



Saint Mary's College Bulletin

2011–2012

Academic Year

Volume 150

Notre Dame, Indiana

Guide to Correspondence and Communication

Table of Contents

Saint Mary's College, Notre Dame, IN 46556-5001, (574) 284-4000

E-mail: admission@saintmarys.edu Internet: saintmarys.edu

President, Carol Ann Mooney '72

- Institutional Research and Assessment, Jessica Ickes

Senior Vice President and Dean of Faculty, Patricia Ann Fleming

- Associate Dean of Faculty, Joseph Incandela
- Academic Advising, Susan Vanek '70
- Center for Women's Intercultural Leadership, Elaine Meyer-Lee
- Career Crossings Office, Stacie Jeffirs
- Cushwa-Leighton Library, Janet Fore
- Faculty Development, Laura Haigwood
- Global Education, Alice Young
- Information Technology, Janice Thomasson
- Records and Registration, Todd Norris
- Student Success, Diane Fox

Vice President for College Relations, Shari M. Rodriguez

- Alumnae Relations, Kara O'Leary '89
- Advancement Services, Laura Brandenburg
- Annual Fund, Heather Frey
- Development, Libby Gray
- Donor Relations, Adaline Cashore '70
- Marketing Services, Ken Lavery
- Planned/Special Gifts, Jo Ann MacKenzie '69
- Public Relations, Gwen O'Brien
- Special Events, Richard Baxter

Vice President for Enrollment Management, Mona C. Bowe

- Admission to the College, Kristin McAndrew
- Student Financial Assistance, Kathleen Brown

Vice President for Finance and Administration, Richard A. Speller

- Student Accounts, Shannon Buchmann

Vice President for Mission, Sister Veronique Wiedower, CSC, '70

- Campus Ministry, Judith Fean
- Center for Spirituality, Sister Kathleen J. Dolphin, PBVM
- Office for Civic and Social Engagement, Carolyne Call

Vice President for Student Affairs, Karen A. Johnson

- Athletics and Recreation, Julie Schroeder-Biek '88
- Residence Life and Community Standards, Janielle Tchakerian
- Safety and Security, David Gariepy
- Student Involvement and Multicultural Services, Stephanie Steward-Bridges
- Women's Health, Catherine DeCleene

Calendar / 4–5

General Information / 6–10

Campus and Buildings / 11–14

Admission / 15–20

Campus Life / 21–26

Financial Information / 27–29

Financial Aid / 31–46

Academic Life / 47–68

Academic Degree & Graduation Requirements / 69–75

Courses of Study / 77–293

Board of Trustees / Officers of the College / 295

Administration / 296–298

Faculty / 299–310

Alumnae Association / 311

Campus Map / 312–313

Index / 315–317

This *Bulletin* depicts the status of the programs offered by Saint Mary's College as of June 1 of the year of its publication. Changes in programs do and necessarily must occur. The College maintains the current official status of College policy and programs in the Office of the Registrar. This publication is **not** an offer to enter into a contract. The College reserves the right to modify or eliminate College rules, policies and programs and to apply any such modifications to any student without regard to date of admission, application or enrollment. Any questions regarding changes since June 1, 2011 may be directed to registrar@saintmarys.edu.

2011–2012 Academic Calendar

FALL SEMESTER 2011

August 18–20	Thur–Sat	Orientation and counseling for all new students
August 20	Saturday	Celebration of Eucharist for new student orientation
August 21–28	Sun–Sun	Enrollment for all students
August 22	Monday	Classes begin at 8:00 a.m.
August 31	Wednesday	Last day to add classes
September 23	Friday	Last day to drop classes
October 18	Tuesday	Mid-semester Deficiency Reports due in PRISM by 8:00 a.m.
October 15–23	Sat–Sun	Mid-semester break
October 24	Monday	Classes resume at 8:00 a.m./Advance registration begins
November 14	Monday	Pre-registration for spring 2012 begins
November 23–27	Wed–Sun	Thanksgiving Holiday
November 28	Monday	Classes resume at 8:00 a.m.
December 8	Wednesday	Last class day
December 9–11	Fri–Sun	Study days (no examinations)
December 12–16	Mon–Fri	Final examinations
December 19	Monday	ND student grades due to SMC registrar 12:00 noon
December 20	Tuesday	All grades due in PRISM by 12:00 noon

SPRING SEMESTER 2012

January 15	Sunday	New Student Orientation (afternoon)
January 15–22	Sun–Sun	Enrollment for all students
January 16	Monday	Classes begin at 8:00 a.m.
January 25	Wednesday	Last day to add classes
February 17	Friday	Last day to drop classes
March 1	Monday	Deadline for 2012–13 Financial Aid application
March 10–18	Sat–Sun	Mid-semester break
March 13	Tuesday	Mid-semester Deficiency Reports due in PRISM by 8:00 a.m.
March 19	Monday	Classes resume at 8:00 a.m./Advance registration begins
April 6–9	Fri–Mon	Easter Holiday
April 10	Tuesday	Classes resume at 8:00 a.m.
April 16	Monday	Pre-registration for fall semester 2012 begins
May 3	Thursday	Last class day
May 4–6	Fri–Sun	Study days (no examinations)
May 6	Sunday	Convocation
May 7–11	Mon–Fri	Final examinations
May 14	Monday	ND grades due to SMC registrar by 12:00 noon
May 15	Tuesday	All grades due in PRISM by 12:00 noon
May 19	Saturday	Commencement

2012–2013 Academic Calendar

Dates for semesters beyond the 2011–2012 academic year are provided for reference and should be considered tentative.

