Academic Life

The life of an institution such as St. Francis College is, of course, based on scholarship and academic quality. A faculty that comprises scholars and teachers who bring to the campus years of experience as well as the perpetual desire to learn and grow, provides every student with educational opportunities. Special programs that prepare students for professional studies, graduate school, or for careers as teachers, health professionals, or accountants are among the best offered in the metropolitan area.

Undergraduate Admission

St. Francis College seeks to admit students who present evidence that they can successfully pursue courses leading to a degree. Students must submit evidence of successful high school completion, acceptable Scholastic Aptitude Test (SAT) scores, and an application for admission. Applications are available on the website, www.stfranciscollege.edu, or from the Office of Admissions.

While admission to St. Francis College is competitive, the admissions committee seeks a student body that is ethnically and socially diverse and applicants with potential to succeed in college over meeting any prescribed pattern of entrance units. Students are encouraged to visit the campus and meet with an admissions counselor before applying.

The College admits individuals of any race, religion, and national or ethnic origin to the rights, privileges, programs, and activities offered students at the school. It does not discriminate on the basis of sex, race, religion, national or ethnic origin, or disability in the administration of educational or admissions policies, scholarships, and loan programs or other College-based programs.

Students who desire admission can file an application online or may contact the Office of Admissions at (718) 489-5200 for a paper application. The completed paper application should be returned to the same office.

Admission Requirements

High School Graduates

Applicants seeking an associate's or bachelor's degree must present a transcript from an approved secondary school. All applicants who are currently enrolled in secondary school are required to take the Scholastic Aptitude Test and submit their scores to the College. All freshmen are required to take a placement test administered by St. Francis College.

High School Equivalency Applicants

Applicants seeking an associate's or bachelor's degree who have a recognized High School Equivalency Diploma should present a transcript of their New York State (or other) General Educational Development (GED) test scores. The total score must be at least 250, with a recommended minimum score of 45 on each individual part of the test. Students with a GED are required to take a placement test.

Foreign Language Students

Applicants seeking an associate's or bachelor's degree whose native language is not English must present the results of the Test of English as a Foreign Language (TOEFL) and must achieve a score of at least 500 on the test.

International Students

Students who are not United States citizens or U.S. permanent residents may apply to St. Francis College. St. Francis College is authorized by federal law to enroll non-immigrant aliens for the purpose of obtaining a degree. Persons who seek admission should file an application, transcript of high school record, and proof of high school graduation. In addition, students whose native language is not English must also follow the requirements for foreign language students listed above.

St. Francis College complies fully with the Student and Exchange Visitor Information System (SEVIS). Because of the time required to properly enter a student's information into SEVIS and because of the diversity of documentation, students must present documents well in advance of their anticipated entrance date. For further information, contact the International Student Advisor in the Office of Student Activities.

Other Applicants

Applicants seeking an associate's or bachelor's degree who do not meet the above-mentioned criteria may be admitted to St. Francis College after a review and assessment of their educational background. When the preparation differs from the stated requirements, the record will be reviewed by the Office of Admissions for evidence of unusual aptitude, especially in those studies that are prerequisite for the curriculum the applicant wishes to pursue. The number of such students admitted and the conditions for admission are strictly controlled.

Non-Matriculated Students

The College welcomes men and women who wish to take one or more courses but who do not seek an associate's or bachelor's degree. Such persons may be accepted as non-matriculated students as space permits. Application for admission to the College is required; acceptance is based on an assessment of the applicant's ability to do college-level work. Non-matriculated students are enrolled in courses, but have not fulfilled all the requirements for admission to a degree program; non-matriculants must be admitted to a degree-granting program before any degree can be awarded. Non-matriculants may earn a maximum of 45 credits in this status. To continue beyond 45 credits, students must be admitted to a degree-granting program.

Advanced Standing

Transfer Applicants

Transfer students are those who have withdrawn from another college or university and have been admitted to St. Francis College to complete their course of study. Holders of associate's degrees earned at accredited two-year colleges are also given transfer status. Transfer students must submit official transcripts

from the previously attended schools as well as a secondary school transcript or certificate of graduation. A catalogue from the colleges previously attended may be requested. Generally, credits will be allowed only for courses appropriate to the curriculum selected at St. Francis College and where records show course grades equivalent to or higher than the St. Francis grade of *C*. A maximum of 98 credits may be accepted toward a bachelor's degree; 32 towards an associate's degree. All students must complete a minimum of 30 credits in residence before any undergraduate degree is conferred.

Advanced Placement Program (AP)

Students who have completed a college-level course in high school may qualify for advanced placement by achieving a score of 3, 4, or 5 on the Advanced Placement (AP) Test of the College Entrance Examination Board. Questions regarding advanced placement should be addressed to the office of admissions. Information about Advanced Placement Tests may be obtained from the Educational Testing Service, P.O. Box 592, Princeton, N.J. 08540.

Credit through the College-Level Examination Program (CLEP)

Advanced standing with credit will be granted upon successful completion of the College Level Examination Program, General Examination, or Subject Examination of the College Entrance Examination Board, Princeton, N.J. Credit is also granted for satisfactory grades earned through the completion of the Excelsior Examinations conducted by the New York State Education Department. Information may be obtained by contacting the respective agencies. Test results should be forwarded to the Office of Admissions for evaluation.

Credit for Armed Forces Veterans

Honorably discharged veterans who have completed 6 to 18 months of active service in either the U.S. Armed Forces or those of another country may be granted five credits of the elective requirements toward a degree; those who have completed more than 18 months of service may be granted 10 credits of the elective requirements. Appropriate documentation must be submitted to the Office of the Academic Dean.

Experiential Learning

St. Francis College grants credit for learning acquired outside the classroom through its Experiential Learning Assessment Program. This program is available to all students pursuing a bachelor's degree. Students must submit a portfolio for their prior learning to be assessed. They must petition for a specific number of credits in academic areas in which they are presenting prior learning experience.

