

# Graduate Program

## Graduate Program Policies

### Admission to Graduate Study

Admission requirements for all graduate programs have been established by Saint Vincent College. Specific graduate programs may require additional items to the admission process of any individual program of study.

#### Regular Admission

- Possess an earned Bachelor's degree from an accredited institution. Official transcripts must be submitted from each institution attended.
- Have a minimum undergraduate grade point average of 3.0.
- Three letters of recommendation attesting to the applicant's capacity and commitment to graduate study.
- Scores on the Graduate Record Examination, the Graduate Management Aptitude Test, or the Miller Analogies Test, as appropriate to the program, will be required if the undergraduate grade point average was below 3.00 and may be requested in other cases at the discretion of the program director.
- Programs require a personal statement and/or interview for all applicants or for certain applicants at the discretion of the program director.
- For international applications, a TOEFL score of 79 on the IBT, 550 on the PBT, 213 on the CBT, and 6.5 on the IELTS or higher is required for applicants.
- An application fee.

#### Graduate Admission

Saint Vincent College has a rolling admission policy; that is, the applicant is notified of the decision of the Graduate Committee soon after all credentials are received.

#### Application Deadlines

Completed applications must be submitted two weeks prior to the first day of class to be admitted for that semester. If the application is not complete by the deadline, the candidate will be reviewed for admission for the following term.

#### Admission to Program

Graduate students are admitted to a specific program of study. Graduate students who wish to shift from one graduate program to another must complete a Graduate Change of Program form and obtain signatures from their advisors and program director. The graduate program director reviews applications for admission to their respective programs.

#### Graduate Applicants

An applicant for graduate programs should submit the following to the Office of Graduate & Continuing Education: **Applications will not be reviewed until all materials are received and completed.**

- A completed application form with the non-refundable \$25 application fee.
- An official transcript from each undergraduate institution attended sent directly to Saint Vincent College.
- All other required materials as stated by the graduate program of choice. (See specific program requirements)

*\*\*Graduate applicants must have a bachelor's degree prior to official acceptance into the program.*

#### Provisional Acceptance

An applicant not meeting the specified requirements for the graduate program may be offered a provisional acceptance. The candidate can take up to nine (9) credits in the graduate pro-

gram. Once the nine (9) credits have been earned, the program director must review the student's status. The program director may: a) allow the student to become a regular, degree-seeking graduate student; b) refuse further enrollment. Appeals of admission decisions are made to the Dean of Studies. Applicant is eligible for financial aid.

#### Non-Degree Students

A person who wishes to pursue graduate studies at Saint Vincent College without becoming a candidate for a master's degree may take up to nine (9) credits as a graduate non-degree student. Non-degree students must complete and return the graduate non-degree application for admission and send official undergraduate transcripts to the Office of Graduate & Continuing Education in order to register for classes. The non-degree student must follow the same policies and procedures as a degree-seeking graduate student. Non-degree students are ineligible for financial aid.

If a non-degree student wishes to become a candidate for the graduate program, the applicant must officially apply to the graduate program and must follow the graduate application requirements.

#### Transfer credits

An applicant may transfer up to nine (9) credits toward graduate level courses into the program. The applicant must submit graduate transcripts to the Office of Graduate & Continuing Education along with a copy of the course catalog that describes the course at time of application. The program director will evaluate the courses and make a decision on whether the credits will be transferred. Credits earned by another accredited institution must be graded as a B- or better in order to be considered. Applicants will be notified of credits transferred upon acceptance into the graduate program.

#### Saint Vincent College Alumni

Graduates of Saint Vincent College will enjoy a 15% discount for any graduate level course they take. Alumni must complete the application requirements listed above, but the application fee will be waived and official transcripts will not be required.

#### Financial Information

At Saint Vincent College the cost is kept at the lowest possible level consistent with a financially responsible operation. The payment of the student's bill is due before the beginning of classes each semester or session.