FALL SEMESTER 2012

August 16–18	Thur–Sat	Orientation and counseling for all new students
August 18	Saturday	Celebration of Eucharist for new student orientation
August 19–26	Sun–Sun	Enrollment for all students
August 20	Monday	Classes begin at 8:00 a.m.
August 29	Wednesday	Last day to add classes
September 21	Friday	Last day to drop classes
October 16	Tuesday	Mid-semester Deficiency Reports due in PRISM by 8:00 a.m.
October 13–21	Sat–Sun	Mid-semester break
October 22	Monday	Classes resume at 8:00 a.m./Advance registration begins
November 12	Monday	Pre-registration for spring 2013 begins
November 21–25	Wed–Sun	Thanksgiving Holiday
November 26	Monday	Classes resume at 8:00 a.m.
December 6	Thursday	Last class day
December 7–9	Fri–Sun	Study days (no examinations)
December 10–14	Mon–Fri	Final examinations
December 17	Monday	ND student grades due to SMC registrar 12:00 noon
December 18	Tuesday	All grades due in PRISM by 12:00 noon

SPRING SEMESTER 2013

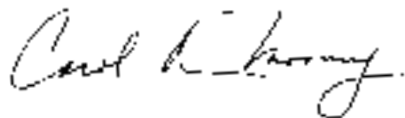
January 13	Sunday	New Student Orientation (afternoon)
January 13–20	Sun–Sun	Enrollment for all students
January 14	Monday	Classes begin at 8:00 a.m.
January 23	Wednesday	Last day to add classes
February 15	Friday	Last day to drop classes
March 1	Tuesday	Deadline for 2013–14 Financial Aid application
March 9–17	Sat–Sun	Mid-semester break
March 12	Tuesday	Mid-semester Deficiency Reports due in PRISM by 8:00 a.m.
March 18	Monday	Classes resume at 8:00 a.m./Advance registration begins
March 20–April 1	Fri–Mon	Easter Holiday
April 2	Tuesday	Classes resume at 8:00 a.m.
April 15	Monday	Pre-registration for fall semester 2013 begins
May 2	Thursday	Last class day
May 3–5	Fri–Sun	Study days (no examinations)
May 5	Sunday	Convocation
May 6–10	Mon–Fri	Final examinations
May 13	Monday	ND grades due to SMC registrar by 12:00 noon
May 14	Tuesday	All grades due in PRISM by 12:00 noon
May 18	Saturday	Commencement

August 2011

Welcome!

Whether you are a prospective student considering Saint Mary's College or a current student charting the course of your academic future, the 2011–2012 Saint Mary's College Bulletin will be a valuable resource for you. In the Bulletin, you will discover a wealth of information: detailed course listings, College history, academic regulations, financial aid materials, athletic programs and resources, faculty listings, and much more.

The Bulletin is more than a course catalog. Within its pages, you will find an overview of the Saint Mary's experience. The more you read, the more you will realize that Saint Mary's College is a truly special place—a campus where the life of the mind and the life of the spirit both flourish.



Carol Ann Mooney '72
President

OFFICE OF THE PRESIDENT (574) 284-4602 FAX (574) 284-4800

Notre Dame, Indiana 46556-5001



Carol Ann Mooney '72
Eleventh President of
Saint Mary's College

MISSION STATEMENT

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the Sisters of the Holy Cross in 1844, Saint Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of the contemporary world.

STATEMENT OF PHILOSOPHY AND PURPOSE

As a center of higher education, Saint Mary's fosters an academic climate of scholarship and learning for faculty and students alike. Through excellence in teaching and the example of its own active scholarship, the faculty challenges students to expand their horizons and supports them in their intellectual pursuits. A broad-based course of study invites students to think critically and creatively about the natural world and human culture. Acknowledging the need to prepare women for an array of careers, the College insists on a liberal arts foundation for all its students. Through their years at Saint Mary's, students acquire depth and breadth of knowledge, competence in quantitative skills and modern languages, the ability to think clearly about complex problems, and the capacity to communicate with precision and style.

As a Catholic college, Saint Mary's cultivates a community of intellectual inquiry, liturgical prayer, and social action. The College creates an open forum in which students freely and critically study the rich heritage of the Catholic tradition, raising the questions necessary to develop a mature religious life. The celebration of liturgy encourages students to explore the fullness of life and its mysteries. The College nurtures awareness and compassion for a troubled world and challenges students to promote human dignity throughout their lives. In preparing women for roles of leadership and action, Saint Mary's pays particular attention to the rights and responsibilities of women in the worlds of work, church, community, and family.

