future degree at St. Scholastica or another institution. The maximum number of credits that can be taken while not seeking a degree and later applied toward a degree at the College is one-third of the total number of credits required for that degree. Students not seeking a degree are not eligible for financial aid.