International Baccalaureate Program (IB)

Students who present an official transcript from an International Baccalaureate Organization (IBO) with the designation "Diploma Awarded" are eligible to transfer credit from the International Baccalaureate Program to St. Francis College. Only courses designated level "HL" (higher level) with a score of 4 or higher may be accepted for credit. Contact the Office of the Academic Dean for further information.

Instructional Support

Office of Freshman Studies

The Office of Freshman Studies coordinates the placement, advisement, and scheduling of all first-year students. Prior to registration, each freshman's academic profile (SAT scores and placement test scores) and their anticipated major field of study are reviewed to create an appropriate schedule of courses for each student. Students receive their schedule during the summer freshman orientation program, which also provides them with important information on the College. During their first semester students are enrolled in the Freshman Seminar course SFC 1001. The seminar is taught by the academic advisors in the Office of Freshman Studies.

The Academic Enhancement Center (AEC)

Staffed by professional and peer tutors, the AEC gives all students the opportunity to develop the skills necessary for academic success and independence at the college level. The Center provides tutoring for many content area classes and offers the following services and programs:

The Writing Center is designed to support student writing across the curriculum. Workshops on study skills, including note taking, test taking, time management, and research paper writing are offered each semester. The Center is equipped with the latest computer technology with full access to the Internet. Students may use the computers to conduct research and complete their assignments. In addition, the staff of AEC provides reading and writing tutorials for native and non-native speakers of English.

Mathematics and Science Lab offers individual and group tutoring for mathematics, math-related, and science courses.

Placement Testing in reading, English, and mathematics is required for all first-time freshmen. Transfer students who have not received transfer credit for English and mathematics are also required to take these exams. Exam results are used to place students in appropriate English and math courses.

Summer Enrichment Program (New York: Bridge to a New World) is a unique opportunity for incoming freshmen to explore the art, poetry, and drama that has immortalized New York City as the mythological cornerstone of American culture.

Project Access is a comprehensive program for students whose presenting academic credentials indicate a need for additional instruction in verbal and study skills. The goal of the program is to help students improve their basic skills and develop college-level competencies in English and study skills to succeed in college.

Academic Advisement

Advisement is an important aspect of each student's academic career. Advisement ensures an understanding of the registration process and course selection appropriate to a student's educational goals. It is, however, the responsibility of each student to know and meet graduation and other school requirements and to make every reasonable effort to obtain adequate academic advisement.

Each student with a declared major is advised by the chairperson or a faculty member of the student's major department. Freshman and undeclared majors are advised by the advisors in the Office of Freshman Studies. Advisors assist students with clarification of their educational and career goals, review of their academic progress, and selection of an appropriate major.

Faculty Center for Technology and Curriculum Development

The Center's mission is to assist faculty in planning and implementing the use of technology for curriculum development and instructional purposes. Under the leadership of its director, the Center confers with faculty and administration to determine faculty development needs; formulates a training program based on faculty development needs; plans, coordinates, and schedules faculty workshops; conducts training sessions and offers individual consultation for faculty about classroom teaching and professional development; and works closely with the ad hoc Committee for Technology and Curriculum Development.

Instructional Computing

Technology plays an important role in the academic lives of students at St. Francis College. More than 100 computers are continually upgraded to ensure that state-of-the-art computer hardware, scanners, laser printers, network facilities, and software are available to students and faculty in a variety of classrooms and computer laboratories and in the library's computer/research center. Each of the College's personal computers can access file directories and software on local-area-network-based file servers and through the College's Intranet and Internet facilities. High-speed Internet access opens the campus to the World Wide Web for e-mail and research. The McArdle Student Center is equipped with wireless Internet access and flat screen kiosks for web surfing. Academic departments utilize specialized hardware and software, leveraging technology in the classroom for instructional presentations, and introducing technologies related to students' fields of study. Students have the opportunity to work hands-on with the technology they will encounter in the workplace when they begin their professional careers. The College currently provides the following student-centered technology services:

Blackboard provides access to SFC courses through online syllabi, notes, links to sites, and online discussions/chat sessions. Students and faculty are able to send e-mail to an entire class or a selected group as well as create announcements throughout the semester. Students also have access to "digital dropboxes" for assignments.

TerrierMail provides students access to student e-mail from any browser. Features include e-mail, spam filtering, student e-mail directory and address book, and the ability for SFC administration to send important messages to students.

The *library* provides an online portal that allows students to use the library's circulation system to access its catalog and select websites from a single, easy-to-use home page. Students can check their records by entering the appropriate Terrier login.

Terrier Store provides students access to their files, on campus or remotely, from any web browser. Features include 50 MB of storage per student, a direct link to the library homepage, nightly data back up, and a single login with TerrierMail.

Student Technology Services provide students with support for Blackboard, TerrierMail, Terrier Store, printing, and other technology resources. Students may contact STS in room 4209 or by calling (718) 489-5454 for answers to questions or help with technology needs.

Library

The St. Francis College library is the center of academic pursuit at the College. The library's collection consists of more than 170,000 books, 1,500 audio visual items, and 500 journal and newspaper subscriptions on paper and microfilm. These are searchable through an electronic catalog, which serves also as a portal to number of additional resources, including a core set of full-text and abstract databases that lead to hundreds of electronic journals and newspapers. Off-site access to the electronic subscription collection is also available.

The library is a member of several cooperative borrowing consortia that provide St. Francis College students, free of charge, with access to materials not included in the College's library through interlibrary loan and on-site use of materials at other member libraries. The library also provides open access to its paper and microfilm journal collection.

The library offers one-on-one and group instruction on the use of library resources as well as reference assistance to students for research projects. Five reference area computer terminals are reserved for students to receive research assistance from a reference librarian. Library instruction classes are held in a state-of-the-art instructional technology classroom. In total, 35 computer terminals are available in the library for student use.

Hours of operation vary. During times when classes are in session, the library is open 79 hours per week. During the week of finals and the week prior to finals, the library is open until midnight to meet students' needs.