Dedicated to the personal and social growth of its students, Saint Mary's cultivates a community of students, faculty, and staff, which responds to the needs of women. In order to offer the richest educational experience possible, the College strives to bring together women of different nations, cultures, and races. It provides a residential environment where women grow in their appreciation of the strengths and needs of others. Through a host of co-curricular programs on campus and in the local community, Saint Mary's initiates students in the habits of civic responsibility. Engaging in all aspects of the college experience, students acquire the hallmarks of a liberally educated woman: keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, and the ability to make socially responsible choices about the future.

HISTORY OF THE COLLEGE

Saint Mary's College was founded by the Sisters of the Holy Cross in 1844 and continues to be sponsored by the Congregation today. Located on the banks of the St. Joseph River, the 75 acre campus remains as beautiful today as when the pioneering Sisters arrived from France. In fact, "The Avenue," the main entrance to campus, is legendary among graduates for its beauty and for the sense of welcoming that it gives to all who enter the campus.

Recognized nationally as a leader in women's education, Saint Mary's College has always been proud of pioneering change in response to the needs of the times.

Through more than 160 years and 11 presidents, Saint Mary's College has embraced its mission of educating women to make a difference in the world. From modest beginnings as a boarding school teaching and ministering to orphans, to offering five bachelor's degrees and boasting approximately 18,000 living alumnae, the College continues to fulfill its ongoing mission of being a Catholic women's college dedicated to the total development of its students.

ACCREDITATION

Saint Mary's College is accredited by The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA). It is accredited, or approved, by the following organizations:

American Chemical Society (list of approved schools)	National Association of Schools of Music (NASM)
Council on Social Work Education (CSWE)	National Council for Accreditation of Teacher Education (NCATE)
Indiana Professional Standards Board	National League for Nursing Accreditation Commission, Inc. (NLNC)
Indiana State Board of Nursing	
National Association of Schools of Art and Design (NASAD)	

MEMBERSHIPS

Among others, the College holds membership in the following organizations:

American Association of Colleges for Teacher Education (AACTE)	Independent Colleges of Indiana (ICI)
Association of American College and Universities (AAC&U)	Indiana Campus Compact (ICC)
Association of Catholic College and Universities (ACCU)	Michigan Intercollegiate Athletic Association (MIAA)
Campus Compact	National Association of Independent Colleges and Universities (NAICU)
College Board	National Catholic Education Association (NCEA)
Council of Independent Colleges (CIC)	National Collegiate Athletic Association (NCAA)
	Women's College Coalition (WCC)

INFORMATION TECHNOLOGY

Saint Mary's College has a strong technology infrastructure to support its mission. The campus network is built for high-speed data access. Every building is wired for data, providing web access and e-mail.

Students living in residence halls have access to the campus network and the Internet via ResNet which provides two high-speed network connections for each room occupant and one cable television connection for each residence room or suite. ResNet staff give basic assistance to students who are having problems with their personal computers. Students can connect to our wireless network, "BelleAire," in many areas across campus.

Technology classrooms and computer clusters are available in the academic buildings across campus equipped with laser printers and over 150 Macintosh and Windows computers. Additional computer clusters are available in the residence halls. The Trumper Computer Center, located in the lower-level of the Cushwa-Leighton Library, and all of the residence hall computer clusters have 24-hour access while classes are in session.

Several teams within the Department of Information Technology (IT) provide technology support services to the campus community. These include: Instructional Technology and Media Services (including ResNet and Cluster support), Administrative Computing, User Support (including the SMC HelpDesk), iSystems (web and system integration), and Systems and Networks.

The Huisking Instructional Technology Resource Center (ITRC) provides consulting services and support for students and faculty who wish to use technology. The Huisking ITRC is located in the lower-level of the Cushwa-Leighton Library near the Trumper Computer Center.

For more information about Information Technology at Saint Mary's College, visit saintmarys.edu/it.

SAFETY AND SECURITY

Safety and security on campus is of paramount importance to the College. The Security Department joins with the Department of Residence Life and the Building Services, Grounds, and Maintenance departments to share mutual responsibility in keeping the campus safe and secure. However, the total involvement and cooperation of students, faculty, and staff are necessary to maintain a safe environment.

The Saint Mary's College Security Department is staffed by 12 full-time officers, 3 full-time dispatchers and a host of part-time and on-call officers, dispatchers and escort drivers. The staff provides 24 hour a day year-round security and for the Saint Mary's College

community. The Director provides investigative services for the campus and works closely with local law enforcement, prosecutorial staff, social service organizations, and others to augment and provide the safest environment possible. The Director plans and provides safety programs and provides regular communications to the community concerning timely warnings and accompanying safety tips of crimes that may pose a continuing threat. The Security Department Compliance Officer provides regular inspections of College buildings to ensure safety issues are addressed in a timely fashion.

Blinkie

An escort service van, driven by security personnel, circles the campus when school is in session (from dark to 2:00 a.m., Sundays through Thursdays, and from dark to 4:00 a.m. on Fridays and Saturdays). The “Blinkie” van extends the route to the Grotto on the campus of the University of Notre Dame after the “Sweep” ends its daily run. The van drives students to and from Saint Mary’s College parking lots and residence halls.

