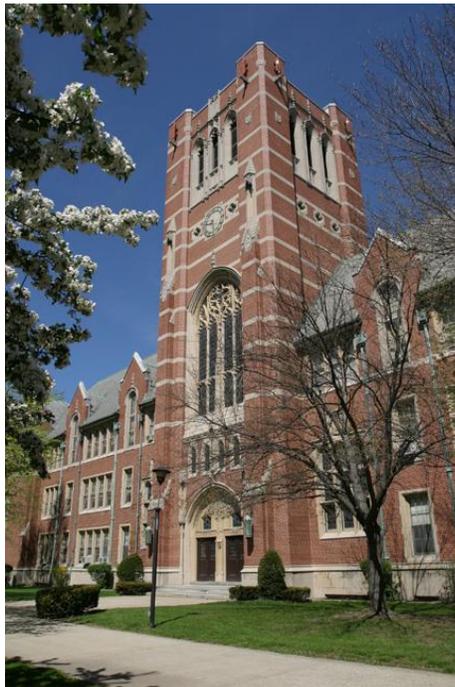




College of Our Lady of the Elms

Undergraduate Catalog

2019-2020



291 Springfield Street  
Chicopee, MA 01013

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## **Introduction**

The Elms College Undergraduate Catalog for 2019-2020 contains information on academic policies and resources, admission, student affairs and student success, as well as general information about the college.

For the most up to date information on academic programs and courses, tuition and fees and financial aid, please visit the Elms College website at [www.elms.edu](http://www.elms.edu), or if you are a current student, please check ElmsConnect. In addition, the 2019-2020 Student Handbook has additional information.

## **Elms College Mission Statement**

*Approved August 2017*

The College of Our Lady of the Elms, a Catholic college, educates a diverse group of women and men in a supportive, vibrant learning community. Combining a liberal arts education with professional studies, Elms College empowers students to effect positive changes in the community and in the world.

Affirming the founding tradition of the Sisters of St. Joseph, Elms College challenges students to embrace change without compromising principle, to respond creatively to the demands of their chosen careers, and to advocate for people in need. Elms College is a community rooted in faith, educated in mind, compassionate in heart, and responsive to civic and social obligations.

### **Elms College Core Values**

Elms College Community affirms our Catholic identity and our relationship with the Sisters of St. Joseph. We, as trustees, faculty, staff and students, aspire to live and work as an academic community according to these core values:

#### **Faith**

Elms College, empowered by love and faith, welcomes all, while seeking to promote the traditions of our founders, the Sisters of St. Joseph, through programs that challenge all members of the college community, spiritually, ethically and intellectually.

#### **Community**

Elms College commits to compassion and relationship building, in an atmosphere of mutual respect and trust, creating a sense of belonging for the entire campus community. This encourages us to respond to the needs of others, in a spirit of hospitality, within and beyond the college.

#### **Justice**

Elms College aspires to the highest standards of social responsibility as an institution and is committed to instilling values of equal opportunity and justice in our college community. Individually and collectively, we are dedicated to pursuing the common good and to improving the lives of all people.

#### **Excellence**

Elms College fosters excellence in our students and in our community by educating the whole individual, intellectually, spiritually, emotionally and physically. We challenge each other to realize our full potential to impact the world through our knowledge and enhanced skills.

## **General Information About Elms College**

The College of Our Lady of the Elms is a private, Catholic institution founded in 1928. Also known as Elms College, we are a regional institution with most of our students coming from the Northeast. Elms College historically educated women and opened its programs to men in 1998. The College combines a liberal arts tradition with a parallel commitment to professional preparation. In the tradition of the Sisters of Saint Joseph, Elms College is dedicated to serving a diverse group of women and men, especially those least likely to afford and access a strong, Catholic education.

## **Location**

The college's main campus is located in Chicopee, Massachusetts, about two miles north of downtown Springfield in the historic Pioneer Valley. The nearby junction of Routes 90 (Mass Pike) and I-91 provides easy access from all directions. Boston is about 90 minutes away; New York City can be reached in three hours; and Bradley International Airport is only a half hour away. The region offers facilities for winter and summer sports, as well as cultural and social activities.

Our proximity to Springfield, Northampton, and Amherst makes a wide array of off-campus activities available. The MassMutual Center in Springfield is the site of many major concerts, sporting events, and entertainment activities. Other nearby attractions include the Quadrangle Museums, Symphony Hall, Six Flags New England, and other recreation and cultural sites.

## **Accreditation**

The College of Our Lady of the Elms is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by NECHE is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of

individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by NECHE should be directed to the administrative staff of Elms College. Individuals may also contact:

New England Commission of Higher Education  
3 Burlington Woods Dr., Suite 100  
Burlington, MA 01803  
(781) 425-7785  
Email: [info@neche.org](mailto:info@neche.org)

In addition to accreditation by the New England Commission of Higher Education, we have program-specific accreditation from the Massachusetts Department of Elementary and Secondary Education (education), the Commission on Collegiate Nurse Education (nursing), the Council for Social Work Education (social work) and the International Accreditation Council for Business Education (business).

### **Interstate Certification Licensure**

The National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Compact is a teacher licensure reciprocity agreement among the District of Columbia, Overseas Dependent Schools, and most states. The following Massachusetts Department of Elementary and Secondary Education---approved teacher education programs at the undergraduate level prepare candidates for initial teacher licensure and Interstate Certification Compact in the following fields: early childhood, elementary, ESL, moderate disabilities, secondary English, secondary history, secondary biology, and secondary mathematics.

### **Colleges and Universities of Greater Springfield**

The Colleges and Universities of Greater Springfield (CUGS) is a group of eight private and public colleges that, through the sharing of programs, talents, and facilities, brings to Elms College students the educational resources of a university while retaining the initiative and vitality of an independent college.

Founded in 1971 as an informal association of the eight college presidents, CUGS offers students and faculty members enriched educational experiences through shared library privileges, cultural events, and social activities; jointly sponsored courses; interdepartmental planning; and opportunities for faculty exchange.

Probably the most important field of cooperative endeavor is the direct academic exchange. Full-time Elms College students may enroll in undergraduate courses offered by member colleges on a seats-available basis, as can part-time students taking at least six credits at Elms College during the fall or spring semester. This exchange does not apply to summer sessions, evening classes, and continuing education classes. Credits earned through course-registration are part of the normal full-time course load. Application is made through the Registrar's Office.

The CUGS institutions, with their web addresses, are:

- American International College ([www.aic.edu](http://www.aic.edu))
- Bay Path College ([www.baypath.edu](http://www.baypath.edu))
- Elms College([www.elms.edu](http://www.elms.edu))
- Holyoke Community College ([www.hcc.edu](http://www.hcc.edu))
- Springfield College ([www.spfldcol.edu](http://www.spfldcol.edu))
- Springfield Technical Community College ([www.stcc.edu](http://www.stcc.edu))
- Western New England University ([www.wne.edu](http://www.wne.edu))
- Westfield State University([www.westfield.ma.edu](http://www.westfield.ma.edu))

## **Information Technology**

### ***Computing Resources on Campus***

Elms College provides the latest technology for students, including over 120 computers in three computer classrooms, two computer lounges, and multiple small computer labs across campus. All public computers have Internet access, Windows 7 or 10, Microsoft Office Suite and Adobe Creative Cloud software.

The computer classrooms and labs are open seven days per week throughout the semester. An Elms College ID is required to use the computing facilities, and computer login and printing is restricted to individuals with a valid Elms network account.

All computers are intended for academic work. Students will be required to follow a code of ethics for computing and must abide by the Acceptable Use Policy. Please respect fellow users and remember to keep the classrooms clean. Food or drinks are never allowed in computer classrooms or labs. These procedures have been developed to facilitate fair use of the facilities for everyone. IT staff and work study students are available during Help Desk operating hours to provide technical support.

**Computer Classrooms** are used for formal teaching, supporting curricula, and individual learning assignments. Two computer classrooms are located on the lower level of the Alumnae Library. Room schedules will be posted outside of each computer

classroom.

**Computer Lounges** are located in the Mary Dooley College Center and Berchmans Hall. Lounges are intended for general purpose use and are available on a first-come, first serve basis.

***Wireless Network Access***

Wireless connectivity is available for Wi-Fi capable personal devices throughout the Elms College campus. There is wireless coverage in each of the dorms and in all buildings and classrooms on campus. In addition, the wireless network can be accessed outdoors in the Quad and in public spaces such as the Maguire gym, pool area and athletic fields.

***Backup Storage***

Public computers are configured to “refresh” every night. Files should be stored on external media, such as a USB removable flash drive, or in your Google Drive.

## Academic Calendar 2019-2020

Traditional 15 Week Semester

### **Fall 2019**

September 4, Wednesday	First Day of Classes for Fall 2019 Semester
September 11, Wednesday	Last day to add or drop a course
September 25, Wednesday	Opening Convocation Ceremony; 4:00 pm
October 14, Monday <i>Closed</i>	Columbus Day Observed ( <i>Holiday/College Closed</i> )
October 15, Tuesday	Faculty Professional Day – ( <i>Classes/labs that meet in the morning are cancelled. Classes/labs that meet after 1 p.m. will be held.</i> )
October 18, Friday	Midterm grades due (15-week semester)
October 28, Monday	Last day to apply for graduation
November 4 – 8, Monday - Friday students	Spring semester online registration for all
November 11, Monday	Veteran’s Day ( <i>Holiday/College Closed</i> )
November 22, Friday	Last day to withdraw from a course
November 27 – December 1, Wednesday - Sunday December 2) December 9 – 13, Monday - Friday	Thanksgiving Recess (Classes resume on Finals Week
December 16, Monday week semester	Fall grades due at noon, for traditional 15
December 17, Tuesday	Grades available to students
December 16 – January 21	Semester Recess

\*\*Subject to change Last revised 2/6/19

## Spring 2020

January 20, Monday <i>Closed</i>	Martin Luther King's Birthday ( <i>Holiday/College Closed</i> )
January 22, Wednesday	First Day of Classes for Spring 2020 Semester
January 31, Friday	Last day to add or drop a course
February 17, Monday	President's Day ( <i>Holiday/College Closed</i> )
March 6, Friday	Midterm grades due
March 9 – 13, Monday - Friday	Spring Recess – No Classes
April 6 – 9, Monday - Thursday students	Fall semester online registration for all
April 10 – 13, Friday - Monday	Easter Recess ( <i>Holiday/College Closed</i> )
April 17, Friday	Last day to withdraw from a course
May 4 – 8, Monday - Friday	Finals Week
May 11, Monday	Seniors' Final Grades due by noon
May 15, Friday	Baccalaureate
May 16, Saturday	Commencement
May 17, Sunday	All Final grades to be submitted by noon for traditional 15 week semester
May 18, Monday	Grades available to students