Academic Policies

Undergraduate Courses and Registration

Twice each year, the Registrar's Office sets registration appointments. In spring, students register for summer and fall courses; in fall, for intersession and spring courses. Students are encouraged to register early when most sections are available. Consult the academic calendar for specific dates. Students who register late may be assessed a late fee; contact Student Financial Services for payment and fee information.

Students must meet with an academic advisor to have their course selections approved before they are allowed to register. Registration is contingent upon a record of satisfactory grades for the previous semester and completion of all prerequisites. Registration is not complete until the student satisfies the payment arrangements as required by the Student Accounts Office. *Students may not attend any course for which they have not registered.* They must attend the section selected unless permission has been obtained from the Registrar to change from one section to another.

Dropping Courses

Students are permitted to drop courses during the first week of the fall and spring semesters and during the first two days of the summer semester. This right in no way relieves the student of the responsibility to complete core or departmental requirements in the appropriate sequence, nor does it relieve the student of tuition obligations.

Withdrawal from Courses or from the College

Students who wish to withdraw from a course after the first week of the fall and spring semesters or after the first two days of the summer semester may do so as follows:

- Report to the Registrar's Office to complete the proper forms.
- The mark of *W* (withdrawal) will appear on the transcript for the course but will not be computed in the student's quality-point index.
- The last day for withdrawal from courses with a mark of *W* will be exactly nine weeks after the start of the semester. Only under very unusual circumstances, and with the permission of the Academic Dean, will students be permitted to withdraw after the deadline. The date of withdrawal is the day the student informs the Registrar's Office.

Note: The failure to attend a class does not constitute an official withdrawal from a course. Students who drop or withdraw from a course are advised to see a financial aid counselor regarding the effect this action may have upon their receiving financial aid. Students obliged to withdraw from the College should contact the Registrar's Office for further instructions.

Retroactive Withdrawals

From time to time, students face unforeseen circumstances that require them to leave the College temporarily or permanently. The College will attempt to minimize the burden as much as possible. Students should make every effort to present their situation in a timely fashion. Students requesting to withdraw in the current semester should contact the Dean for Students who may authorize a withdrawal or, if the circumstances warrant, may authorize that the semester be deleted from the student's academic and financial record.

If the semester has already ended and grades have been recorded, students may request that the grades be converted to withdrawals (mark of *W*). In this case, the Dean for Students will consult with the faculty who taught the student and make a recommendation to the Academic Dean's office. If the Academic Dean (or designee) approves, all grades will be converted to withdrawals.

Following one full fall or spring semester, the student's record will become permanent, and changes of grades to withdrawals will no longer be allowed.

Credit Hours and Credit-Hour Loads

Full-time students are those enrolled for at least 12 credits or the equivalent. Part-time students are those enrolled for fewer than 12 credits or the equivalent. One credit hour represents one hour of regular class participation in a lecture or two or more hours in a laboratory session each week. Full-time students may not carry fewer than 12 a semester. Permission to take more than 18 hours may be granted by the Academic Dean. Under no circumstances may a student register for more than 21 credit hours for a single semester. No student may register for more than 6 credit hours during a summer session or during the Intersession. A student registered only for ED 404 or PE 404 (Supervised Student Teaching) is considered a full-time student.

Pass-Fail Courses

Any student studying a foreign language at the 100 level (101 to 104) may elect to take that course on a pass-fail basis. Any student taking FIT courses or HS 100A may elect them on a pass-fail basis. Juniors and seniors who are not on probation may take no more than one elective course each term on a pass-fail basis. This privilege may be used for a maximum of four terms; only one elective course may be selected each term. Courses required in the core curriculum, Honors program, or major department may not be selected for pass-fail status. The student must designate the course that he or she wishes to take pass-fail on a special form provided by the Registrar's Office no later than the end of the fourth week of the school term (second week of summer session). This privilege does not excuse students from the required work of the particular course. Once the request is submitted, it may not be revoked.

Independent Study

Independent study refers to the investigation of a topic selected by a student in consultation with a faculty member who advises and directs the progress of the student's research. It is open to qualified juniors and seniors (both majors and non-majors) who have completed at least three courses (nine credit hours) in the particular discipline or students who are otherwise qualified in the judgment of the faculty mentor and department chairperson.

No student is permitted to register for more than one three-credit independent study course in a given semester. Written approval of the Academic Dean is required for any course beyond the three-credit limit. In addition, no student may complete more than six credits in total (normally two courses) through independent study. The pass-fail option is not available for independent study courses.

Field Placements and Internships

Excellent opportunities exist for paid and volunteer work experiences in a number of fields through various field placement and internship programs. Academic credit is often awarded by permission of department chairpersons and the Academic Dean. Some examples of intern programs are the New York City Summer Management Intern Program, Public Interest Research Group Internships, Urban Fellows Program, New York City Transit Authority Intern Program, and New York State Assembly Session Internships.

Field placements and internships refer to observation and supervised experience within selected settings in an area of a student's professional interests for which credit is granted. The purpose of a field placement or internship is to provide practical experience in a work setting chosen by the student in consultation with the faculty coordinator. Application of course work and theory as well as problems and progress are discussed. The course allows the student an opportunity to grow and refine skills in preparation for employment after graduation.

Students must obtain the written permission of the departmental chairperson in which the field placement or internship is being conducted and the cooperation of a faculty coordinator willing to supervise the academic aspects of the project. Students meet with their faculty coordinators to arrange for site placement and a supervising officer in the field placement or internship who is

responsible for completing an evaluation at the conclusion of the semester.

Field placements and internships must amount to a minimum of 135 hours per semester for a three-credit field placement or internship. In addition to site placement hours, papers, and conferences on campus, students are required to maintain a log detailing their activities and experiences in the course and submit it to the faculty coordinator in time for a grade to be assigned in accordance with the academic calendar.

Students are required to check with the respective department to determine the specific requirements of each field placement or internship course. However, with the exception of PSC 4990, no student is permitted to register for more than one three-credit field placement or internship in a given semester. Written approval of the Academic Dean is required for any course beyond the three-credit limit. In addition, no student may complete more than six credits in total (normally two courses) through field placement or internship. The pass-fail option is not available for field placement or internship courses.