Stranded Student

Additionally, the “Stranded Student Program” encourages and provides safe travel back to Saint Mary’s campus from local destinations when students find themselves alone or without the resources to obtain safe travel.

Emergency Phones

Blue light emergency phones, located around campus, provide another safety option for students to call Security when they do not feel safe, when they wish to report a crime, or in emergency situations.

The Safety and Security Department desires to provide the safest environment possible but true security can only be gained with the vigilance of all members of the community.

Information on campus safety is available at www3.saintmarys.edu/campus-safety. This web site describes the policies and programs the College has developed to foster a safe and secure environment conducive to the pursuit of education and personal growth. Please review the information carefully. If you have any questions contact the Security Department at 574-284-5000.

GRADUATION RATE

The average 4 year graduation rate of the last 5 graduating cohorts is 73 percent. The average 6 year graduation rate of the last 5 graduating cohorts is 76 percent. The complete IPEDS Graduation Rate Survey may be found in the Office of Institutional Research.



Saint Mary’s College Campus

With its 68 acres of landscaped campus along the St. Joseph River, located within the 278 acres owned by the Congregation of the Sisters of the Holy Cross, Saint Mary’s College enjoys natural and cultivated beauty and the ideal quiet setting for a college. Saint Mary’s is also within easy access to the regional airport and the interstate highway system.

ACADEMIC/ADMINISTRATIVE FACILITIES

Angela Athletic Facility, an award-winning recreation and athletic facility, houses tennis, basketball, and volleyball courts in a gym area with seating for 2,000. Racquetball courts are adjacent to the main gym. Architect Helmut Jahn designed the building. See also: Intercollegiate Athletics and Recreation Program, page 21.

Cushwa-Leighton Library was designed by architect Evans Woollen, the library presents a contemporary treatment of a traditional Gothic building echoing the shape and color of the surrounding buildings. A 86,606 square foot building with a seating capacity of 540, the library provides access to more than 270,000 volumes and audiovisual materials and access to more than 20,000 journals in print and electronic format. The library is open until midnight most nights during the school year with reference and research assistance available until 9 p.m. The Trumper Computer Center is located in the lower level of the library and is open around the clock during the school year. The Huisiking Instructional Technology Resources Center is also located on the lower level of the library and is available for multimedia development projects.

Haggar College Center includes multipurpose rooms, a ballroom (Welsh Parlor), offices for Information Technology, Marketing Communications, Advancement Services, and Research and Development.

Havican Hall was built as a model “campus school” to service neighboring parishes. Havican Hall now provides classrooms, high-tech classrooms, study areas, and faculty offices for the Department of Nursing. It also houses the Early Childhood Development Center (ECDC), a progressive childcare facility where many Saint Mary’s students study and work.

Le Mans Hall, in addition to serving as the largest residence hall on campus, houses many administrative offices at Saint Mary’s: Admission Office, Alumnae Relations, Business, College Relations, the Counseling Center, Development, Financial Aid, Academic Affairs and First Year Studies, Institutional Research, Offices of the President, Senior Vice President and Dean of Faculty, Vice President of College Relations, Vice President of Enrollment Management, Vice President of Mission and Vice President of Student Affairs, Registrar, Residence Life and Housing, Student Accounts, and the Writing Center.

Madeleva Memorial Classroom Building contains classrooms, high-tech computer labs and classrooms, private faculty offices, faculty and student lounges, the Departments of Mathematics and Education, the Academic Resource Center (ARC), the College Archives, and Carroll Auditorium, a 350-seat lecture hall. The recently renovated building memorializes Sister M. Madeleva Wolff, CSC, president of Saint Mary’s College from 1934–1961.

Moreau Center for the Arts is named in honor of the Very Reverend Basil Anthony Moreau, CSC, the founder of the Congregation of the Sisters of the Holy Cross. It houses the College’s Departments of Art, Music, and Communication Studies, Dance and Theatre, and the Film Studies Program. The U-shaped building is made up of music practice rooms, classrooms, high-tech classrooms, art studios, an arts computer lab, a music library, art galleries, and two performance facilities—The Little Theatre and O’Laughlin Auditorium. The largest of these facilities, O’Laughlin Auditorium, has continental seating for 1,300 and is used for a myriad of cultural events throughout the year including lectures, ballets, musicals, film presentations and concerts. The Little Theatre, with seating for 275, provides a very intimate environment and is regularly used for theatrical productions, music recitals, and panel discussions. The Moreau Art Galleries include the Hammes, Little Theatre, and Sister Marie Rosaire, CSC, exhibit spaces that comprise over 1,600 square feet of display area. The galleries are well known for their art exhibits featuring the works of renowned national, international, and regional contemporary artists.

Regina Hall is a residence hall and also accommodates the Department of Modern Languages, the Intercultural Studies Program, and Campus Ministry as well as classrooms, a high-tech computer laboratory, a language laboratory, a video laboratory, a projection room, conference rooms, a theatre classroom, and a dance studio.

The Science Hall is an 97,149 square-foot structure provides classroom, high-tech classroom, laboratory, office and research space for the Department of Biology and the Department of Chemistry and Physics, as well as a 120-seat auditorium and a greenhouse.