#### Tuition and Fees for 2009-2010

The following tuition and fees apply to graduate students:

Graduate Course Tuition (per credit)	
Graduate programs in Education:	\$484.00
Graduate programs in Business:	\$499.00
Graduate programs in Health Sciences:	\$581.00
Technology Fee (per semester)	
0-8 credits	\$50.00
9 or more credits	\$125.00
Application Fee	\$25.00
Initial Registration (One time charge for special students who have not previously attended Saint Vincent College.)	\$25.00
Adding/Dropping class after first day of semester, per add/drop form	\$15.00
Graduation Fee	\$85.00
Transcript	\$5.00

Fee for finalizing each incomplete "G" grade	\$35.00
Parking and Vehicle Registration	
Full-time	\$50.00
Part-time	\$10.00
Fitness Facility (optional)	\$50.00

### Undergraduate Courses

Students may need to enroll in certain undergraduate courses to meet prerequisites or to complete certification requirements. Students who have completed a baccalaureate degree are charged the Continuing Education tuition rate of one-half of the regular undergraduate tuition.

Term	Regular	Continuing Education Rate
Summer 2007	\$699.00	\$348.00
Fall 2007, Spring 2008	\$734.00	\$367.00

### Employer Reimbursement Program

Students whose employer will reimburse the cost of their courses may participate in a deferred billing program. For further information, contact the Saint Vincent College Business Office at 724-805-2577.

### Deferred Payment Plans

For students desiring to pay educational expenses in partial installments, the College provides short-term and long-term monthly budget plans. For information about these plans, contact the Saint Vincent College Business Office.

### Financial Aid

A 15% tuition discount is awarded to teachers in parochial or charter schools, Saint Vincent College alumni and Excelsior Health employees who are enrolled in the Health Services Leadership Program. In-service teachers in parochial or charter schools must provide documentation of employment each year in order to receive the tuition discount.

Students taking at least five (5) credits per semester and have been admitted to the master's program are eligible for federal student loans and/or work-study.

### Application for Financial Aid

To apply for financial aid, a student must file the Free Application for Federal Student Aid (FAFSA). This can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or a paper application can be obtained by calling 1-800-4-FED-AID. A student who has not filed the FAFSA will not be eligible to receive financial aid.

### Federal Stafford Student Loan

Enables a student to borrow directly from a bank, credit union, savings and loan association, or other participating lender. The loan is guaranteed by a state or private nonprofit agency and insured by the Federal Government. To be eligible for a Federal Stafford Student Loan, a student in one of the graduate programs must be enrolled for a minimum of five (5) credits per semester.

To apply for the Federal Stafford Student Loan a student must fill out the FAFSA and a Master Promissory Note (MPN), which is a common loan application. The maximum a graduate student may borrow is \$8,500 in subsidized loans per year. The interest will not be more than 8.5% (fixed rate). In the event the student does not demonstrate need for all or part of the subsidized loan mentioned above, unsubsidized loans are available. Interest on the loan accrues even while in school, but all other conditions of the loan are the same. A student may borrow an additional \$12,000 per year in unsubsidized loans for a total of up to \$20,500 per year.

### Graduate PLUS Loans

The GradPLUS is available to graduate students but is not guaranteed like the Stafford Loan; credit guidelines do apply. Eligibility is not based on need or income. Students can borrow up to the cost of education less any other financial aid awarded. Students are encouraged to borrow through the Stafford Loan Program first. More information and the application can be found at [www.aesSuccess.org](http://www.aesSuccess.org).

### Financial Aid Questions

Questions concerning financial aid should be addressed to the Office of Admission and Financial Aid, Saint Vincent College, Latrobe, Pennsylvania 15650-2690; telephone 724-805-2500 or 1-800-782-5549.

### Degree and Graduation Requirements

In order to be eligible for the conferral of a graduate degree from Saint Vincent College, the student must:

- Be admitted as a degree-seeking student;
- Have completed all course work within six calendar years from the date of initial enrollment;
- Complete satisfactorily all other program requirements listed in the program of study (e.g. written or oral examinations, practicum, thesis, assessment requirements, etc.);
- Achieve a cumulative grade point average of 3.0 in all graduate work;
- Present no more than six hours of "C" grade (including + or – grades) toward a degree;
- Include no more than nine credit hours in graduate transfer credit toward degree requirements;
- Apply for the degree with the Registrar by the announced deadline and a graduation fee paid; and
- All charges and fees owed to Saint Vincent College must be settled before the degree will be granted.

### Refund of Tuition

#### Summer

A 100% tuition refund is issued to students who drop a course before the session begins. Students who drop a course during the first week will receive a 95% tuition refund. Tuition is not refundable beginning the second week of the session.