Courses at Other Institutions

Except for approved cross-registrations, the College does not grant permission to pursue courses at other institutions, unless a required course is not being offered during the semester at St. Francis College. When such permission is granted, the combined programs may not exceed 18 credit hours per semester. Permission may be granted to attend the summer session at another institution, provided that the courses sought are required and are not being offered at St. Francis College. In no case may a student take a total of more than six credits during a five-week summer session.

Permission may be granted to take courses at another institution under the following conditions only:

- The student has a cumulative quality-point index of at least 2.0.
- Written approval has been granted by the Academic Dean in accordance with the policies of the departments concerned (such approval will normally not be given for students who have entered the senior year). Credits will be transferred only for courses for which students received a grade of *C* or better.

Note: Transcripts to be evaluated for credit from any off-campus source (including courses at other institutions, CLEP scores, NYU Language Proficiency Exams, and military transcripts) must be received by the Registrar's Office at least three months prior to the student's anticipated commencement date.

Study Abroad

Students may elect to study abroad for one or two semesters and apply this work toward the St. Francis degree. Students may select a course and place of study from among many programs sponsored by international education agencies such as the Institute of European Studies or the International Education Exchange Service. They may also participate in the Inter-American Studies Program sponsored by the United States Government or other recognized educational institutions. Interested students should consult their department chairperson and obtain program approval from the Office of the Academic Dean. Grades earned while studying abroad are included on the student's transcript, and are calculated into the quality-point index.

Preparation for Law School

Law schools do not prescribe a definite pre-law curriculum for prospective students. Therefore, students interested in attending law school have to make their own selection of undergraduate courses to assist them in achieving their goals. In choosing both courses and a major field of study, students should remember that law schools consistently indicate that they want applications from students who can think logically and express themselves clearly and cogently both orally and in writing. The Law School Admissions Test (LSAT) is required of all applicants by most law schools. This examination is administered by the Educational Testing Service of Princeton, N.J. Students interested in studying law should seek an interview with the pre-law advisor, Dr. Frank J. Macchiarola.

U.S. Reserve Officers' Training Corps (ROTC)

Qualified full-time students may participate in either the Army ROTC Program at Polytechnic University or the Air Force ROTC Program at Manhattan College on a cross-enrollment basis. The two- or four-year program leads to a commission as a Second Lieutenant in the United States Army or the United States Air Force. Academic credit will be awarded at Polytechnic or Manhattan; St. Francis College students must then arrange with Polytechnic or Manhattan to have a transcript forwarded to SFC in order for the credit to apply to an SFC program. Students should contact the Office of the Academic Dean of St. Francis College for further information.

Attendance

Students are expected to attend every class session. Students absent more than 10 percent of the total meetings of a course are subject to a grade of *F* in that course. Students who do not attend *any* portion of a course or whose last date of attendance is before the withdrawal date may receive an *X* instead; however, the *X* will have the same computational effect as an *F*. (See the section on grading policies.) Additionally, students who have accrued five hours of consecutive absences are reported to the Office of the Vice President of Student Affairs/Dean of Students.

Seniors with a 2.0 cumulative index or better may be entitled to privileged attendance. This will be granted at the discretion of the individual instructor and such policy will be announced at the first class meeting.

Religious Holidays

All colleges and universities in New York State must not in any way penalize a student who, because of his or her religious beliefs, is unable to register, attend class, take an examination, or participate in any required academic work on a particular day or days. Any absence(s) accrued under these circumstances will be excused, and alternatives will be provided for the student to register or make up any required work. No additional fees, requirements, or penalties will be assessed. All members of the College community are expected to exercise good faith with respect to the implementation of these provisions.

Undergraduate Grading Policies

Final grades reflect the combined results of examinations and class work. They are computed according to the following scale:

Grade	Description	Quality Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Poor	1.0
F	Failing	0.0
H	Honors	*(not computed)*
P	Passing	*(not computed)*
W	Withdrawal	*(not computed)*
X	Non-Attendance	0.0

Scholastic achievement is recorded by means of quality points. Points are assigned as indicated in the preceding table for each credit hour completed. The quality-point index (QPI) is obtained by multiplying the credit value of each course (whether passed or failed) by the number of points that correspond to the grade earned, adding all of the resulting quality points together and dividing the total number of quality points by the total number of credit hours. When a course is repeated, the academic record is recomputed. See the section on *Course Repetition*, below.

Only courses completed at St. Francis College are evaluated for purposes of the quality-point index and honors. Courses taken under the Study Abroad Program, those taken at St. Vincent's Catholic Medical Centers of New York, and those taken in the Medical Technology Program at Methodist Hospital are included in the total index.

Effective fall 2005, students who do not attend a course—or who cease attending before the published last date of withdrawal—are subject to a final mark of *X* which will denote their non-attendance. This mark will compute as a failure.

A cumulative QPI of 2.0 is required for graduation. A QPI of 2.0 in the major field is also required for graduation.

Under a special faculty ruling, students may not expect to receive a passing grade in any course in which they fail to maintain standards of good English in essays, examinations, and other written requirements.

Class Standing

Regular or matriculated students are those who have fulfilled enrollment requirements and are pursuing a degree program. Regular students are classified as follows:

Division	Class	Credit Range
Lower Division	01—Lower Freshman	0 – 13.9
	02—Upper Freshman	14 – 27.9
	03—Lower Sophomore	28 – 43.9
	04—Upper Sophomore	44 – 59.9
Upper Division	05—Lower Junior	60 – 74.9
	06—Upper Junior	75 – 89.9
	07—Lower Senior	90 – 106.9
	08—Upper Senior	107 +

Dean's List

Each semester a list of honor students is published by the Academic Dean. This list recognizes students' academic achievements and includes those students who have achieved a quality-point index of 3.5 or better. In order to be eligible for this award, full-time students must attempt and complete 12 or more credit hours and part-time students must attempt and complete 9 or more credit hours, exclusive of remedial courses, dropped courses, and courses taken as pass-fail. This award is open to matriculated students only.