Spes Unica Hall, the new 68,464 square-foot Academic building, opened in the fall of 2008. The building accommodates eighteen state of the art classrooms with wireless Internet throughout the building, the Center for Spirituality, the Center for Women’s Intercultural Leadership, the Career Crossings Office, and the Center for Academic Innovation. It also houses the Departments of Business Administration and Economics, English, History, Humanistic Studies, Philosophy, Political Science, Psychology and Communicative Disorders, Religious Studies, Social Work, and Sociology, the Anthropology Program and the Interdisciplinary Programs of Environmental Studies, Gerontology, Justice Education and Women’s Studies. Students can socialize and study in the many open lounge areas or the café. The reflection room located on the second floor provides a beautiful reflective space for students.

The Student Center provides a common meeting place for students, faculty, and staff and encourages participation in co-curricular activities to promote spiritual, personal, social, and educational growth. The center includes the Vander Venet Theatre, a student lounge, cyber café and convenience store, meeting rooms, a large atrium with a sculptured water wall, the Office of Multicultural Services & Student Programs (MSSP), the Women’s Resource Center, 1st Source Bank, the Office for Civic and Social Engagement, a resource center for Campus Ministries, food services offices, Anthony Travel, document services, and the Offices of Student Involvement, including the *Blue Mantle*, the *SMC Observer*, the Student Government Association and other student organizations. The Shaheen Bookstore is located on the north side of the building. The Student Center is the entrance for the Noble Family Dining Hall.

RESIDENCE HALLS

Saint Mary’s College believes that living on campus gives students the opportunity to be fully engaged in academic and student life and to exercise adult freedoms responsibly with professional and peer support. A diverse community full of various viewpoints, goals and styles prepares students for future relationships, diverse careers and living in a dynamic global society.

Saint Mary’s College has a six (6) semester residency requirement. However, many students choose to live on campus beyond the requirement. First-year students are assigned to a living space based on their housing preferences. Upperclass students participate in a room selection process based on a random lottery system. More information can be found at our web site saintmarys.edu/residence-life.

Each residence hall has the following amenities: social and reflective gathering and study areas, ResNet computer clusters, laundry facilities, full kitchens with microwaves, a chapel or reflective room, individual mailboxes, and a vending area.

Annunciata Hall was created in 1995 for seniors only. It is located on the fourth floor of Holy Cross Hall. Annunciata is a community available to a limited number of seniors who are interested in a more independent living experience and is comprised mostly of single rooms, with limited doubles, triples, and quads.

Holy Cross Hall was once the primary building on campus, is the oldest residence hall and is favored by its 250 residents for its architectural charm and cathedral windows. It also contains the campus post office, a chapel on the second floor, Women’s Health, and the Belles Against Violence office. The hall features all room sizes including the campus’ only two quints.

Le Mans Hall not only serves as a residence hall for 520 women, but as the central hub for the College’s administrative offices. Room sizes available are single, double, triple, and quad. The beautiful Holy Spirit Chapel is located on the third floor.

McCandless Hall houses 260 residents, and is the closest hall to the Noble Family Dining Hall, Angela Athletic Facility and student parking. Residents especially enjoy the air-conditioned study carrels provided for each room. McCandless contains singles, doubles, and triples. The hall’s reflection room is located on the first floor.

Opus Hall, the senior apartment building, opened in 2004 and houses 72 students in two and four bedroom apartments. Each apartment is furnished, air-conditioned, and includes all appliances. The two story building also has laundry facilities, a common lounge on each floor for social gatherings, for study groups, or a relaxing conversation by the fireplace or on the sundeck. Opus Hall apartments provide senior students independent living with the benefits of being off campus while remaining close to campus events and activities.

Regina Hall with its north and south wings, houses 280 students and is comprised of singles, doubles and quads. Regina residents enjoy access to a chapel, two large student lounges with adjacent courtyards, the Department of Modern Languages, a theatre classroom, the dance studio, and classrooms.

NOBLE FAMILY DINING HALL

The Noble Family Dining Hall features “Ultimate Dining,” an integrated, contemporary, customer-focused, residential dining program. While the focus is on quality food, the integrated approach touches all phases of the food service operation from delivery methods to food ordering, labor, and merchandising. The result is professional, restaurant-quality menu items prepared with state of the art equipment in a spectacular facility.

CLARISSA DALLOWAY’S COFFEEHOUSE

Founded in 1991 by Saint Mary’s junior, Paula Abood, Dalloway’s was conceived as “an additional social space where students, faculty, and staff could gather to enjoy cultural and social interests outside the classroom and residence hall settings.” The original Coffeehouse was housed in the Pine Grove Clubhouse. The current Dalloway’s Coffeehouse was funded by the Parents Council and is located in the Clubhouse on Madeleva Drive.



Saint Mary’s College does not discriminate on the basis of race, color, national origin, religion, age, or disability in the recruitment and admission of students. This nondiscriminatory policy also applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the College, and to the administration of educational policies, scholarships and loan programs, student employment and other College-administered programs.