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May 11 – August 14

Summer Semester 2020

July 6 – September 25\*\*

Summer Quarter 2020

\*\*Subject to change Last revised 2/6/19

## **Programs of Study and Faculty Contact**

Please see the Elms website for the most up-to-date information

**Charlotte Cathro, Assistant Professor of Accounting**

*Accounting*

**Nanci Costanzo, Associate Professor of Fine Arts**

*Fine Art*

**Nina Theis, Associate Professor of Biology**

*Biology*

**Dennis Drake, Associate Professor Chemistry**

*Chemistry*

**Beryl Hoffman, Associate Professor of Computer Science**

*Computer Science*

*Computer Information Technology & Security*

**Kurt Ward, Associate Professor of Criminal Justice**

*Criminal Justice*

**Goose Berkovitz-Gosselin, Professor of Graphic Design**

*Graphic Design*

*Social Media Marketing*

**Meredith Bertrand, Associate Professor of Education**

*Education*

*Early Childhood Education Elementary Education English as a Second Language Secondary Education*

*Teacher of Students with Moderate Disabilities*

**Tom Cerasulo, Professor of English**

*English*

*Liberal Arts*

*Spanish*

**Amanda Garcia, Associate Professor of Accounting**

*Entrepreneurship*

**Janice Fedor, Associate Professor of Business Management**

*Health Care Management*

*Business*

*Management*

*Marketing*

*Sport Management*

**Laura McNeil, Associate Professor of History**

*History*

**Raymond Curran**

*Mathematics*

**Joyce Hampton**

*Professional Studies*

**Jennifer Rivers**

*Psychology*

*Sociology*

**Michael McGravey**

*Religious Studies*

**Bachelor of Science**

**Kathleen Scoble**

*Nursing (plus an R.N. to B.S. completion option)*

**Maureen Holland**

*Social Work*

**Other Minor, Concentration, and Certificate Programs**

**Joyce Hampton**

*Asian Studies*

**Peter DePergola**

*Bioethics and Medical Humanities*

**Beryl Hoffman**

*Cybersecurity*

**Dennis Drake**

*Chemistry*

**Cheryl Condon**

*Coaching*

**Laura McNeil/Damien Murray**

*Irish Studies*

**Christopher Bakriges**

*Music*

**Jason Burke Murphy**

*Philosophy*

**Daniel Chelotti**

*Blue House Writing Center*

## **STUDENT SERVICES**

### **Student Affairs Division**

The services provided by the Student Affairs staff are important components of the Elms College student experience. The work of this team is based on the belief that learning occurs through all facets of the college experience. As stated in the student affairs mission statement:

*“The services, programs and practices of the Division of Student Affairs promote student learning, growth, and life skill development in an environment that is both challenging and supportive. Affirming our role as educators at a Catholic college, we commit to fostering in our students: faith, community, leadership, self-confidence, compassion, justice and excellence.”*

The following departments/functions are housed in the student affairs arena, and are supervised by the Dean of Students:

- Athletics & Intramural Sports
- Campus Ministry
- Career Center
- Counseling Center
- Food Services-Aramark
- Health Center
- Judicial Affairs
- Residential Life & New Student Programs
- Student Accommodations and Support Services
- Student Engagement & Leadership

### ***Athletics, Intramurals & Maguire Center***

Athletics are an important aspect of the Elms College experience. Our 17 intercollegiate teams provide opportunities for student-athletes to participate, compete, excel and enhance their skills and knowledge. As a member of the New England Collegiate Conference (NECC), and a NCAA Division III institution, we embrace the Division III philosophy, placing our highest priority on the overall quality of each student-athlete’s educational experience, and on the successful completion of all students’ academic programs. We seek to establish and maintain an environment in which a student’s athletic experience is an integral part of his or her total educational experience, and in which coaches play a significant role as educators. We also seek to establish and maintain an environment that values cultural diversity, gender equity and inclusion.

The Maguire Center for Health, Fitness, and Athletics, named in honor of Bishop Emeritus Joseph F. Maguire, is a multi-purpose facility for athletics, recreation and academics. The center provides an aerobic and weights training area; a six-lane 25-meter pool; basketball and volleyball court areas; a suspended indoor track; offices; classrooms; health sciences laboratory; conference rooms; and locker rooms and showers. All full-time students, faculty, staff, and administrators receive complimentary memberships. Alumni, continuing education students, adjunct faculty, and part-time students may join at a reduced rate. Membership includes full use of the facility plus, water aerobics classes, weight training and Cybex instruction.

### **Varsity Sports:**

Baseball  
Women's Lacrosse  
Basketball (men and women's)  
Soccer (men and women's)  
Cross Country (men and women's)  
Track (men and women's)  
Softball  
Field Hockey  
Swimming (men and women's)  
Golf  
Volleyball (men and women's)

### **Intramural Sports & Activities**

The intramural program offers various opportunities to full-time students, faculty, staff, and administrators. The intramural program provides students an opportunity to have fun, recreate, meet new people, and take a break from the everyday stressors of college life. Team sports, leisure activities, day tournaments, and off-campus events are some of the activities that may be offered. Most events generally take on a league structure and will offer a postseason tournament to determine intramural champions. Competition usually consist of teams of women, men, co-ed, faculty, and staff. Examples of intramural offerings include:

3 on 3 Basketball  
5 on 5 Basketball Ultimate Frisbee Indoor Soccer Floor Hockey Volleyball Dodgeball Flag Football  
Games Room activities (foosball, billiards, ping pong) Softball  
Zumba Team Handball Badminton Kickball  
Minute to Win It Volleyball  
Home Run Derby 3 Point Shoot-Out

## **Club programs through Student Engagement & Leadership**

Dance Team

Cheerleading

## **Student-Athlete Advisory Committee (SAAC)**

The purpose of SAAC is to act as a student ‘voice’ for all Elms College student-athletes and is responsible for bringing issues to administration in which a team or athletes may have concerns. The mission of SAAC is to enhance the total student athlete experience by promoting leadership opportunities, protecting student-athlete well-being and fostering a positive student-athlete image to the Elms College campus and community. SAAC is responsible for disseminating information from the NCAA and the NECC to all student- athletes, and to solicit student-athlete responses to proposed legislation. SAAC upholds the core values of Elms College: faith justice, community and excellence through ongoing community service and fund-raising projects on and off-campus.

SAAC is comprised of one, full-time, undergraduate student-athlete from each intercollegiate team as well as one ‘alternate’. SAAC team representatives may be selected by their Head Coach, teammates or volunteer for this position and have voting privileges for their team. Each team also selects an ‘alternate’ team representative, who must be a freshman or sophomore, to represent their team at SAAC functions when the voting representative cannot be in attendance. SAAC representatives maintain their status for one academic year. The SAAC Executive Board is voted upon by all team representatives at the last SAAC meeting of the academic year. Candidates must win by a majority vote of two-thirds of the SAAC representatives in attendance at this meeting. The SAAC Executive Board consists of President, Vice President, Secretary and Treasurer. SAAC is overseen and mentored by two Advisors from the Elms College Athletic staff designated by the Director of Athletics. Each Executive Board member holds their office for one academic year.

## ***Campus Ministry***

The Office of Campus Ministry is grounded in Catholic tradition with an ecumenical perspective. The office exists to deepen the spiritual life of the community as well as promote a compassionate and critical response to the social challenges of our world. The mission is derived from the Consensus Statement of the Sisters of Saint Joseph, which challenges us to “achieve unity both of neighbor with neighbor, and neighbor with God, without distinction.”

Campus Ministry is located on the first floor of the Mary Dooley College Center and the staff is available throughout the year. Involvement is encouraged in experiences designed to enhance

one's spiritual life, while inviting personal exploration in expanding students' horizons.

Campus ministry staff visit off-campus locations to speak about retreats and service trips for which off-campus and online students are eligible.

The Office of Campus Ministry offers a variety of programs that center on a deep concern for all and seeks to build community through:

- Sacramental and liturgical celebrations
- Retreats
- Programs for spiritual growth and reflection
- Ecumenical gatherings
- Lent and Advent daily prayers
- Fontbonne Scholar Program
- Study of and response to social justice issues
- Service and reflection through local, domestic, and international mission experiences
- Dorothy Day Program
- Campus Ministry Club
- Agape Latte
- Soup and Substance
- Elms Choir

### ***Office of Career Services***

The Office of Career Services offers strategic career events, programs, workshops and career coaching for students and alumni in pursuit of their career and educational goals. Students who either attend or are alumni of Elms College are invited to access Career Services for individual career planning sessions, resume development, and practice mock interviews to refresh job interviewing skills and being connected with regional and national employers. For students interested in exploring various majors or switching a major, Career Services utilizes an online assessment tool to assist you in identifying your personal strengths, interests, skills and personality profile.

Career Services hosts an annual Career Fair in the fall with over 45 employers related to Elms majors. Please follow Career Services on Facebook at [www.facebook.com/ElmsCareers](http://www.facebook.com/ElmsCareers) for event updates and like the page. The office also publishes a Job and Career e-blast featuring jobs and internships from employers. The online e-blast is located on the Career Services web page.

The Office of Career Services is located in the new state-of-the-art Center for Student Success, which is located in the Elms Alumnae Library on the 2nd floor. Office hours are, Monday thru

Friday, 9:00 a.m. to 5:00 p.m. You may schedule an appointment by e-mailing [careers@elms.edu](mailto:careers@elms.edu) or calling 413-265-2272. Appointments also may be made with the Mary Dooley front desk associate in the College Center as well.

Career Services staff visit off-campus sites to discuss programs and services. All off-campus and online students are eligible for serve and support from the Office of Career Services.

Seniors, before you depart from Elms, the Office of Career Services ask you to complete a brief Career Outcome Survey. During the graduating year, students will receive a link to the Outcomes Survey in their Elms email account. This is an important recap of your Career Outcomes and will help the College with institutional research and career planning.

### ***Counseling Services***

The Counseling Center provides confidential counseling and psychotherapy to full-time on campus undergraduate Elms College students, at no charge. Our purpose is to support students, further their growth, and give them a safe place to discuss their dilemmas and concerns.

Students utilize counseling services to help them cope with issues in personal development, to manage the challenges of student life, and/or to deal with painful life events.