Course Repetition

Students are allowed to repeat courses and attempt to earn a higher grade for classes taken at the College; students are encouraged to repeat any course(s) they have failed as soon as the course is again offered. The policy for the computation of the quality-point index changes for courses repeated in the fall 2004 semester or later. Effective fall 2004, when a course has been attempted more than once, only the last grade received for that course will be used to compute the cumulative quality-point index. The previous grade(s) will remain on the transcript, but will not be calculated as part of the cumulative index.

Courses repeated before fall 2004 follow the previous policy, *viz.*, when the succeeding grade is higher than the previous grade(s), only the higher grade is calculated in the cumulative quality-point index. When the succeeding grade is the same or lower than the previous grade(s), all grades are calculated in the index, but credit is granted only once.

Report of Grades

Report of grades by the Registrar is sent to the student twice each semester. Mid-semester grades are advisory in nature. Grades awarded at the end of the semester become part of the student's official academic record.

Written permission of the student is required for the release of academic information to anyone other than the appropriate academic officials of the College.

Appeal of Grades

A request for a change of grade must conform with the procedures established by the Faculty Academic Standards Committee and ratified by the faculty. Students are referred to the appeal procedures outlined in the current edition of *The Cord*, the student handbook.

Probation and Academic Dismissal

Probation indicates that a student's academic work is below the expected standard. It is determined as follows:

Class Standing	Credits Completed	Probation for Index Below
Freshman	0 – 27	1.50
Sophomore	28 – 59	1.75
Junior and Senior	60 +	2.00

Day students on probation may not register for more than 12 credits per semester; evening students on probation may not register for more than 6 credits per semester. Permission to register for additional credits must be obtained from the Office of the Academic Dean. No student may remain on probation for more than two consecutive terms.

Students are subject to academic dismissal at any time for poor academic standing or for failure to demonstrate academic progress. Excessive course withdrawals, regardless of the student's quality-point index, are an example of failure to demonstrate academic progress.

Degree Requirements, Graduation, and Commencement

Core Curriculum

The core curriculum is the cornerstone of St. Francis College and supports its goal to graduate educated, well-rounded students prepared to enter a changing world. The cultivation of critical awareness is one of the primary objectives of the Core, enabling students to use intellectual skills and fundamental knowledge. It helps students develop reading, writing, verbal, and computing skills necessary to analyze and synthesize information, construct arguments, and identify and solve problems. At the same time, the Core provides groundwork for the student's successful in-depth study of one or more disciplines.

Core Courses	Associate's Degrees	Bachelor of Science in Special Studies	All Other Baccalaureate Degrees
COM 203 Fundamentals of Speech	3	3	3
WRI 1100 Writing in the Public Sphere [1]	3	3	3
Any AML, BRL, or LIT course 2100–2199	3	—	3
Fine Arts, select ONE of the following courses	3	3	—
FA 401 Music of the Western World			
FA 402 Orientation in Art			
FA 403 Music of Many Cultures			
Music, select ONE of the following courses	—	—	3
FA 401 Music of the Western World			
FA 403 Music of Many Cultures			
FA 402 Orientation in Art	—	—	3
HIS 1201 History of the United States: 1896 to Present	3	3	3
Liberal Arts elective [2]	—	—	3
Natural Science or Mathematics [3]	6	3	6
Philosophy Group A, select ONE of the following courses	3	3	3
PHI 1101 Basic Problems in Philosophy			
PHI 1114 Reasoning and Argumentation			
Philosophy Group B, select ONE of the following courses	3	—	3
PHI 2201 Theories of Human Nature			
PHI 2203 Theories of Knowledge			
Philosophy elective 3000 or higher	—	—	3
REL elective (any 100- or 200-level)	—	—	3
SOC 1000 Principles of Sociology	3	3	3
Total	**30**	**21**	**42**

[1] Students who achieve a superior score on the placement test or who meet other criteria established by the English department may be exempt from the WRI 1100 requirement and substitute another English course.

[2] Liberal arts must be selected from AML, BIO, BRL, CHE, COM, DRA, ECO, ENG, FA, FRE, HIS, HS, ICS, ITA, LAT, LIT, MAT, PHI, PHY, PS, PSY, REL, SCI, SOC, SPA, SS, or WRI listings.

[3] Natural Science courses must be selected from BIO, CHE, PHY, or SCI listings.

Health and Fitness Requirement

All baccalaureate students must satisfy a two-credit health and fitness requirement. This may be accomplished by taking any FIT course or HS 100A. Students who participate in intercollegiate athletics (as well as Physical Education majors) must take either FIT 102 or HS 100A to satisfy this requirement.

Comprehensive Examination or Project

During senior year, the College tests students' overall understanding of their major fields of study. The test may take such forms as a senior seminar requiring the application of knowledge and skills acquired through the major, a senior thesis indicating mastery of the skills taught in the major and that demonstrates independent study, or a comprehensive written and/or oral examination. The specifics of this requirement are determined by the major department chairperson with the approval of the Vice President for Academic Affairs.

Students who earn 90 percent or better receive an *H* (honors). Students earning 70–89 percent receive a *P* (pass). Students who merit a mark of *H* in the comprehensive examination may be exempt from final examinations in all courses of their major field at the end of the senior year at the discretion of the department chairperson.

Senior Residency Requirement

The final 30 credits for an undergraduate degree must be earned at St. Francis College.

Graduation Honors

Graduation honors are inscribed on baccalaureate diplomas and, when feasible, recorded in the published list of graduates. Students must complete 60 credits in residence for these honors.

Graduation Honor	Minimum Index
Summa Cum Laude	3.8
Magna Cum Laude	3.6
Cum Laude	3.4

Participation in Commencement

Only students who have completed all degree requirements by the end of the spring semester will be eligible to participate in the May commencement exercises.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (also called FERPA or the Buckley Amendment), as amended, grants students certain rights, privileges, and protections relative to individually identifiable student education records maintained by St. Francis College.