ADMISSION REQUIREMENTS

Saint Mary’s College seeks students who can demonstrate academic achievement and want to contribute to the life and vitality of the College community. Admission is competitive and based primarily on the student’s academic transcript, standardized test scores, essay, and recommendation. A personal meeting with an admission counselor is strongly recommended and may be arranged by contacting the Office of Admission.

Students should apply by February 15 of the year of entrance. Late applications are welcome if space is available. The following items are needed for completion of an application to Saint Mary’s:

- An application form. Students are encouraged to complete the Common Application at commonapp.org.
- A nonrefundable fee of \$30.
- An official transcript of completed high school work. The high school transcript should be accompanied by an explanation of the grading system, including the cumulative class rank, if available, and a list of the courses in progress during the current year.
- One recommendation from a guidance counselor or administrator.
- Scores earned on the ACT or SAT (See Testing Requirements, page 16).
- An essay.

Saint Mary’s has a modified rolling admission policy. Students whose applications are complete on or before December 1 will be notified of their decisions by mid-January. Applications submitted in December or later will be evaluated four to six weeks from the date of a file’s completion.

Accepted students confirm their intention to enroll by submitting a \$400 enrollment deposit.

Students enrolling at Saint Mary’s College must have on file an official, final high school transcript, as proof of high school graduation, and a completed health form. These forms must be received before the start of the student’s first semester of attendance to comply with federal and state of Indiana regulations. Students who have not submitted both forms prior to their arrival to the College will not be allowed to move into the residence halls or start classes.

EARLY DECISION PROGRAM

Highly qualified students who have selected Saint Mary’s as their first choice college may apply for admission under the Early Decision Program. In accordance with the National Association for College Admission Counseling guidelines, the application form requires the signatures of the student, parent, and high school guidance counselor. The Early Decision application deadline is November 15. Early Decision candidates will be notified by December 15.

Applications received after November 15 will be transferred into the regular admission program. On rare occasions, after credential review, the Admission Committee may transfer Early Decision applications into the regular admission program for further review. In such cases, the Admission Committee will ask the student to submit additional information, such as new test scores or updated grades. These applications will be re-evaluated without prejudice and the applicants will be notified of the Committee's decision after February 15.

Early Decision candidates accepted by Saint Mary's must confirm their intention to enroll at the College by submitting a non-refundable \$400 enrollment deposit by January 15. At the time of submission of the enrollment deposit to Saint Mary's, they must withdraw any applications submitted to other institutions.

Early Decision applicants who wish to apply for financial aid must file the CSS/Financial Aid PROFILE no later than November 1 to receive a notification of financial aid offer before the January 15 deposit deadline. Accepted students must submit the FAFSA (Free Application for Federal Student Aid) to the Processing Center after January 1 but no later than March 1.

SCHOLASTIC RECORD

Applicants for admission must complete a college preparatory curriculum that consists of a minimum of 16 academic units. One unit is often referred to as a Carnegie Unit and represents one full year of study. The minimum requirements are:

- 4 units of English literature and composition
- 2 units of the same foreign language
- 3 units of college preparatory mathematics (beginning with Algebra I)
- 2 units of laboratory science
- 2 units of history or social science

The remaining required units should consist of three additional units in the above listed subjects. The following subject areas are considered complementary to the college preparatory courses and do not meet the criteria to fulfill the minimum unit requirement: religion, business, home economics, physical education, health, American Sign Language, art and music.

HOME-SCHOOLED STUDENTS

Home-schooled students are required to present equivalent evidence of completion of the aforementioned 16 academic units and submit the requirements listed on page 15. Home-schooled students are encouraged to apply for admission and should contact the Office of Admission for additional details.

TESTING REQUIREMENTS

Saint Mary's **SAT code is 1702** and **ACT code is 1244**.

Saint Mary's requires test results from either the SAT or the ACT with the optional Writing Test. Taking the ACT Writing Test involves an additional fee. For students taking both the SAT and the ACT, the optional ACT Writing test will not be necessary. Writing samples from these tests may be reviewed by the Admission Committee but will not take the place of the required essay.

ADVANCED PLACEMENT

Saint Mary's College may award credit or exemption from college requirements for successful results of College Board SAT Subject Tests, Advanced Placement Examinations, the College Level Examination Program (CLEP) or higher level International Baccalaureate courses. The scores must be submitted in advance of preregistration, and must meet or

exceed the minimum score as established by the appropriate department. Contact the Office of Academic Affairs and First Year Studies regarding advanced placement and the amount of credit granted. For a quick reference guide, visit www.saintmarys.edu/first-year-placement

EARLY ADMISSION

Mature, well-qualified students who wish to enroll full-time in college after graduating from high school in three years, may apply for early admission to Saint Mary's College. Major factors in the evaluation of candidates for early admission include a strong academic record and supporting recommendations from teachers and counselors. A personal interview with an admission counselor is strongly recommended. Admission decisions will not be made until 5th semester grades are submitted and reviewed.

DEFERRED ADMISSION

Upon request, Saint Mary's may grant deferred admission to candidates accepted in the normal application process. Students who defer admission and complete college-level courses between the time of acceptance and enrollment must reapply for admission.