Some common student issues are:

- Low self-esteem
- Anxiety
- Depression
- Homesickness/Loneliness
- Conflicts with others
- Eating disorders/Body image
- Family problems
- Alcohol and substance abuse
- Crisis/Personal trauma
- Suicidal thoughts
- Relationship problems
- Grief and loss

The Counseling Center is located in the Health Center on the 2nd floor of the Maguire Center. It is open 35 hours per week during the academic year, from 8:30 a.m. to 4:30 p.m., Monday through Friday. It is staffed by a licensed clinician. Appointments may be made in person, by calling the Counseling Center at 413-265-2275, or by calling the Health Center at 413-265- 2288.

## **Student Accommodations & Support Services (SASS)**

*Formerly Office of Disability Services*

Our mission is to provide services that support equal access to education for qualified students with diagnosed disabilities. In accordance with state and federal laws. The office of Student Accommodations & Support Services (SASS) will, in partnership with students, families, faculty, staff, and administration, provide reasonable accommodations designed to ensure no qualified student with a disability is denied equal access to, participation in, or benefit of the programs and activities of Elms College. It is also our goal to maximize student success, self-advocacy, and independence in an accessible academic environment.

The office is located in the Alumnae Library. Individuals seeking disability related accommodations may contact the office by email at [sass@elms.edu](mailto:sass@elms.edu) or via phone at 413-265-2333. The fax number is 413-594-3951. For additional information please review the SASS Handbook or speak with the Program Director.

The Director of SASS makes regular visits to off-campus locations. All off-campus location students with diagnosed disabilities are eligible for services through this office. Please speak with your program or academic coordinators for details.

### **Additional SASS Related Information:**

*Academic or Campus Accommodations:* Registered students with disabilities who need academic accommodations or disability-related support services are asked to make their needs known and to file timely request forms each semester with the Student Accommodations and Support Services Office.

- *Assistive Technology and Supports:* Students with disabilities or who have questions about assistive technology and support services should contact the office directly for more information.
- *Residential Life:* Housing accommodations may be made for students with documented disabilities to the extent feasible. Students' preferences for specific residence halls will be considered, but may not always be met when the unique character and age of particular residence halls limit access. Students needing housing accommodations must apply through the typical housing process and submit their request for accommodation to the Student Accommodation and Support Services Office with supporting medical documentation by the appropriate deadlines. **Failure to submit complete information by the deadlines may delay or prevent the college from meeting the request.**

***Additional information may be found at the Elms College Student Accommodations & Support Services webpage.***

### **Health Center**

The Elms College Health Center, located on the second floor of the Maguire Center, exists to assist students with health promotion activities and practices that contribute to lifelong wellness. The Health and Counseling Centers work together to provide a holistic approach to health.

The Health Center is staffed by two registered nurses who are supervised by an off-site physician. A nurse practitioner is available by appointment. Referrals to other health care providers, laboratories, and radiology facilities are arranged as needed.

The Health Center is open 35 hours per week during the academic year. Hours of operation are posted at the Health Center and available on the office voice mail message at extension 2288 or our direct line, 413-265-2288. All students, to include off-campus and online students, may contact the Health Center by phone or email at [chenierj@elms.edu](mailto:chenierj@elms.edu).

All full-time on campus students are entitled to use the Health Center. Part-time, off-campus cohorts, online, and Post Bac students may utilize the Health Center for emergencies. There is no fee for services provided at the Health Center.

Elms College policy requires the following students submit medical documentation to the Health Center in accordance with Massachusetts Department of Public Health (MDPH) and Massachusetts Immunization Law 105 CMR 220.600:

- full-time undergraduate and graduate students;
- all full-time and part-time undergraduate and graduate students in a health science program;
- full or part-time students attending a postsecondary institution in Massachusetts while on a student or other visa, including a student attending or visiting classes or programs as part of an academic visitation or exchange program.

However, we recommend all students be immunized in order to prevent outbreaks!

Elms College policy and Massachusetts Department of Public Health dictates that the above- mentioned students are required to submit the following documentation to satisfy immunization requirements for college (postsecondary institutions):

1. Tdap (Tetanus, Diphtheria, Pertussis): 1 dose within 10 years. A TD (Tetanus,

Diphtheria may be accepted if it has been greater than or equal to 10 years since the last Tdap AND record of prior Tdap is submitted as well.

2. Hepatitis B: Series of 3 doses and/or laboratory evidence of positive immunity.
3. MMR (Measles, Mumps, Rubella): Series of 2 doses at least 28 days apart and/or laboratory evidence of positive immunity to ALL 3 diseases (must have specified immunity for Measles, Mumps, and Rubella). Birth in the U.S. before 1957 is acceptable only for non-health science students.
4. Varicella: Series of 2 doses at least 28 days apart and/or laboratory evidence of positive immunity. Physician verified history of chickenpox is acceptable only for non-health science students. Birth in the U.S. before 1980 is acceptable only for non-health science students.
5. Meningococcal (MenACWY, formerly MCV4): 1 dose within 5 years or a signed MDPH Meningococcal Information and Waiver Form provided by Elms College.  
\*Any medical and/or religious exemptions must be dated statements and they must be renewed annually at the start of the school year.

Additional documentation required includes:

1. Completed Report of Medical History form
2. Completed physical examination within 1 year

\*Nursing students and athletes require additional documentation. *Contact the Health Center, Nursing Department, or Athletic Department for additional information.*

Massachusetts Immunization Law 105 CMR 220.600 states that required immunizations are to be obtained prior to enrollment or registration whenever possible. However, students may be enrolled or registered at Elms College provided that the required immunizations are obtained by the Health Center within 30 days from the start of the student's first semester of their program.

Failure to comply with Massachusetts state immunization law will result in prohibition from class attendance and/or course registration; prohibition of receiving grades and/or transcripts; prohibition of residing in Elms College approved housing.

Massachusetts state law also requires all students carrying nine credits or more to provide the college with proof of health insurance. Students who fail to provide timely proof of insurance as required will be automatically enrolled in the college student health plan, and the cost of the plan will be added to their college bill.

### **Health Hold Policy**

A student's account will be placed on Health Hold for the following:

1. Failure to comply with Massachusetts Immunization Laws and Elms College policies will result in being placed on a Health Hold.  
Sequence of events:
  - a. The student will be notified of outstanding documentation prior to the start of the semester. *\*Notification #1*
  - b. Students must make arrangements to satisfy medical requirements with the Health Center 1) prior to moving into a dormitory or comparable congregate living arrangement licensed or approved by Elms College 2) prior to attending classes. *\*Notification #2*
  - c. The student will be notified when a Health Hold is placed on their account. A Health Hold on a student's account prohibits the student from registering and/or attending classes; receiving grades or transcripts; living in Elms College approved housing. *\*Notification #3*
  - d. Two weeks after the start of the semester the student will be reminded of the Health Hold on their account and the remaining documentation needed to satisfy medical requirements. *\*Notification #4*
  - e. 30 days from the start of the semester the student will be reminded of the Health Hold on their account and the remaining documentation needed to satisfy medical requirements. The Dean of Students and the Vice President of Academic Affairs will be notified prior to punitive action being taken. *\*Notification #5*
2. Failure to comply with Elms College requirements that satisfy the Title XI Law for complying with Drug Free Schools and Campus regulations.

### **Lactation Room Policy and Procedures**

Elms College provides a supportive environment for nursing mothers by offering special work policies and lactation resources.

Under federal and Massachusetts law, employers are required to provide "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk." Employers are also required to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

Consistent with these requirements, Elms College has established a space on campus for students, faculty, and staff nursing mothers. Similar space has been established at all off campus locations. The examination rooms in the Health Center, located on the second

floor of the Maguire Center, are accessible for pumping breast milk. The exam rooms provide a clean, private and quiet space for this purpose. Individuals using the room will need to provide their own means of refrigeration of breast milk.

The Health Center is open Monday through Friday 8:30 am to 4:30 pm but is available after hours as well. Procedure for use is outlined below:

Individuals seeking use of the exam room for pumping breast milk should call the Health Center at 413-265-2288 to arrange. If the times needed are after hours, the Health Center Director will notify Public Safety, who will arrange to unlock the office at the time needed and ensure the office is locked after use of the room.

Students in our off-campus sites should contact the program coordinator. Use of a lactation room will then be coordinated with the site.

### **Elms College Voluntary and Involuntary Medical Leave of Absence Policy**

**Voluntary Medical Leave of Absence:** At Elms College we define a voluntary medical leave of absence as a temporary interruption in a student's studies at Elms College due to a medical, physical or psychological condition that significantly impairs the student's ability to function successfully or safely in his or her role as a student. A student is encouraged to request a Voluntary Medical Leave of Absence in the event that he or she believes that medical, physical, and or psychological distresses are anticipated to last more than fifteen (15) calendar days and are significantly impacting his or her ability to succeed at Elms College.

To be granted a Voluntary Medical Leave of Absence the student must be in good academic standing (please see the academic catalog for the definition of good academic standing). It is the student's responsibility to know their current academic status in a course. The College requests that the student meet with the Director of Health Services, the Director of Counseling Services, or the Director of Student Accommodations & Support Services to discuss the issues impacting them and their options to remain in good academic standing at the College. Students are also required to complete a Voluntary Medical Leave of Absence Form (available at the Registrar's Office), and provide supporting documentation from a licensed medical and/or mental health provider. The medical or mental health provider may not be a family member unless prior permission is obtained from the College. Documentation must be on agency or provider letterhead and signed and dated by the provider. The completed documents should be submitted to the Health Center Office. The Director of the Health Center will review the request and make a

decision. In some cases the Director of the Health Center will consult, as appropriate, with the Director of Counseling Services, the Director of Student Accommodations and Support Services, and/or the Dean of Students.

Voluntary medical leaves are granted on a case-by-case basis. Students should expect to be notified of the College's decision in writing within 3 business days of submitting a request with the required supporting documentation. The College will notify students if additional information is needed and if the review process will be delayed.

The leave may last a maximum of one hundred and eighty days (180). After 180 days the student is administratively withdrawn from the College. When a medical leave of absence is approved, grades of W (withdrawal) or I (incomplete) will be issued for each of student's courses depending on the individual circumstances, the timing of the request, and the discretion of the course instructor. For more information, students should refer to the Elms College Undergraduate or Graduate Course Catalog or speak with their course instructors. Residential students granted a Voluntary Medical Leave of Absence must vacate the residence hall within forty eight (48) hours of approval notification or sooner at the discretion of the Dean of Students or designee, unless they have received a written agreement of an alternate plan.

Be aware that a leave of absence may affect your financial aid status and fall under general refund policies. For more information, please contact the Financial Aid Office.