Students have the right to inspect and review their education records within 45 days of the day the College receives a request for access.

Students wishing to review their record should submit to the Registrar, Dean, head of the academic department, or other appropriate official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students have the right to request the amendment of such records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

Students who believe their record is inaccurate or misleading may request that the College amend the record by writing to the College official responsible for the record. The request should clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to consent to disclosure of personally identifiable information contained in their education records, except that information which FERPA authorizes disclosure without consent (a representative list of exceptions appears below).

Students have the right to file with the U.S. Department of Education a complaint concerning alleged failure by the College to comply with FERPA to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The College may deny access to the following classes of records:

- Financial information submitted by parents.
- Confidential letters or recommendations placed in the file prior to January 1, 1975.
- Confidential letters or recommendations to which the student has waived rights of inspection.
- Private records of instructors, counselors, or administrators kept for their own use.
- Medical, psychiatric, psychological, or similar records.

The College may disclose educational records without written consent of students:

- To personnel within the College who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education duties, and employees designated by them to assist in these tasks. St. Francis College defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities." Therefore, any College employee (or person acting on behalf of the College) may have access to student records without the student's written consent if that person needs the access to carry out his or her employment responsibilities.
- To officials at schools, colleges, or universities participating in cross-enrollment programs for the purposes stated in the bullet above. St. Francis College currently exchanges academic information with students cross-enrolled at Long Island College Hospital, St. Vincent's Medical Centers of New York, and New York Methodist Hospital; if other institutions are added, this arrangement will be automatically extended to include them.
- To officials of other colleges or universities in which the student seeks to enroll.
- To accrediting organizations approved by the College carrying out their accrediting functions.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid as well as to organizations conducting studies approved by the College having educational value or concerning financial aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To parents of an eligible student who claim the student as a dependent for income tax purposes. College officials whose employment duties permit them access to information from parents' federal income tax returns may use those returns to determine whether students are dependent on a parent as defined by the Internal Revenue Service. In such cases, FERPA and College policy permit those officials to disclose information from those student's education records to their parents without written student consent. The College is not required to notify students or maintain a record of these disclosures.
- To persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student.
- To persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health of safety of the student or another person.

Students' names and SFC e-mail address(es) will be available to faculty, staff, and other students on the College's computer network, including the e-mail server and the Blackboard course management system.

Certain state and federal laws modify some or all rights granted by FERPA. Such laws include SEVIS and INS compliance (Department of Homeland Security), Megan's Law, the Solomon Amendment, and NCES/IPEDS/Student Right-to-Know compliance. St. Francis College releases education records as these laws require.

Student Directory information may be released without the student's prior consent. St. Francis College defines the following as Directory information:

- student's name.
- College-assigned ID number.
- address, telephone number(s), and e-mail address(es).
- age (or date of birth) and place of birth.
- photographs.
- major and minor fields of study.
- level (undergraduate/graduate) and class year.
- schedule(s) of classes, enrollment load(s) (full-time/part-time), and dates of attendance.
- matriculation status and date.
- honors and awards.
- degrees received (including date of award).
- previous institutions attended.
- participation in clubs, sports, or student activities.
- height and weight of members of athletic teams.

To withhold information, students must make a formal request by submitting a signed, dated letter to the Office of the Registrar. The letter should clearly state which information may or may not be released, to whom, and any other pertinent conditions the student wishes to enact. Students are advised that withholding information may carry certain consequences. For example, as long as a non-disclosure order is in effect, the student may not participate in intercollegiate athletics where team rosters are published or in commencement ceremonies. St. Francis College assumes no liability for honoring the student's instructions to withhold information.

For additional information, contact the Office of the Registrar.

Graduate Division

Admission to graduate programs is a privilege granted to students who demonstrate the ability to excel in an academic area. In most cases, College policy is the same for graduate and undergraduate students. Where policies differ, it is because graduate students are expected to possess superior academic skills and thus may be held to a higher standard. The differences are noted below.

Graduate Admission

Departments set admission requirements specific to their own academic programs. In the case of combined degree programs where students begin their graduate studies concurrently with their final undergraduate courses, the admission requirements are based on the student's undergraduate performance immediately prior to his or her initial semester of graduate work. Standardized test scores may be required. Refer to the appropriate academic section of this catalogue or the department chairperson for additional information.

Graduate transfer credit is awarded only after approval from the department chairperson. Only graduate courses with a *B* or higher earned at accredited institutions are eligible for transfer. A maximum of two courses or eight credits—whichever is greater—may be transferred. Graduate transfer credit will appear on the student's graduate academic record and will include the credits and grades earned at the awarding institution. Graduate transfer credit is *not* included in the graduate grade-point index.

Graduate Courses and Registration

Credit Hours and Credit-Hour Loads

Students in combined undergraduate and graduate degree programs carry the same load as undergraduate students, *viz.*, students are full time when enrolled for 12 or more credits per semester. Once admitted to the graduate division, students in combined degree programs may not take more than 18 credits per semester. Students pursuing stand-alone graduate degrees are considered full time when enrolled for eight or more credits per semester.

Pass-Fail Courses

Graduate students may not elect courses on a pass-fail basis. However, the College may offer graduate courses (such as a graduate comprehensive) that are exclusively pass-fail.

Independent Study

In rare circumstances, students may be allowed to conduct a graduate independent study. Students are eligible for graduate independent studies after completing nine graduate credits. No more than three credits of graduate independent study may be used toward a graduate degree.

Field Placements and Internships

Graduate field placements and internships may be available in some programs. Consult with the appropriate academic chairperson for details.

Courses at Other Institutions

Except for graduate transfer credit (described in the section on *Graduate Admission*), all graduate degree requirements must be completed in residence.

Study Abroad

Students in combined undergraduate/graduate degree programs may include courses from abroad in their undergraduate degree. Graduate courses may not be taken abroad.