STUDENT SUCCESS PROGRAM

Located in the Academic Resource Center in Madeleva Hall, Saint Mary's College provides a Student Success Program to better ensure that the students accepted to the College successfully adjust to the demands of a collegiate career. Students offered admission to the Success Program receive academic support at the beginning of their collegiate career along with remediation in writing and mathematics, when necessary. Students also enroll in EDUC 100 (2 semester hours) which provides extensive comprehensive college-level study skills and strategies that apply to academic, career, and life skill success. The Office for Student Success, from which the Success Program originates, also offers student success workshops, programs, and individual consultation for the general student population.

ADMISSION OF TRANSFER STUDENTS

Admission of transfer students is competitive and based primarily on the student's academic performance in college, standardized test scores, essay, and recommendation. Of the information submitted, the Admission Committee attaches the greatest importance to the applicant's academic record. Transfer applicants must be in good standing at the last college attended or the one they are currently attending. Applicants are expected to:

- have earned a minimum cumulative GPA of 3.0 (on a 4.0 scale) in transferable work while attending full time, or
- have completed their most recent two semesters carrying at least 12 semester hours of transferable work, and earned a minimum GPA of 3.0.

A personal meeting with a transfer admission counselor is strongly recommended and may be arranged by contacting the Office of Admission. Students wishing to transfer for the fall semester should apply by April 15 (or November 15 for the spring semester). Late applications are welcome if space is available. The following items are needed for completion of a transfer application to Saint Mary's:

- An application form. Students are encouraged to complete the Common Application at commonapp.org.
- A nonrefundable fee of \$30.
- A final, official high school transcript showing date of graduation.
- Official college transcripts from each college attended.
- Catalogs or course descriptions from each college attended.
- A recommendation from a college professor or academic advisor who can verify good standing.

- SAT or ACT scores only for students who have completed fewer than the equivalent of 30 semester hours.
- An essay.

Transfer students will receive academic credit for all courses taken at an accredited institution in which they have earned grades of “C” or better and which are comparable in content to courses offered at Saint Mary’s. Transferred courses are not calculated into the Saint Mary’s GPA. During the acceptance process, transcripts will be evaluated to determine which completed courses will transfer to Saint Mary’s. At the time of admission, transfer students will receive an evaluation of completed courses showing which have been accepted and which are still needed to complete their degrees.

All transfer students must complete the College requirements for the degree outlined beginning on page 69.

ADMISSION OF INTERNATIONAL STUDENTS

Saint Mary’s College welcomes applications from international students. Admission is based on grades and curriculum in a secondary course of study, command of English as demonstrated through standardized testing, an essay and recommendation. Applications should be submitted as early as possible but are accepted on a rolling basis. A candidate’s file will be evaluated when all information has been submitted. To be considered for admission, an international student must submit the following items:

- An application form. Students are encouraged to complete the Common Application at commonapp.org.
- A complete, official, and detailed copy of the secondary school record translated to English, including an explanation of the grading scale. Notarized copies are considered official.
- One recommendation from an administrator or counselor.
- The completed Certification of Finances Form (not used to determine admission).
- The scores from the Test of English as a Foreign Language (TOEFL) or the SAT. Students whose native language is not English must take the TOEFL. Information on TOEFL test dates and centers may be obtained on the TOEFL web site at toefl.org. Saint Mary’s TOEFL and SAT code is **1702**. SAT information is available on The College Board web site at collegeboard.com.
- An essay.

If the applicant wishes to be considered for need-based financial assistance, the candidate and her parents should complete the CSS profile found at <http://profileonline.collegeboard.com> by February 15. The Saint Mary’s code for the profile is **1702**.

As soon as possible after receiving her acceptance, the applicant should indicate her desire to reserve a place on campus by submitting a non-refundable USD \$400 enrollment deposit. Upon admission to the college and verification of financial responsibility, an I-20 Certification of Eligibility form will be sent to the student. The American Embassy, Consulate or Immigration Office nearest the student’s home (if residing outside the U.S.) should be contacted for passport and visa information. If currently residing in the U.S., please contact the Coordinator of International Admission for specific instructions regarding a legal transfer to Saint Mary’s College.

ADMISSION TO THE ACCELERATED OPTION PROGRAM IN NURSING

Applicants for the Accelerated Option Program in Nursing should apply by February 15 for the program beginning in May. Late applications are welcome if space is available. The following items are needed for a file to be considered complete:

- An Accelerated Option Program in Nursing application form.
- A nonrefundable fee of \$30 (waived for students who have previously applied to or attended Saint Mary’s College).
- Proof of a baccalaureate degree from a regionally accredited institution of higher learning.
- Official transcripts of college work and catalogs or course descriptions from each institution attended, showing a minimum GPA of 2.75 on a 4.0 scale in the prerequisite science courses.
- Two letters of reference, one from a faculty member at the previous academic program, and one from either an academic institution or a place of employment.
- An essay explaining reasons for changing careers and choosing nursing as a major.

Individuals may apply prior to completing prerequisite course work; however, the prerequisites must be completed before registration. For additional information, students interested in the Accelerated Program in Nursing should contact the Office of Admission.