**Involuntary Medical Leave of Absence/Involuntary Leave of Absence:** In rare circumstances, the Dean of Students or designee, in consultation with the Director of Health Services, the Director of Counseling Services, or the Director of Student Accommodations & Support Services, and/or Director of Public Safety, may determine that a student needs to be placed on Involuntary Medical Leave/Involuntary Leave of Absence if a voluntary leave is rejected by the student. The determination will be based upon an individualized and objective assessment of the student's ability to safely participate in the College's programs and will examine whether the student presents an immediate and significant threat of substantial harm to him / herself or other members of the College community. Focusing on the student's observed or reported behavior and the most recent medical information available, the assessment will determine the nature, duration, and severity of the risk; the probability that the potentially threatening behavior will actually occur; and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

In the event such a determination is made, the College will immediately convey that

determination in writing to the student via U.S. postal mail or Elms College email. A residential student placed on involuntary medical leave must vacate the residential hall within forty eight (48) hours of notification or sooner at the discretion of the Dean of Students or designee.

The involuntary medical leave of absence/involuntary leave of absence will be in place for a minimum of one semester and may be in place for up to 180 days. When an involuntary medical or involuntary leave of absence is required, grades of W (withdrawal) or I (incomplete) may be issued for each of the student's courses depending on the individual circumstances, the timing of the leave, and the discretion of the course instructor. For more information, students should refer to the Elms College Undergraduate or Graduate Course Catalog or speak with their course instructors.

**Readmission Criteria and Procedures:** Elms College requires the following documentation to be reviewed for readmission consideration following a voluntary or involuntary (medical) leave:

- Documentation from the student's licensed medical or mental health provider who provided the care, which includes a statement of the student's current health status. The statement must include that the student is medically qualified to resume collegiate level studies safely and, if applicable, that the student does not pose a significant threat of substantial harm to self or others. Included in the statement should be the course of treatment undergone during the leave, and any specific recommendations made by the healthcare provider with respect to the student's successful return.
- Signed authorization for the Elms College Health Center or Counseling Center to speak with the student's healthcare providers regarding the student's condition for readmission.
- Documentation must be typewritten on agency or provider letterhead and signed and dated by the provider.
- This documentation must be submitted twenty-one (21) days prior to return. The documentation is submitted to the Director of the Health Center.
- An independent evaluation by the Elms College Health Center or Counseling Center staff may also be required.
- Completion of a readmit form which can be obtained from the Office of Admissions or for students in the School of Graduate and Professional Studies (SGPS), it would come from the SGPS Office.
- Other terms and conditions as determined in writing by Elms College to ensure a safe and successful readmission.

**The Dean of Students or designee, will determine if a student may be readmitted. The Dean of Students will consult, as appropriate, with the Director of Counseling Services, the Director of Student Accommodations and Support Services, and/or the Director of Health Services.**

**Appeal Procedure for Involuntary Medical Leave:** If a student believes that a decision for an Involuntary Medical Leave/Involuntary Leave made by the College is unreasonable, or that the procedures and / or information relied upon in making the decision were unfair, the student may appeal the decision. The appeal must be made in writing to the Dean of Students or designee.

Appeals should clearly identify the specific facts and conclusions being challenged and should present relevant supporting information. Once notified of the Involuntary Medical Leave, the student has ten (10) business days to submit his or her appeal. Extra time may be granted for good cause shown (for example, medical emergencies or the unavailability of healthcare providers). The student may not remain on campus during the appeal period. If no timely appeal is submitted, the decision about the Involuntary Medical Leave is final.

The Dean of Students or

designee will respond in writing to the student's written appeal within five (5) business days. The Dean of Students or designee may request additional medical and non-medical supporting documentation as a part of the appeal process.

Readmission criteria and procedures are outlined previously in this document.

**Additional Information:**

- If applicable, and with the student's permission, the Registrar will communicate directly with the Registrar at other CCGS colleges and universities where a student granted a leave is registered.
- As a reminder, voluntary or involuntary medical leaves/involuntary leaves may impact a student's financial aid. For information about financial aid policies please refer to the Financial Aid Office.

**Student Military Leave of Absence**

Elms College supports students who are members of the United States Armed Forces and Reserve Units. To assist them, as well as protect and safeguard their status as Elms College students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Policy.

Any student who is a member of a military unit, reserve unit or the National Guard and is activated or called to active duty during a semester or term will automatically be entitled

to a full refund or credit of all tuition and fees that he or she has paid toward the expenses for that specific academic term. Any student who has received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such should contact the financial aid office to make appropriate arrangements. Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester.

If the notification of the call to active duty comes after the mid-term date of the semester, the student will have the option of either taking a full refund, or credit of tuition and fees, or requesting an Incomplete grade in his or her courses, with the privilege of returning to complete all required coursework within two academic years without payment of any further tuition and fee charges.

It is the responsibility of the student to present a copy of the Order to Active Duty to the Registrar's Office and to request the appropriate refund, credit or course incompletes within one week of receipt of the Order. If a refund or credit is requested, the Registrar's Office will work with the Student Accounts Office to process the course drops and issue the refund or credit. Confirmation of course(s) withdrawal or approval for incompletes will be provided by the Registrar. Confirmation of any refunds will be provided by the Student Accounts Office.

Should a degree-seeking student called up for active duty find it necessary to interrupt active pursuit of the degree for longer than one academic term, he or she may petition the Vice President of Academic Affairs for a leave of absence for a specific period of time, generally limited to one calendar year. Within one calendar year following the return from active duty, students must contact the Registrar's Office to make arrangements for reinstatement. If military service requires an absence of more than one year, the Vice President of Academic Affairs, upon formal petition, will consider granting a student's request to extend the leave of absence for longer than the customary period.

Students who are the spouse of a service member, and who have a dependent child, are able to withdraw from classes with a full refund of tuition and fees, if their spouse is called to active duty. The same terms and conditions outlined above apply to these students, as to the service members.

Note: This Policy applies only to currently enrolled Military personnel who are officially called to service by an Order to Active Duty.

## **Admission**

Please see the Elms website for the most up-to-date information

Traditional full-time undergraduate candidates apply to the institution through the Office of Admission. Elms College seeks diverse, energetic, and talented candidates who are committed to their academic development. Every application is reviewed by the assigned admission counselor, as well as the director of admission, to gauge academic strength and special talent. Our selection process is thorough and individualized. Candidates for admission into the Elms College School of Nursing are also evaluated by the School of Nursing Review Committee.

Candidates are invited to contact the Office of Admission at:

Elms College Office of Admission

291 Springfield Street

Chicopee, MA 01013

admissions@elms.edu

Phone 413-592-3189

800-255-3567

Fax 413-594-2781

### **First-Year Admission**

High school candidates are strongly encouraged to pursue a rigorous college preparatory program to prepare them for successful academic achievement upon entering Elms College. Recommended courses include the following:

- Four years of English
- Three years of mathematics (four years for nursing candidates)
- Three years of lab science (four years, including chemistry, for nursing candidates)
- Two years of the same foreign language
- Three years of history and the social sciences

Candidates must submit the following items to the Office of Admission:

- Elms College application or The Common Application. There is no fee to apply.
- Official secondary school transcript or GED/HiSet scores
- Submit your optional application items, such as your essay, letters of recommendation, or test scores (SAT I or ACT).
- If you are a nursing applicant, you must submit your test scores, essay, and two letters of recommendation.

Elms College does not have an application deadline. Admission decisions are sent to applicants starting mid-November and continuing on a rolling basis thereafter. Candidates are considered for need-based financial aid by submitting the Free Application for Federal Student Aid (FAFSA) by March 1. Our school code is 002140. Candidates who submit their FAFSA after March 1 will be considered for financial aid as funding permits.

### ***Transfer Admission***

The Office of Admissions works directly with full-time undergraduate transfer applicants and the Office of Graduate and Continuing Education Admissions assists undergraduate part-time and degree-completion transfer applicants. Transfer students can apply to begin an academic program throughout the year depending on the program. Applicants may typically transfer between 75 and 90 earned credits, with a grade of C- or better, from an accredited institution. Please note that some academic programs may have additional specific requirements for accepting transfer credits. Please check with the admissions counselor or specific program for additional information.

### **Transfer Credit Evaluation**

Accepted students will be able to transfer between 75 and 90 credits, with a grade of C- or better from an accredited institutions towards a bachelor's degree, and 30 credits towards an associate degree. Some academic programs have additional specific requirements for accepting transfer credits. For example, courses required for the nursing major must have a grade of "C+" to be accepted for transfer credit. Please check with your admissions counselor or specific program for additional information.

Elms College will evaluate transcripts for transfer credit to be accepted to meet program-specific requirements, liberal arts core requirements or as credit toward the minimum credit number required (60 credits for an Associate's degree and 120 credits for a Bachelor's degree).

Students enrolled at Elms College who wish to take courses at another accredited institution, and transfer in credits, must complete and file the required form in the Registrar's Office. Transfer credits earned at another college or university will not be computed in the student's GPA, but may be applicable to degree requirements at Elms College. However, credits earned under the Cooperating Colleges of Greater Springfield (CCGS) program are computed in the student's GPA.

### **Massachusetts Joint Admissions Agreement**

Although a private college, Elms College honors the provisions of the joint admission agreement between community colleges and four-year public institutions. Applicants who have completed a designated associate's degree program from an accredited two year college with a cumulative grade point average of 2.5 will be granted admission, and may satisfy the Elms College core

curriculum requirements by completing senior seminar and a three-credit course in religious studies. Students are guaranteed junior status and the transfer of at least 60 credits, including “D” grades, which are counted as general electives where majors have minimum grade requirements. Elms College majors excluded from guaranteed admission under joint admission are nursing, education, and communication sciences and disorders.

Candidates for full-time transfer admission must submit the following items to the Office of Admission:

- Elms College application or The Common Application (There is no fee to apply)
- Official transcripts from each college/university attended
- Submit proof of high school completion (official transcript or a copy/photo of your diploma or GED).
- If you’re applying with less than 24 college credits, you must submit an official high school transcript or GED scores.
- If you are a nursing applicant, you must submit an essay and two letters of recommendation.

### **Accelerated Second Degree in Nursing Program**

The Elms College Accelerated Second Degree in Nursing Program is a highly selective program for transfer candidates. To learn more about the requirements for admission to this program, contact the Office of Admissions.

Please note, students are not eligible for admission to the Elms College Accelerated Second Degree in Nursing Program if they have been dismissed for academic or clinical reasons, or withdrawn pending such dismissal, from another nursing program.

### **Articulation Agreements**

Elms College has articulation agreements with the following community colleges: Asnuntuck Community College, Berkshire Community College (BCC), Holyoke Community College (HCC), Greenfield Community College (GCC), and Springfield Technical Community College (STCC).

Candidates who have completed an associate’s degree from one of these community colleges can seamlessly transfer to Elms to complete a bachelor’s degree. If candidates follow the prescribed programs outlined in the articulation agreements, they may be able to complete a bachelor’s degree within two years. Please contact the Office of Admission for information about the articulation agreements with these community colleges.