U.S. Reserve Officers' Training Corps (ROTC)

Graduate credit will not be awarded from any ROTC program.

Graduate Grading Policies

Final grades reflect the combined results of class work and examinations. Graduate grades are computed according to the following scale:

Grade	Description	Quality Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
F	Failing	0.0
H	Honors	*(not computed)*
P	Passing	*(not computed)*
W	Withdrawal	*(not computed)*
X	Non-Attendance	0.0

Like undergraduate studies, graduate scholastic achievement is recorded by means of quality points. Points are assigned as indicated in the preceding table for each credit hour completed. The quality-point index (QPI) is obtained by multiplying the credit value of each course (whether passed or failed) by the number of points that correspond to the grade earned, adding all of the resulting quality points together and dividing the total number of quality points by the total number of credit hours.

The graduate record is kept separate from the undergraduate record, and each will have its own respective indices. Students must maintain appropriate indices at each level to remain in good standing. Undergraduate and graduate course repetition policies are different. Students should refer to the sections on *Probation and Academic Dismissal* and *Course Repetition* elsewhere in this catalogue.

Although undergraduate and graduate course work is recorded separately, the official academic record includes the student's entire academic experience at the College. When transcripts are issued, both undergraduate and graduate records will be sent; students may not choose to send one portion without the other.

A cumulative graduate index of 3.0 is required for graduation.

Class Standing

Graduate students have only one class standing—*graduate.*

Dean's List

Graduate students are expected to maintain high levels of achievement, thus no additional distinction is made. There is no Dean's List of graduate students.

Course Repetition

Students who wish to repeat a graduate course must obtain approval from their department chairperson before reenrolling in the course. Department chairpersons may approve up to two graduate repetitions. When pre-approval has been granted, the graduate index will compute only the last grade earned. If departmental approval is not granted, or a student repeats more than two graduate courses, then all grades for the repeated course will be averaged into the index. In all cases, both grades will show on the graduate transcript. Students are never given degree credit more than once for any course.

Report of Grades

Graduate students receive notice of their final grades. Students enrolling in undergraduate and graduate courses concurrently may receive separate report cards each with its own indices. No mid-semester grades are issued for graduate courses.

Probation and Academic Dismissal

Students are in good academic standing when they make satisfactory progress toward their degree and maintain a graduate index of 3.0 or better. Students who fall below 3.0 are placed on probation. If the subsequent graduate index is below 3.0, the student is dismissed.

Graduate Degree Requirements, Graduation, and Commencement

Core Curriculum

Graduate programs do not have a core component.

Health and Fitness Requirement

Students in stand-alone graduate programs do not need to satisfy any health or fitness requirement. However, this requirement *does* apply to the undergraduate degree when students are pursuing a combined undergraduate/graduate program.

Comprehensive Examination or Project

During the student's final semester, the College tests the student's overall understanding of graduate work. The method or test will vary by department and curriculum, but students may not earn a graduate degree until this requirement is met.

Residency Requirement

Except for two courses or eight credits which may be transferred, all graduate courses must be taken in residence. Students completing a combined undergraduate and graduate degree program must earn at least 30 undergraduate credits in residence for the bachelor's degree.

Progress toward Degree/Leaves of Absence

After completing at least one graduate semester, students who do not register for any graduate courses during the next two consecutive years must reapply for admission to the graduate division. No reapplication fee is required, however students may be required to renew their studies by taking additional coursework that is deemed more current. Students also may be required to follow new requirements or a new catalogue. All graduate courses must be completed within eight years of the first graduate semester.

Graduation Honors

Graduate students do not receive any distinction or academic honor (such as *cum laude*) on their graduate record.

Academic Programs

The graduation requirements of the College, as published in the catalogue in effect at the time of the student's initial enrollment, are those that must be met for the completion of a degree program. Students who withdraw and then reenter are responsible for graduation requirements as published in the catalogue at the time of reentrance. Undergraduate students in professional programs and all graduate students may be required to take additional courses if the prior courses are deemed out of date at the time the student readmits.

The College reserves the right to change the requirements of any or all academic programs when such modifications are deemed necessary. All students must comply with the new requirements insofar as they pertain to courses and/or credit hours yet to be completed. Such changes, however, will be made only for the purpose of more fully achieving the objectives of the curriculum. Department chairpersons have authority to waive or provide substitute course work for departmental requirements. Only the

Office of the Academic Dean has the authority to waive or provide substitute course work for core curriculum requirements.

Degree candidates must complete the required courses as outlined in the respective curriculum and have a cumulative undergraduate index and a major index of at least 2.0. Graduate students must maintain a cumulative index of 3.0.

Baccalaureate degree candidates must complete a major field of study, complete a two-credit health or fitness requirement, and demonstrate an appropriate level of mathematics competency. Baccalaureate and graduate students must obtain a passing grade on a comprehensive examination or project in the major field.

Major Fields of Study

Students may choose majors from the following table, provided they meet all entrance requirements. Minors and specializations (concentrations) may also be available depending on the major. See the appropriate academic section of this catalogue for details. All students must designate a major field from among those offered by the College by the end of the sophomore year or they may jeopardize the student's financial aid. Students who pursue programs that are not registered and approved also jeopardize their eligibility for financial aid.

Students are responsible for consulting their major department for advice on planning their registration programs. Students who wish to change their major field of study must obtain permission from the chairperson of the department in which they wish to enroll. Declaration/Change of Major forms may be obtained in the Registrar's Office.