#### Fall Semester 2007

For semester long courses: August 28-September 11: 95% refund; September 12-25: 40% refund; after September 25 there is no refund of tuition or fees determined by course registration. For courses organized on a half semester basis, a 100% tuition refund is issued to students who drop a course before it begins. Students who drop a course during the first week will receive a 95% tuition refund; during the second week: 40 percent. Tuition is not refundable after two weeks.

#### Spring Semester 2008

For semester long courses: January 15-28; 95% refund; January 29-February 11: 40% refund; after February 11 there is no refund of tuition or fees. For courses organized on a half semester basis, a 100% tuition refund is issued to students who drop a course before it begins. Students who drop a course during the first week will receive a 95% refund; during the second week: 40 percent. Tuition is not refundable after two weeks.

# Academic Regulations

## Registration

A student must be accepted into the graduate program before registering for classes. After acceptance, applicants may reserve a place on the roster by making a deposit of \$100 required of all students. The deposit will be credited to the applicant's account but is not refundable. After reservation deposit is received, applicant may register for classes.

Academic registration is concluded for a student when the program advisor has approved the schedule and forms provided by the Office of the Registrar have been properly filed. Registration changes must be filed at the Office of the Registrar. Simply not attending a course for which you have registered does not constitute official withdrawal. Students may not attend a course for which they have not registered.

## Transfer Credits

No more than nine credit hours of graduate coursework may be applied toward a master's degree at Saint Vincent College. Courses with grades below B-, (2.70) will not be accepted in transfer.

## Graduate Grading Scale

Letter Grade	Grade Points per credit Hour	Descriptive Meaning
A	4.00	Exceptional performance
A-	3.70	Excellent work
B+	3.30	Very good work
B	3.00	Good work
B-	2.70	Fair Work
C+	2.30	Below average for a graduate degree
C	2.00	Inferior work for a graduate degree
C-	1.70	Poor work for a graduate degree
F	0.00	Failure

G - Incomplete (Graduate) An incomplete course must be completed within thirty calendar days or the grade becomes an F. An extension of time may be granted by the Dean of Studies after consultation with the instructor.

P - Acceptable work for courses graded on the Pass-Fail basis.

W - Withdrawal

## Probation

Students will be placed on probation whenever their grade point average falls below 3.00 or when the student has accumulated six credit hours of coursework with C grades or lower (including + or - grades).

## Dismissal

A student on probation is subject to dismissal at any time and each student on probation will be reviewed by the Academic Status Committee. The Academic Status Committee shall seek the advice of the program director, and may recommend dismissal or continuation. A student may be dismissed for academic honesty violations whether on probation or not.

## Appeal of Dismissal

A student who is dismissed has a right of appeal. The appeal shall be filed with the Dean of Studies. The College's Graduate Study Committee reviews all appeals of dismissals and may recommend readmission to the Dean of Studies.

## Repetition of Courses

With the permission of the program director, a student who has received a C (including C+ and C-), or F in a course may

retake it. The student must request the replacement of grade at the Registrar's Office. The original grade remains on the student's transcript, however the last grade earned will replace the first in the computation of the grade point average.

## Courses with Undergraduate and Graduate Enrollment

Graduate programs, with the permission of the Dean of Studies, may include courses designed primarily for advanced undergraduate students. However, graduate credit may be awarded for selected courses upon approval of a distinct graduate syllabus which provides for readings, assignments, laboratories, etc. that are appropriately greater in quantity and level of difficulty as well as distinct, graduate versions of examinations. The instructor should meet separately with graduate students as appropriate to assure the achievement of a higher level of competency with course material.

No more than two such courses may be included in a graduate program; students are **not** permitted to count such course credits for **both** an undergraduate and a graduate degree.

## Continuing Activity

Students are expected to be continuously active in their graduate program. Students who wish to withdraw should Contact the Dean of Studies office. A student who has not registered for at least one course within a 12 month period will be dropped from the program. The student must apply for readmission before he or she will be permitted to enroll in courses. Readmission is not automatic. Payment of any past-due charges will be required before readmission.

## Records Policy and Directory Information

The College makes available a statement informing students and parents of their rights under the "Family Educational Rights and Privacy Act of 1974" (the Buckley Amendment). The purpose of the act is to establish procedures which govern access to and release of student records kept by the College. Questions about the access to and release of student records should be directed to the Registrar and/or the Dean of Students. Copies of the Buckley Amendment together with the College statement are made available in the offices of the Registrar and the Dean of Students. Students have the right to file a complaint with the Department of Health, Education, and Welfare concerning failure of the College to comply with the Act.