## **Academic Policies**

### ***Academic Sessions***

The main academic year is composed of two 15-week semesters and one extended summer session. Off-campus and certain graduate programs have alternate term lengths (8-week, 11-week). Please contact the School of Graduate and Professional Studies for additional information. Semester Credit Hours are used to determine the contact hours required for graduation.

### ***Requirements for Baccalaureate Degrees***

In order to qualify for a baccalaureate degree, a student must:

1. Comply with entrance requirements
2. Complete a minimum of 120 credits
3. Receive passing grades in all courses required for the degree
4. Attain a minimum grade point average of 2.0 or higher, if specified by the major. (Transfer students must maintain a 2.0 average in courses taken at the college. Transfer credits are not included in determining Elms College's grade point average)
5. Complete at least 45 semester hours as a matriculated student at Elms College for main campus programs; 42 credits for offsite and online programs and 30 credits for the RN-BS program.

*NOTE: All students are subject to three types of course requirements:*

- Core curriculum requirements
- Course requirements of the chosen major, and
- Elective courses sufficient to reach at least the minimum number of credits required for each degree level

### ***Double Majors***

Students completing majors in related disciplines may include two courses that satisfy requirements for more than one major, subject to pre-approval from the registrar.

### ***Credit Load***

A course load of 12 to 18 credits is considered full-time. Ordinarily, students carry an average credit load of 15 to 16 hours a semester. Students with more than 18 credits are required to pay for the extra credit(s) at the continuing education per-credit rate, and must have approval from the academic dean.

## ***Policy on Credits and Degrees***

### ***Definition of Credit Hour***

In accordance with federal policy, Elms College defines a credit hour as an amount of work represented in the achievement of the intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

1. One hour (50 minute period) of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. Laboratories, internships, clinicals and practica vary by program in terms of the number of hours required, but in general are 2-3 hours/week per credit.

For courses with non-traditional formats, e.g. accelerated, Weekend, online or hybrid/blended, students are required to spend the equivalent amount of total time per credit hour as spent in traditional courses. However, the mix of time spent in direct instruction and time spent on assignments and other work, per week, will vary.

## ***Degrees***

### **Undergraduate Degrees**

An undergraduate associate degree (A.A.) normally represents the equivalent of two academic years of full-time study (and requiring a minimum of 60 semester credits) or its equivalent in depth and quality of experience. An undergraduate baccalaureate degree (B.A., B.S.) normally represents about four academic years (and requiring a minimum of 120 semester credits) of college study.

### **Graduate Degrees**

A first graduate degree (Master's-level, including M.A., M.S.), represents at least one year of post-baccalaureate study (requiring a minimum of 30 semester credits). Professional and specialty degrees (M.B.A., M.S.N., M.Ed., M.A.A.T.), normally require two or more years of full-time study. Extensive undergraduate preparation in the field may reduce the length of study to one year. Graduate degrees include a significant component of coursework in addition to any supervised research or practice.

### ***Registration***

Pre-registration dates are scheduled annually to permit students to select courses for the following semester or term. It is each student's responsibility to register for courses that will meet departmental requirements in a chosen program of study as well as graduation requirements. Prior

to each pre-registration date, students should seek assistance from their faculty advisor and, whenever necessary, the Director of Advising.

### **Add/Drop Period**

For 15-week academic terms, adding or dropping a course(s) is allowed during the beginning of each term, typically eight class days, however, the exact dates for each semester will be published by the Registrar's office on the Elms website. For 8-week and 11-week terms, courses may be added or dropped within the first four business days of the term. Changing course schedules during the add/drop period requires the approval of the faculty advisor. Credit cannot be earned for courses in which the student is not officially registered.

### **Academic Conduct**

A major role of Elms College is the education of students of mature judgment and moral sensibility. True education is a process of free exchange of ideas involving the critical assessment of each individual's efforts and growth. An atmosphere that promotes intellectual freedom and rewards honest efforts of individuals furthers the Elms College mission.

Each member of the Elms College faculty has a specific responsibility to explain in the form of a course syllabus the conditions under which academic work in his or her course is to be performed. It is also the faculty member's obligation to guarantee, insofar as is possible, that there be present a respect for intellectual pursuits and a reverence for honesty. Concurrently, it is the student's responsibility to ensure that work submitted for evaluation is one's own work. If there is clear evidence that a student is guilty of academic dishonesty, whether by cheating, plagiarism, or interference with another student's work, the faculty member should take appropriate action that will reflect the logical consequence of the dishonest deed or effort.

All members of the Elms College academic community are called upon to recognize their roles in creating an environment of intellectual integrity by using honest and open evaluative processes that acknowledge the responsibility of each member to all other members of the Elms College community, and by participating in upholding standards that will result in just, equitable decisions.

### **Academic Honesty Policy**

Communication of knowledge and a free exchange of ideas, two essential aspects of a college community, require a fundamental standard of honesty.

Students and faculty must be able to expect that thought and work presented for the class are the properties of the person claiming credit for them. To safeguard these principles, it is important to clarify the rules and procedures regarding academic honesty.

1. Students must refrain from all forms of academic dishonesty, including cheating on quizzes and examinations, abetting others in cheating, appropriating other students' work, and plagiarizing written assignments.

*“Plagiarism: the use of outside source(s) without proper acknowledgement. Quotations: Any quotation, however small, must be placed in quotation marks or clearly indented and must be accompanied by a precise indication of the source. Paraphrasing: Any material which is paraphrased must be specifically acknowledged in a footnote or in the text. A thorough rewording or rearrangement of an author’s text does not relieve one of this responsibility.”*

**Source:**

***Napolitano v. Princeton Univ., 453 A.2nd 279 (N.J. Super. Ch. Div. 1982).***

2. Faculty who find students in clear violation of the policy on academic dishonesty shall determine the appropriate response, which may include failure on the assignment or failure in the course.

3. Faculty shall report incidents of academic dishonesty, including copies of any documentation, and the action taken in response to them, in writing, to the vice president of academic affairs. Faculty shall inform the student that the notification has been sent to the vice president of academic affairs.

4. The vice president of academic affairs can elect to pursue further action up to and including dismissal from the college. The vice president will inform the student in writing that notification has been received, that it is confidential, and that the student has the right to question the charge.

5. Students who believe they are unjustly accused or punished for academic honesty violations may pursue the matter through the grievance procedure outlined on page 14 of the student handbook.

***Class Attendance***

Students are expected to attend all classes for which they are registered, and are responsible for absences and late enrollment. Students should inform the instructor regarding emergency or illness and make arrangements to make up the missed work. It is the prerogative of the instructor to limit the number of allowed absences from classes. Students will be informed of these limits at the beginning of each class in the course syllabus. At the discretion of the instructor, absences in excess of one third of the total number of course meetings may result in the student being excluded from the course.

***Grading System***

The quality of students' work is indicated by letter grades and quality points granted according to the grades earned. The grade point average (GPA) is obtained by dividing the total number of quality points by the total number of credits attempted.

<b>GPA</b>	<b>Numerical Equivalent</b>	<b>Letter Grade</b>
4.00	93-100	A
3.67	90-92	A-
3.33	87-89	B+
3.00	83-86	B
2.67	80-82	B-
2.33	77-79	C+
2.00	73-76	C
1.67	70-72	C-
1.00	60-69	D
0	0-59	F
0	0	WF
0	0	I
0	0	IF

Faculty members must submit letter grades to the registrar at the end of each marking period.

S or U	Satisfactory/Unsatisfactory
WU	Withdrew Unsatisfactorily
W	Withdrawal
AU	Audit
WS	Withdrew Satisfactorily
NC	Noncredit

Repeat Course (only the second grade in a repeated course is reflected in the student's final QPA)

NS	Not Submitted
IP	In Process
IF	Incomplete to Failure

### ***Course Repeat***

A student who receives an unsatisfactory grade in a course may repeat the course by registering again for the course and by informing the registrar that the course is being repeated. Both grades, however, will remain on the permanent transcript, but only the repeated course will be calculated into the grade point average (GPA).

Some departments may not allow certain courses to be repeated, and some departments may limit the number of courses that may be repeated. There are also financial aid implications related to repeating courses. Students should contact the Financial Aid Office with questions about course repeating.

### ***Course Audit***

Students may audit courses by enrolling formally without the intention of receiving credit. Auditing requires the permission of the advisor and instructor. Successful completion of the audit will be noted on the permanent record as "AU."

### ***Incomplete Grades***

Under certain circumstances, an instructor may award the grade "Incomplete" (I) to a student at either the graduate or undergraduate level who has been unable to complete course requirements because of illness or other reasonable causes. The definition of reasonable causes is left to the discretion of the instructor, but it is understood that an Incomplete grade should be infrequently and judiciously given. Instructors may request appropriate documentation of the student's extenuating circumstances.

Incomplete grades may be assigned only if the student's prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be submitted will be graded F (Failure). If acceptable reasons are later presented to the instructor, the instructor may initiate a grade change to Incomplete.

To assign an Incomplete grade, an instructor must submit an Incomplete Grade Contract Form, which is available in the Registrar's Office. The form must be signed by the student and instructor, approved by the Registrar, and must outline the coursework to be completed and the due date for that coursework. The Registrar will enter the incomplete grade on behalf of the instructor.

Students must complete their coursework within the prescribed time period set by the instructor, but no later than the end of the following regular term, based on the student's program. Upon the completion of the work, the instructor will award the student a letter grade by filing a Grade Change Form with the Registrar's Office. An Incomplete grade that has not been resolved within the prescribed time period will automatically be changed to a grade of "IF" (Incomplete-Failure) by the Registrar.

### **Grade Change Policy**

A change in an assigned grade can be made by the instructor of the course up to one month following the issuance of grades by the Registrar's Office. All grade changes past the one month deadline must be requested by the instructor and approved by the Vice President of Academic Affairs. A student who, after consultation with the faculty member and the Vice President of Academic Affairs, wishes to challenge a grade on a transcript or grade report, should follow the procedures outlined in the Student Handbook; specifically, "Student Grievance Policy for Academic Matters."

### ***Withdrawal from a Course***

Please note that students should consult with their instructors and advisors prior to any type of withdrawal. To withdraw from an individual course or courses, a student must complete an official "Add/Drop Form" obtained in the Registrar's Office. Withdrawals are allowed only through the end of the 13th week of the course (prorated for other than regular semesters) and will be done without effect on the GPA. However, withdrawn credits will be counted in the Quantitative Standard of the Satisfactory Academic Progress Policy as part of credits attempted. *Please see Satisfactory Academic Progress and Academic Probation* for additional information.