Current Offerings

The following programs are currently offered at St. Francis College:

Program	Associate's Degree	Bachelor's Degree	Master's Degree	Certificate	Teaching Certification	HEGIS Code	NYS Inventory	CIP Code
Accounting (130-Hour Programs)		B.S.				0502.00	09508	52.0301
Accounting/C.P.A. (151-Hour Program)		B.S.				0502.00	27203	52.0301
Accounting/C.P.A. Dual Award		B.S.	M.S.			0502.00	29444	52.0301
Adolescence Education—Biology		B.S.			7-12	0401.01	26287	13.1322
Adolescence Education—Chemistry		B.S.			7-12	1905.01	26288	13.1323
Adolescence Education—English		B.A.			7-12	1501.01	26289	13.1305
Adolescence Education—Mathematics		B.S.			7-12	1701.01	26290	13.1311
Adolescence Education—Social Studies		B.A.			7-12	2201.01	26291	13.1318
Biology		B.S.				0401.00	09506	26.0101
Biomedical Science [1]		B.S.				1299.00	81111	26.0102
Business Administration	A.A.S.					5004.00	77401	52.0101
Chemistry		B.S.				1905.00	09527	40.0501
Childhood Education—Biology		B.S.			1-6	0802.00	28188	13.1202
Childhood Education—English		B.A.			1-6	0802.00	26286	13.1202
Childhood Education—Mathematics		B.S.			1-6	0802.00	26293	13.1202
Childhood Education—Social Studies		B.A.			1-6	0802.00	28187	13.1202
Communication Arts		B.A.				0601.00	81051	09.0101
Criminal Justice	A.A.S.					5505.00	09536	43.0104
Criminal Justice		B.S.				2105.00	22416	43.0104
Economics		B.A.				2204.00	09531	45.0601
English		B.A.				1501.00	09520	23.0101
Health Promotion and Science		B.S.				1201.00	09504	51.9999
History		B.A.				2205.00	09532	54.0101
Information Technology		B.S.				0702.00	24315	11.0103
International Cultural Studies		B.A.				4903.00	90084	05.0299
Liberal Arts	A.A.					5649.00	77402	24.0101
Management		B.S.				0506.00	09509	52.0201
Mathematics		B.S.				1701.00	09523	27.0101
Medical Technology		B.S.				1223.00	77009	51.1005
Nursing—Lower Division [2]	A.A.S.					5208.20	76031	51.1601
Nursing—Lower Division [3]	A.S.					5208.00	21644	51.1601
Nursing—Upper Division [4]		B.S.				1203.10	23242	51.1699
Philosophy		B.A.				1509.00	09521	38.0101
Physical Education Teacher Training [5]		B.S.			K-12	0835.00	76702	13.1314
Physician Assistant [6]		B.S.				1299.10	21903	51.0912
Political Science		B.A.				2207.00	09533	45.1001
Psychology		B.A.				2001.00	09528	42.0101
Radiologic Sciences [6]		B.S.				1225.00	20732	51.0907
Religious Studies		B.A.				1510.00	09522	38.0201
Social Studies		B.A.				2201.00	09529	05.0199
Sociology		B.A.				2208.00	09534	45.1101
Spanish		B.A.				1105.00	09517	16.0905
Special Studies [7]		B.S.				4901.00	09535	24.0101

[1] In cooperation with NY College of Podiatric Medicine.
[2] Students are admitted to the Long Island College Hospital School of Nursing and are permitted to take science and liberal arts courses at St. Francis College. Degree and R.N. are granted through LICH.
[3] Students are admitted to St. Vincent's Catholic Medical Center School of Nursing and are permitted to take science and liberal arts courses at St. Francis College. Degree and R.N. are granted through St. Vincent's Catholic Medical Center.
[4] Open to qualified transfer students with a valid R.N. only.
[5] New York State Initial Endorsement is for all grades.
[6] In cooperation with St. Vincent's Catholic Medical Center.
[7] Open to qualified transfer students only.

Minor Fields of Study

In the interest of achieving an additional dimension of educational depth, students who so desire may select a set of elective courses, preferably in a subject area not related to their major field of study, as a minor area. A maximum of two minor concentrations are noted on students' transcripts as a way of recognizing that they have, in addition to the required major program, also concentrated to a lesser degree in one or more additional areas. To obtain a minor designation from St. Francis College, a minimum residency requirement of nine credits at the College shall apply. A minimum grade of *C* is required in all minor program courses. To designate a minor, students must file with the Registrar an official declaration form by the end of the semester immediately preceding that of graduation. Special studies majors and graduate students do not pursue minors. St. Francis College offers the following minor fields of study:

Biology
Business
Chemistry
Communications
Corporate Accounting
Drama
Economics
English
Fine Arts
Forensic Science
French
Health Promotion and Science
History
Information Technology
International Cultural Studies
Italian
Mathematics
Philosophy
Political Science
Psychology
Religious Studies
Sociology
Spanish
Travel and Tourism
Women's Studies

Note: In accordance with the College's standard practice, courses leading to a minor are subject to cancellation in cases of insufficient enrollment.



Suspended Programs

The following programs, although registered with the State of New York, will not be offered during the life of this catalogue.

Program	Associate's Degree	Bachelor's Degree	Master's Degree	Certificate	Teaching Certification	HEGIS Code	NYS Inventory	CIP Code
Accounting Business and Practice Teacher Training		B.S.			7-12	0838.00	09513	13.1303
Airway Science		B.S.				0599.00	90157	49.0101
Aviation Administration		B.S.				0599.00	82279	49.0104
Aviation Business Studies		B.S.				0599.00	82280	49.0104
Corporate Accounting				Pre-Bacc		5002.00	84281	52.0302
Electronic Data Processing	A.S.					5101.00	80133	11.0301
Electronic Data Processing				Pre-Bacc		5101.00	84282	11.0301
Finance				Pre-Bacc		5003.00	84283	52.0803
French		B.A.				1102.00	09514	16.0901
French Teacher Training		B.A.			7-12	1102.01	09515	13.1325
General Business				Pre-Bacc		5001.00	84284	52.0101
Health Care Management				Pre-Bacc		5218.00	78362	51.0703
Health Care Management		B.S.				1202.00	78363	51.0701
Health Services Administration		B.S.				1202.00	09518	51.0701
Human Resources				Pre-Bacc		5004.00	84285	52.0201
Marketing				Pre-Bacc		5004.00	84286	52.0201
Paralegal Studies				Pre-Bacc		5099.00	88276	22.0302
Spanish Teacher Training		B.A.			7-12	1105.01	09516	13.1330