Academic transcripts, grade reports and other correspondence concerned with the student's status at Saint Vincent are sent directly to the students. Therefore, the parts of the **Bulletin** and/or the **Student Handbook** entitled "Academic Warning System," "Academic Dismissal" and "Corrective Action" should be carefully noted by the students as well as parents and other persons financially responsible for the education of students. Students and other interested parties outlined in the Act who are entitled to access to the students' records will be requested by the College to follow ordinary request procedures established by the offices involved. Access to or release of student records under circumstances other than those provided for in the Act will not be permitted by the College without a signed waiver of the student.

Because academic transcripts, grade reports and other correspondence concerning a student's status are forwarded directly to the student, it is strongly advised that parents or others financially responsible for the education of the student anticipate this arrangement by working out a satisfactory agreement between themselves and the student relative to records and correspondence from Saint Vincent College.

A student's record maintained in the Registrar's Office will be

kept intact for five (5) years after the student graduates, withdraws or is dismissed. At the end of the five years the files will be purged of everything with the exception of the academic transcript and essential material pertaining to it.

Each semester the Registrar's Office prepares a Student Directory. The directory includes the name, major, year, home address, home telephone, campus address and telephone extension, and SVC post office box number of each student enrolled in the semester for which the directory is published.

According to the Family Educational Rights and Privacy Act of 1974, a student has the right to refuse disclosure of any or all of the above items in the directory. If a Saint Vincent College student wishes to exercise this right, this must be done by the end of the first week of each semester by filing a written statement in the Registrar's Office.

### **Academic Honesty**

Saint Vincent College assumes that all students come for a serious purpose and expects them to be responsible individuals who demand of themselves high standards of honesty and personal conduct. Therefore, it is college policy to have as few rules and regulations as are consistent with efficient administration and general welfare.

Fundamental to the principle of independent learning and professional growth is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside, and in the conduct of personal life. Accordingly, Saint Vincent College holds its students to the highest standards of intellectual integrity and thus the attempt of any student to present as his or her own any work which he or she has not performed or to pass any examinations by improper means is regarded by the faculty as a most serious offense. In any case of academic dishonesty, the professor together with the Dean of Studies, who confers with the student, decide on the appropriate sanction. Depending on the seriousness of the offense, possible sanctions are failure for the assignment, failure for the course, suspension or expulsion. If a student receives the sanction of a failure for the course during the withdrawal period and drops the course, a WF will be recorded on the transcript.

## **Transcript Request Policy**

### **Unofficial Transcripts**

1. Only currently enrolled students may receive a copy of their unofficial transcript. There is no charge for an unofficial transcript.
2. In compliance with The Family Educational Rights and Privacy Act of 1974 officials of Saint Vincent College who have a legitimate educational interest in a student may have unofficial copies of a student's transcript for their use only; parents, or those who can prove financial responsibility for a student may receive an unofficial copy for their use only; no one else may receive or view a student's transcript without a written waiver from that student.
3. All other requests must be for an official transcript.

### **Official Transcripts**

1. There is a fee of five dollars (\$5.00) for each official transcript. When a student graduates, he/she will receive one free official transcript which will be marked "Issued to Student." 2. Due to legal restrictions in "The Family Educational Rights and Privacy Act of 1974," requests for transcripts will not be taken over the telephone. The Office of the Registrar must have a signed, written request from the student (whether it is on the pre-printed form, available in the Office of the Registrar, or a student's letter) before a transcript can be sent to a third party. In order to get a request to us sooner, you may fax the request to (724) 805-2063. A transcript, however, cannot be faxed.
2. All official transcript requests require at least one business day to process.
3. The Business Office must approve each request for an official transcript before it can be sent. If the Business Office denies a request because of an outstanding balance, the request and fee (if one was paid in advance) will be returned to the student with a letter explaining why the request cannot be honored.
4. If the student wishes to have an official transcript sent to himself/herself, it will be stamped "Issued to Student." If it is to go to another institution via the student, it will be placed in a sealed envelope and the seal must remain unbroken for the other institution to consider it official.