Official withdrawals after the add/drop period are indicated by the instructor as either Withdrawn/Satisfactory (WS) or Withdrawn/Unsatisfactory (WU). The exact add/drop dates for

each semester or session are published in the appropriate course schedules. For special format courses, such as summer sessions, specific dates are available in the Registrar's Office.

### ***Withdrawal from the College***

A student may officially withdraw from the college at any time by completing the official "Withdrawal Form" from the Registrar's Office and will receive a "Withdrawn from the College" on his or her transcript. As with dropping an individual course, failure of a student to withdraw officially in writing can result in the awarding of "F" grades, and the withdrawal date will be set to the date corresponding to the half-way point for the particular term. Students will be responsible for all charges incurred. A student who has withdrawn from the college must formally reapply for admission.

**NOTE:** Students are strongly encouraged to consult with their instructors and advisors prior to any type of withdrawal. Financial and veterans aid recipients should check with the Financial Aid Office before withdrawing from a course or from the college. International students on an F-1 visa should consult with the International Programs Office prior to withdrawing from a course or from the college.

Any student who has not registered for a credit-bearing course within one semester will automatically be withdrawn from the college and will need to reapply for admission.

### ***Leave of Absence***

A leave of absence (LOA) is a temporary interruption in a student's program of study. A student who must interrupt studies for a prescribed length of time, no longer than 180 days, must file a written LOA request, and have the request approved by the Registrar. The student may return from such a leave of absence by notifying the registrar. If after the 180 day period the student does not return, the student is considered to have ceased attendance, is automatically withdrawn from the college, and re-application through the Office of Admission is required for return. A student who desires to study at an accredited college or university while on a leave of absence, and intends to transfer credits back to Elms College, must receive prior written approval from the Registrar.

**NOTE:** For students who have received federal loans, for example subsidized or unsubsidized Stafford loans, failure to return from a LOA may have an effect on a student's loan repayment terms, including the expiration of the student's grace period. Please contact the Financial Aid Office for additional information.

### ***Student Military Leave of Absence***

Elms College supports students who are members of the United States Armed Forces and Reserve

Units. To assist them, as well as protect and safeguard their status as Elms College students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Policy.

Any student who is a member of a military unit, reserve unit or the National Guard and is activated or called to active duty during a semester or term will automatically be entitled to a full refund or credit of all tuition and fees that he or she has paid toward the expenses for that specific academic term. Any student who has received any form of financial aid including a full or partial scholarship or student loan or who expect to receive such should contact the financial aid office to make appropriate arrangements. Students residing in residence halls shall receive refunds on a pro rata basis for the remainder of the semester.

If the notification of the call to active duty comes after the mid-term date of the semester, the student will have the option of either taking a full refund, or credit of tuition and fees, or requesting an Incomplete grade in his or her courses, with the privilege of returning to complete all required coursework within two academic years without payment of any further tuition and fee charges.

It is the responsibility of the student to present a copy of the Order to Active Duty to the Registrar's Office and to request the appropriate refund, credit or course incompletes within one week of receipt of the Order. If a refund or credit is requested, the Registrar's Office will work with the Student Accounts Office to process the course drops and issue the refund or credit. Confirmation of course(s) withdrawal or approval for incompletes will be provided by the Registrar. Confirmation of any refunds will be provided by the Student Accounts Office.

Should a degree-seeking student called up for active duty find it necessary to interrupt active pursuit of the degree for longer than one academic term, he or she may petition the Vice President of Academic Affairs for a leave of absence for a specific period of time, generally limited to one calendar year. Within one calendar year following the return from active duty, students must contact the Registrar's Office to make arrangements for reinstatement. If military service requires an absence of more than one year, the Vice President of Academic Affairs, upon formal petition, will consider granting a student's request to extend the leave of absence for longer than the customary period.

Students who are the spouse of a service member, and who have a dependent child, are able to withdraw from classes with a full refund of tuition and fees, if their spouse is called to active duty. The same terms and conditions outlined above apply to these students, as to the service members.

Note: This Policy applies only to currently enrolled Military personnel who are officially called to

service by an Order to Active Duty.

### **Satisfactory Academic Progress**

Satisfactory Academic Progress (SAP) is a standard used to measure progress toward the completion of coursework toward a degree. Elms College is required by federal regulations to establish a reasonable Satisfactory Academic Progress policy to determine if a student is making progress in their educational program. The standard of SAP applies to eligibility for college activities, including varsity athletics, as well as, federal and state financial aid programs and institutional aid. SAP standards apply to all students, full-time, part-time, degree and certificate candidates. Students who fail to meet the SAP standards set forth in this policy are ineligible to receive most forms of federal, state and institutional financial aid.

Students are evaluated at the end of each academic term by the Registrar to determine if they are in satisfactory academic standing. In addition, a SAP review for financial aid eligibility will occur annually at the end of the spring semester. All prior course work is evaluated and will determine if a student is meeting the Satisfactory Academic Progress requirements spelled out below.

#### **I. Qualitative**

For qualitative purposes, Satisfactory Academic Progress requires a cumulative Grade Point Average (GPA) of 2.0 or better. Undergraduate student GPAs are reviewed annually at the end of the spring semester to evaluate eligibility for federal, state, and institutional grants, scholarships, loans, and work programs. Students that fail to meet this standard will not be eligible for federal aid until the minimum cumulative GPA is achieved. *Note some degree programs may have higher GPA and credit requirements to maintain program eligibility.*

#### **II. Quantitative**

Students must also meet the quantitative requirements to retain eligibility for financial aid. Students must complete 67% of their cumulative attempted credits to maintain Satisfactory Academic Progress. Attempted credit hours are totaled and multiplied by 0.67 to determine the number of credit hours a student must have earned to be considered making progress. Transfer credits earned by students from other institutions and accepted by Elms are included in the percentage of completed classes.

#### **III. Time**

The time standard allows 150 percent of the normal degree requirements (the federal maximum) for credit hours attempted (including transfer and incomplete hours) for degree completion. For example, 120 credit hours (for BA/BS)  $\times 1.5 = 180$  maximum credit hours

attempted. Note, due to federal regulations, there is no appeal or extension for exceeding the 150% time standard requirement.

If a student fails to meet either the qualitative or quantitative measure, the student will be placed on Academic and Financial Aid probation, and will be ineligible for financial aid in future semesters until determined to be making Satisfactory Academic Progress. However, students with significant documented extenuating circumstances may appeal to regain eligibility. Please contact the Financial Aid office for additional information.

### **Contact Information**

If you have questions regarding your financial aid and scholarships, please contact the Financial Aid Office at (413) 265-2249. If you have any questions in regards to why you are on academic alert or probation, please contact the Registrar's Office (413) 265-2314. If you have any questions about support services on campus, please contact the Advising Office at (413) 265-2256. If you have any questions about athletic eligibility, please contact the Director of Athletics at (413) 265-2395. Finally, if you have any questions about student life, please contact the Dean of Students Office at (413) 265-2210.

### **Academic Forgiveness**

Elms College recognizes that, for reasons unrelated to their ability, students may sometimes not perform to their full potential. Because a low cumulative index earned at the beginning of an academic career can adversely affect a student's academic record for his or her entire stay at the college, students may apply for "academic forgiveness." Under this policy, a specified term or sequence of terms may be excluded from the calculation of the student's cumulative grade-point average.

To qualify for "forgiveness," students must:

1. Be a former Elms College student and have completed a minimum of 18 credits at the college;
  2. Return to the college after a minimum absence of five years;
  3. Be currently enrolled at Elms College;
  4. Have not been previously awarded Academic Forgiveness at Elms College; and
  5. Submit their request for Academic Forgiveness within one year of re-admittance and after showing a term GPA of at least 2.0 GPA in at least 12 credits.
6. "Forgiveness" may only be granted once during a student's academic career at the college. Prior to submitting the application for forgiveness to the Registrar's Office, students must meet with their academic advisor, and obtain the advisor's signature on the form. Final approval must be obtained by the vice president of academic affairs. If forgiveness is granted, the following conditions will

apply:

- a. The forgiveness period requested will be comprised of a sequence of semesters that are consecutive.
- b. A student may be forgiven up to 60 attempted credit hours.
- c. ALL courses within the designated time period will be excluded from the calculation of the cumulative grade point average. Therefore, grades of "C-" and higher, as well as grades below "C-" will be excluded. However, excluded courses will remain on the student's academic record with the original grade received.
- d. Although grades above "C-" are excluded from the index calculation, they may be applied to satisfy a curriculum requirement for graduation.
- e. Students who receive academic forgiveness cannot qualify for any academic honors based on GPA.

### ***Academic Dismissal***

Students who have been placed on probation during a previous semester are subject to dismissal if they fail to show improvement in satisfactory academic progress.

They and their advisors will be notified by the Academic Dean's Office. Normally, students who have received an academic dismissal may not take any courses at the college, including day, evening, or summer, for the next two semesters (including the summer as one semester). They may then reapply for admission through the Office of Admission.

*Students who have twice received an academic dismissal will not be readmitted.*

### **Appeal**

Students who wish to appeal an academic decision relating to probation, dismissal, or readmission may do so by contacting the Registrar's Office. A "readmit with reservation" will be applied to a student's academic record if a dismissal decision is reversed.

### **Grade Reports**

Grade reports will be available to students online at the end of each semester. All students receive mid-term grades. Neither grade reports nor credit for any term's work is provided until all financial obligations to the college have been met. Once a final grade has been reported to the registrar, it cannot be changed without filing the appropriate form.

## **Transcripts**

Transcripts should be requested from the Registrar's Office in writing and must be accompanied by a fee of \$5 for each transcript. Requests for transcripts are not accepted over the telephone. Official transcripts bearing the college seal must be mailed directly to the agency or institution requiring them. Unofficial transcripts are issued to students. Transcripts will not be issued during the weeks of registration or commencement. All indebtedness to the college must be reconciled before a transcript of credits will be released.

## **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Elms College, with certain exceptions, to obtain your written consent prior to the disclosure of personally-identifiable information from your education records. However, Elms College may disclose appropriately-designated "directory information" without written consent, unless you have instructed the College to restrict this information. Students who object to the disclosure of directory information must notify the Office of the Registrar in writing within thirty (30) days following registration each semester. The request for nondisclosure may also be rescinded by written notification to the Office of the Registrar.

Elms College has designated directory information to include a student's name, telephone numbers, addresses, College e-mail address, date of birth dates of attendance at the College, major, degrees awarded, graduation date, academic honors, participation in officially-recognized College activities, height and weight of members of athletic teams, and photographs. FERPA considers directory information as generally not harmful or an invasion of privacy if disclosed. Directory information cannot include student identification numbers, Social Security Numbers, citizenship, gender, race, religious preference, grades, or GPA.

Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

1. Each student has the right to inspect his or her education record, subject to reasonable time, place, and manner restrictions. A student must submit a written request to the registrar, academic dean, chair of the academic division, or other appropriate official, that identifies the specific record they wish to inspect. The request will be granted as soon as possible, but not later than forty-five (45) days from the date of the receipt of the request. The college official will make arrangements for access, and notify the student of the time and place where the records may be inspected. At the time of inspection, the student must present identification and must inspect the records in the presence of a designated college official.

2. Each student has the right to request the amendment of his or her education records that the student believes are inaccurate or misleading. They should contact the college official responsible for the record, clearly identify the part of the record they want 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.
  
3. Each student has the right to consent to disclosures of personally identifiable information contained in his or her education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  
4. Each student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints should be filed in writing by submitting an electronic complaint form found at the Family Policy Compliance Office at <http://familypolicy.ed.gov/complaint-form> or by writing to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-8520

### ***Examinations***

The registrar posts the official schedule for final examinations. A student who has missed a final examination for a valid reason must make arrangements for a make-up examination. Ordinarily, the examination must be taken within two weeks from the close of the semester at the convenience of the examiner. Students who are absent from a semester examination without an excusable reason may receive an “F” for that examination and might not be permitted to take it at a later date.

### ***Credit by Examination***

In keeping with its philosophy of an individualized approach to learning, Elms College offers students the opportunity to qualify for credit and/or advanced placement by examination through several testing programs. Among these are the College Board's Advanced Placement (AP) program and College-Level Examination Program (CLEP).

Students will be allowed only one trial to obtain credit by examination. No grade is assigned to any specific performance; credit only will be given for passing the test with acceptable scores determined by individual departments.

### ***Advanced Placement***

The College Entrance Examination Board (C.E.E.B.) offers advanced placement examinations annually to give high school students opportunities to demonstrate college-level achievement. Offered in 13 fields, the examinations are administered in high schools during the third week in May. When scores are reported to Elms College, the appropriate academic department makes the decision whether to grant credit or advanced placement, or both, to individual students who have taken the test.

### ***College Level Program***

Elms College is pleased to offer an advanced placement (A.P.) option for eligible high school seniors. By cooperative arrangement with local secondary schools, a limited number of places are made available in regularly scheduled, lower-division courses at Elms College for qualified A.P. students. Seniors may enroll for up to twelve hours (four college courses) over two academic year, (junior or senior status in high school) and receive full college transfer credit to Elms College or to another academic institution of their choice.

### ***Degree Audit***

An automated degree requirement tracking system, known as a degree audit, assists students and advisors in assessing the progress of a student's program of study. It enables students and advisors to project the orderly fulfillment of their curriculum plan. It includes a record of all the student's courses completed to date and their courses in progress, and serves as an unofficial projection of courses remaining in a degree program.

A degree audit can also be used to determine the progress status of degree programs other than the currently declared major. In other words, if a marketing major wants to determine the viability of becoming a management major, a trial degree audit can be retrieved and populated with all courses taken to date by a student, along with the remaining degree requirements. While a degree audit is a useful tool for planning the orderly fulfillment of degree requirements,

students and advisors must realize it is not a replacement for the official academic transcript, nor should it be used as a substitute for verifying official degree requirements. Please see the Elms website and ElmsConnect for more information, or ask your advisor.

### ***Internships***

Please see the Elms website for the most up-to-date information on internship and other experiential learning opportunities.

Internships provides an opportunity for students to work in a career field of their choice in order to understand at least one segment of a particular occupation. Two types of internships are possible: volunteer internships arranged through the Career Center, and credited internships arranged through various academic departments. Volunteer internships usually occur during breaks between semesters.

Credited internships are offered by many programs. The Nursing Department encourages all students to seek employment/internships in their field during the summer between their junior and senior years. Requirements for these internships are given in the catalog under specific departments, as is information about student teaching, nursing clinical experiences, and field experiences in social work, and communication sciences and disorders. An intern may or may not receive a salary, and is not considered an employee of any firm in the technical sense.

### ***Individualized Programs***

To provide further flexibility for diverse professional plans and levels of scholastic achievement, students have the option of customizing an interdisciplinary major through either the liberal arts or professional studies programs and of engaging in independent study or internship in other majors. Each department establishes its own guidelines in working out individualized programs for students. Students may contact the academic dean for more information.

### ***Study Abroad***

In its commitment to educating students for life and recognizing that, today, life is global in scope, Elms College encourages students to study abroad whenever possible. Such an experience offers students a wider choice of educational opportunities than can be available in a single educational institution. Study abroad is therefore open to all students in good standing beyond their sophomore year for a summer, semester, or year of study. More information can be obtained by contacting the director of international programs.

In order to qualify for study abroad, the student must have a GPA of at least 3.0 at the end of no fewer than three semesters; have the approval of the division chair of the student's major; and

present a written request to pursue study abroad to the registrar and to the academic dean. If a student is receiving financial aid, she or he should contact the Office of Financial Aid as well. Language majors are strongly advised to study abroad to improve proficiency in the language and culture of the major. Should a language major student not be able to study abroad, she or he must take two 300-level courses for a total of six extra credits to complete the major.

### **Policy on Absence for Religious Reasons**

*Elms College abides by the following principle:*

Any student in an educational or vocational training institution other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which s/he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school.

No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because the provisions of this section.

### **Academic Honors**

Elms College is pleased to recognize and reward undergraduate students whose scholastic performance merits special attention. Academic Honors are bestowed to encourage the pursuit of excellence and to reward academic achievement through public recognition by inclusion on the official transcript and on the diploma. In addition, students who have earned academic honors are entitled to wear honor cords with their cap and gown regalia at Commencement to signify their achievement.

### **Graduation with Honors**

For undergraduate students who complete between 42 and 59 Elms credits, two categories are awarded for superior scholarship. This honor, based on cumulative Grade Point Average, is awarded upon graduation and becomes part of the official record.

1. High Honors – awarded to candidates with a cumulative GPA of 3.8 and above
2. Honors – awarded to candidates with a cumulative GPA of 3.5 to 3.79

### **Graduation with Latin Honors**

For undergraduate students who complete 60 credits and above, three categories are awarded for

superior scholarship. This honor, based on cumulative Grade Point Average, is awarded upon graduation and becomes part of the official record.

1. Summa Cum Laude – awarded to candidates with a cumulative GPA of 3.9 or higher
2. Magna Cum Laude – awarded to candidates with a cumulative GPA of 3.7 to 3.899
3. Cum Laude – awarded to candidates with a cumulative GPA of 3.5 to 3.699

### ***Dean's List***

The dean's list, published at the end of each semester, is composed of full-time students who have earned a GPA of 3.5 or better without any incomplete grades.

## **STUDENT SUCCESS**

### ***Student Success at Elms College***

The Student Success services and programs are designed to support students be their very best! From day one of the transition to college through the academic demands of the classes, the team-based Student Success staff works with students holistically to achieve a transformative academic experience. Our faculty serve as faculty advisors and our Student Success staff provide resources and opportunities to help students do their best in the classroom and in life. Student Success Resources are overseen by Dr. Bran Kapinos, Assistant Dean for Student Success and Director of Advising, in Academic Affairs.

**Center for Student Success (CSS)** is located on the second floor of the Alumnae Library. The Welcome Desk has kiosks to make tutoring appointments and to check in for office appointments and studying, a printer for networked printing, loaner laptops, headphones and a variety of office and study supplies for students. CSS study room reservations can be made in person at the Welcome Desk, or by emailing Tina Savoie at [savoiet@elms.edu](mailto:savoiet@elms.edu).

Offices located in the CSS, representing Academic Affairs and Student Affairs are: Tutoring Services, Advising, Career Services, Student Accommodations and Support Services, Diversity & Inclusion, Fulbright Language Teachers, and International Programs. The area of CSS housing the last three offices is a special safe space called the C.O.V.E., which stands for Culture, Openness, Values and Education. Students are welcome to use the refrigerator, microwave, Keurig, tea pot and supplies located in the Hospitality Area of CSS.

### ***Academic Advising***

All students are assigned a **faculty advisor** within their academic discipline. The faculty advisor serves as a resource for information regarding academic matters such as, but not limited to, the liberal arts core and major requirements, course registration, and adding and dropping courses. Students can find their faculty advisor by checking their ElmsConnect account. In order to register

for classes, students must meet with their faculty advisor each term before registration. A student may have more than one faculty advisor if they decide to minor or double major in two different academic disciplines.

Specialized advising is available for **undeclared students** through our ASPIRE/Undeclared program and the Director of Advising. Through a one-credit course, *Career Exploration*, students explore strengths, set academic goals, and declare a major all while being a part of the ASPIRE program.

The Director of Advising also assists students who are **changing majors**. Students can discuss strengths and best fit for a new major, learn how their courses will fit into the new major, and navigate the process of entering into a new academic program successfully.

Through the ASPIRE program, some students are assigned an Academic Coach to help students learn and apply skills needed to be successful in college. Academic Coaches work with students to create a Student Success Plan, set goals and share resources to help students achieve their goals in the classroom and in life. The Director of Advising and Dean of Student Success and Strategic Initiatives will work together to assign a success coach to a student on a case by case determination.

Finally, the Director of Advising assists students with questions regarding academic and support resources at Elms College along with managing academic and classroom difficulties and concerns.

### ***Tutoring Services***

Tutoring is available in a variety of formats for all Elms College students, regardless of your program or location of studies. Tutoring Services is located in the Center for Student Success on the second floor of the Alumnae Library. Tutoring Services provides free, face-to-face tutoring services, group study sessions and Student Success Workshops. To schedule an individual or group appointment with a tutor, go to: <https://elms.go-redrock.com/>. In-person tutoring is available from September-May.

For students enrolled in off-campus and online degree completion programs, professional tutoring in writing, either online or in person at your site, is available by appointment. Students should contact their program coordinator for tutor contact information.

### ***BrainFuse Online Tutoring***

BrainFuse is an online based tutoring program. This resource can be accessed through Moodle on ElmsConnect. Once you log into Moodle, the link titled "Online Tutoring" in the upper right-hand

corner connects students directly with BrainFuse. This online system offers instant online tutoring, a writing lab, flash card creation tools, Spanish language practice and a learning library. Since BrainFuse is embedded into Moodle, it uses the same UN and PW as Moodle, Gmail and ElmsConnect. Be sure to use Chrome as your browser when accessing BrainFuse.

### ***Diversity and Inclusion Office***

The Office of Diversity and Inclusion is committed to upholding the mission of Elms College to educate a diverse group of students. Elms College is committed to providing students, faculty, and staff, with an inclusive environment in which they may pursue their studies or careers. We strive to promote academic success, equity and leadership development through various programs and services that foster holistic development.

The Office of Diversity and Inclusion welcomes you to join us in building a diverse campus that is inclusive of various identities, beliefs, experiences, and demographics. We believe in creating a campus climate that encourages critical thought. The Office of Diversity & Inclusion strives to empower the Elms community in celebration of our diversity in an ever-changing world.

The Diversity and Inclusion Office is located in the Center for Student Success Center on the second floor of the Alumnae Library. To schedule an appointment, email [diversity@elms.edu](mailto:diversity@elms.edu) or call 413-265-2343.

### ***First Year Seminar (FYS)***

IDS 1001 – First Year Seminar (FYS) is a 3 credit course that is required for all first year students. FYS helps students meet other students, connect with the faculty and become a successful part of the Elms learning community. FYS courses focus on a theme taken from Catholic Social Teaching, and delve into it more fully through the Common Read. The instructor is a guide and mentor, who along with other first year students, explore a topic, and search for questions and resolutions. The FYS instructor encourages students to become an active member of the Elms College community and to develop their academic program and path.

This course is designed to promote interdisciplinary exploration, experiential learning, and aid the transition of first year first semester students to the Elms College experience. Critical thinking and interpersonal skills required for success in college are emphasized.

At the completion of this course, students will be able to:

1. Identify and utilize resources on campus to transition to the Elms College community.
2. Work cooperatively to learn from, challenge, and support one another.
3. Develop reflective thinking, attentive listening, and effective oral and written communication.

4. Apply the traditions, values, and social teachings that inform the Catholic identity of Elms College.
5. Demonstrate respect for diversity and diverse perspectives.

### ***International Programs***

Elms College welcomes and supports students and scholars from around the world through a team-based approach. The Dean of Student Success and Strategic Initiatives provides immigration advising services for all international students and students learning the English language. Our goal is to help students be successful at Elms College.

The International Programs Office offers programming to learn about new cultures and all things international. The International Club, comprised of both international students and all globally-minded students, is a great place to broaden one's perspective. The club meets twice a month and holds many events to celebrate diverse cultures and to educate others about global affairs.

The International Programs Office offers many Study Abroad opportunities, including traditional semester/year-long programs and faculty-led programs. To learn more about the many exciting learning opportunities in an international setting, please make an appointment by emailing [ipoffice@elms.edu](mailto:ipoffice@elms.edu) or calling 413-2652462.

## **Liberal Arts Core Curriculum**

The liberal arts and sciences permeate the whole Elms College curriculum, adding a valuable dimension to traditional and professional disciplines. The liberal arts core is the foundation of an Elms College education and is crucial to the fulfillment of the mission of the college: to assist in the development of men and women rooted in faith, educated in mind, compassionate in heart, responsive to civic and social obligations, capable of adjusting to change without compromising principle, and able to respond creatively to the demands of their chosen careers.

The core curriculum emphasizes the knowledge that educated persons need to enrich their lives with the lifelong pursuit of learning. It provides students with an education that is integrated and interdisciplinary and one that recognizes the value of service, diversity, and multiculturalism as essential components of a liberal arts education for the future.

### **Student Outcomes of the Liberal Arts Core**

#### *Spiritual and Ethical Development*

- Apply the traditions, values, and social teachings that inform the Catholic identity of Elms College.
- Analyze ethical issues and propose solutions derived from moral and ethical reasoning.
- Compare and contrast one's own belief system with one or more of the world's multiple religious traditions.

#### *Intellectual & Creative Development in the Liberal Arts*

- Apply different modes of inquiry from the arts and sciences to interpret nature and society.
- Analyze the achievements of human creativity in literature, philosophy, religion, history, science, and the arts.

#### *Global Awareness and Cultural Understanding*

- Identify, analyze, and articulate concepts significant to global and multicultural perspectives.
- Demonstrate cultural competence and cultural humility.
- Demonstrate listening comprehension, and the ability to speak, read, and write a second language, to a minimum of a novice high level.

#### *Civic Engagement*

- Explain the basic processes of U.S. government on a local, state, and federal level.
- Illustrate ways in which citizens and organizations impact government to advance policies that include social justice.

### *Critical Thinking and Communication*

- Analyze text, artifacts, and events.
- Write critically, analytically, logically, and creatively.
- Demonstrate clear and coherent oral communication.
- Demonstrate information literacy.
- Demonstrate quantitative literacy.

Students meet the outcomes of the core curriculum by completing course requirements in the liberal arts and sciences, as described below. As students complete the course requirements, they work with an academic advisor to select liberal arts courses that teach and assess outcomes in five areas: religion, ethics, culture, civics, and critical thinking/communication.

### **Course Requirements (41 credits)**

- First Year Seminar (3 credits)
- Rhetoric (3 credits)
- Foreign Language (6 credits or “novice high” level on placement exam\*)
- Humanities (15 credits; one course in each of five disciplines: literature, history, fine or performing arts, religious studies, and philosophy)
- Natural sciences, mathematics, and technology (6 credits; one course in mathematics, one course in biology, chemistry, or physics)
- Social sciences (6 credits; one course in each of two disciplines, choosing from sociology, psychology, and economics)
- Physical Education (2 credits or varsity sport)

\*Novice high proficiency in a foreign language may be demonstrated in any of the following ways:

1. Placement at the novice high level in the language proficiency test administered at the college.
2. A satisfactory score on the C.E.E.B. language assessment. A student who scores 500 to 549 will satisfy the requirement, but will receive no credit. Three (3) credits will be given for a score between 550 and 599, six (6) credits for a score of 600 and above.
3. A satisfactory score on the second level C.L.E.P. exam. A student who scores 450 to 499 will satisfy the requirement, but will receive no credit. Three credits will be given for a score between 500 and 549; six credits for a score 550 and above.

4. A score of three or beyond in the Advanced Placement Exam. A student who scores three will have a semester of the language requirement waived and receive three credits. Students who score four or higher will have two semesters of the language requirement waived and receive six credits.

#### **Course Requirements for Students Entering with Associate's Degrees (30 credits)**

- One semester of Rhetoric or English composition (3 credits)
- Humanities (15 credits; one course in each of five disciplines: literature, history, fine or performing arts, religious studies, and philosophy)
- Natural sciences, mathematics, and technology (6 credits; one course in mathematics, one course in biology, chemistry, or physics)
- Social sciences (6 credits; one course in each of two disciplines, choosing from sociology, psychology, and economics)

#### **Course Requirements for Students Completing an Associate's Degree (21 credits)**

- Rhetoric (3 credits)
- Humanities (9 credits; course in American history, philosophy, and religious studies)
- Natural sciences, mathematics, and technology (6 credits; one course in mathematics and one course in biology, chemistry, or physics)
- Social sciences (3 credits; general psychology or introduction to sociology)

**Liberal Arts Core Curriculum for Students Completing a Second Bachelor's Degree** There is the assumption that an adequate core curriculum came with the first bachelor's degree, with the inclusion or addition of a course in religious studies.

#### **Air Force ROTC**

The Department of Aerospace Studies—also known on campus as Air Force ROTC—is unique in that it is the only agent through which a student can, upon graduation, receive a commission as an officer in the United States Air Force.

To earn this commission, a cadet (a student pursuing a commission) must: meet the Reserve Officer Training Corps eligibility requirements; enroll in Aerospace Studies courses; attend a two-hour, no-credit leadership lab each week; pass an Air Force Officer Qualifying Test; be physically qualified; attend an officer field training program; and receive a baccalaureate or postgraduate degree. Upon graduation and commissioning, the officer will normally serve a period of active duty in the Air Force.

Qualified students in good academic standing, in any recognized major, are eligible for a

commission. The department places no demands upon the student's curriculum. Aerospace Studies academic courses are open to all students.

### **Air Force ROTC Advantages**

The Air Force ROTC program combines valuable hands-on leadership and management training which greatly enhances a student's overall college education and future job opportunities either in the United States Air Force or the civilian sector. The goal is to produce future leaders for the Air Force and the nation.

Qualified students may explore these opportunities during the first two years of the program with no military obligation. This experience also includes visiting Air Force installations, receiving Air Force aircraft flight orientations, flying light aircraft, and participating in a variety of challenging and unique training programs.

### **Basic Program**

The four-year Air Force ROTC program is comprised of the General Military Course (GMC) and the Professional Officer Course (POC), and is tailored for cadets with three or more years of undergraduate study remaining.

In the GMC, a cadet learns the mission and structure of the Air Force, examines military life, and studies the strategies, doctrines, and missions of aerospace power from balloons to today's use of space vehicles. The leadership lab, which is required for all cadets, is cadet-led. This leadership experience prepares them for increased levels of responsibility and their future role as military officers. Activities include a variety of professional and social functions.

Course textbooks are available to all students at no cost, and uniforms and other essential materials are also provided to cadets at no cost.

When cadets complete the GMC, they compete to attend field training. This rigorous program of leadership training, physical conditioning, and small arms familiarization increases a cadet's potential to be an Air Force officer. Travel to and from the field training base is paid for by the Air Force. After successful completion, cadets may enroll in the Professional Officer Course (POC). The POC offers advanced training in leadership, management, and communication skills, and focuses on Air Force situations. It also takes an in-depth look at the theories of management and their application.

Students analyze the role of the armed forces in contemporary American society, examine a broad range of American domestic and international military relationships, and study the

environment in which American national security policy is developed and implemented.

Cadets competing for a commission are required to attend the leadership lab, at which leadership and management theories are applied. Cadets also participate in planning, organizing, directing, and controlling the cadet corps. During this program, cadets also have the opportunity to pursue professional development and inter-service programs. The Air Force pays the cadet to work and learn, providing housing, meals, and transportation.

### **Air Force ROTC Scholarships**

Air Force ROTC one-to four-year college scholarships are available on a competitive basis to qualifying high school and college students. Scholarship recipients are selected using the whole-person concept. This includes objective factors (grade point average) and subjective factors (interview evaluation). In selected academic areas, scholarships may be extended to meet a five-year degree program recognized by the college. Most scholarships cover full college tuition and most laboratory and mandatory fees; an annual \$900 textbook stipend; plus a tax-free allowance during the school year ranging from \$300 to \$500 per month.

### **Veterans**

Eligible veterans may enroll in Air Force ROTC while in college, complete degree requirements, and earn an Air Force commission. Veterans can use their GI Bill or veteran's benefits, receive the tax-free allowance, and compete for other scholarship and financial aid programs.

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