Admission to the Accelerated Option Program in Nursing is competitive and the program is limited to eight participants each year.

CONTINUING EDUCATION

Saint Mary’s College welcomes women who wish to pursue a degree after time away from the academic environment. Courses may be taken for credit that may apply toward a degree or license, or without credit for enjoyment and enrichment.

For those women continuing their education to pursue a degree, Saint Mary’s may accept up to 30 hours of credit for satisfactory completion of CLEP, Advanced Placement, International Baccalaureate, and the National League for Nursing Mobility examinations.

NON-DEGREE SEEKING STUDENT

A student not seeking a degree from Saint Mary’s may enroll as a special student in classes which are not over-enrolled. Both men and women are welcome to take a part-time or a full-time load as special students. By special arrangements, non-degree seeking women students may apply for campus housing.

REINSTATEMENT

A student who has officially withdrawn from and wishes to return to Saint Mary’s College should send a written request to the Director of Admission stating her reasons for wishing to be readmitted. After receipt of the letter, she will receive an application for readmission. If she has been in school in the intervening time, she should have the transcripts of all college hours acquired sent to the Saint Mary’s College Office of Admission. A copy of the catalog or course descriptions from each college attended also should be forwarded to Saint Mary’s.



Saint Mary's College offers students outstanding programs and services. As a women's college and as a Christian community, Saint Mary's offers women unique opportunities for leadership and individual growth and development. As a part of the Saint Mary's–Notre Dame community, the College also offers women the advantages of a co-educational environment.

DIVISION OF STUDENT AFFAIRS

The staff in the Division of Student Affairs provides opportunities for growth and development in a wide range of areas. The departments in Student Affairs include: Residence Life, Women's Health, Student Involvement, Multicultural Services and Student Programs, College Security and Intercollegiate Athletics and Recreation.

A key objective of the Division of Student Affairs is to provide a variety of programs and services that help students clarify personal goals, crystallize career and life-style needs, and develop the tools for effective and independent decision making.

INTERCOLLEGIATE ATHLETICS AND RECREATION PROGRAM

Saint Mary's student-athletes are powerful in the classroom and on the playing fields. As a member of the Michigan Intercollegiate Athletic Association Saint Mary's competes in eight NCAD Division III sports. These sports are volleyball, soccer, golf, tennis, basketball, cross country, softball and swimming.

In addition to our varsity athletic programs, students can also join the cheerleading squad and club sports teams. Intramurals and a fitness center invite all students to have fun while they stay fit.

WOMEN'S HEALTH

Women's Health supports the educational mission of the college by providing high quality care in an accessible, safe, secure, and confidential environment. The staff is committed to assisting students in their acquisition of knowledge, skill, and behaviors necessary to become self-directed health advocates. Women are encouraged to participate actively in their own health maintenance and to make informed choices regarding their care. Information on both Counseling and Health Services is available at saintmarys.edu/womens-health#contact us.

MULTICULTURAL SERVICES AND STUDENT PROGRAMS

Multicultural Services and Student Programs (MSSP) supports the College's mission of responding to the complex challenges of the contemporary world by creating an inclusive campus environment with equitable opportunities for all students.

We provide services and programs that address both the academic and personal needs of underrepresented students, as well as promote educational opportunities for the entire campus community.

Education

- Provide educational programs and services dealing with diversity issues both nationally and internationally.
- Maintain a resource library of scholarship information, novels, art, music, biographies, reference books, periodicals, documentaries, and culturally diverse movies and literature on multicultural education.

- Give students the opportunity to obtain professional leadership experience through their attendance at national and local leadership conferences.

Retention

- Help students excel academically by working with faculty and academic affairs. The MSSP staff is available for presentations in the classroom or to act as discussion leaders on diversity.
- Host the *MSSP Connect* program, a unique opportunity for first-year students from underrepresented ethnic backgrounds to introduce them to Saint Mary's before the official Welcome Week that precedes the start of classes.
- Host a Multicultural Orientation for first-year students connecting them with upper-class students, alumnae, faculty, staff, and resources in the community.
- Provide a social and professional place to gather for meetings, small classes, study groups, and social events.

Outreach

- Provide an electronic newsletter with information about scholarships, conferences, and upcoming events on campus and in the community.

RESIDENCE LIFE

The Department of Residence Life strives to create a cooperative residential community and a comfortable living environment based on mutual respect and involvement. Saint Mary's College believes that living on campus gives students the opportunity to be fully engaged in academic and student life and to exercise adult freedoms responsibly with professional and peer support. A diverse community of various viewpoints, goals, and styles prepares students for future relationships, diverse careers, and living in a dynamic global society.

Residency Requirement

As a women's, private, Catholic, residential, Saint Mary's College requires all students to reside in college-owned housing (including housing provided during study-abroad programs) for six (6) semesters, unless the student meets one of the following exceptions:

1. Resides with a parent or guardian within 30 miles of the campus.
2. Has resided in a college residence hall for at least six (6) semesters prior to making a request for exception.
3. Has reached the age of 23 prior to the term(s) for which the request for exception is made.
4. Is married.
5. Is enrolled in eight (8) or less credit hours.
6. Has received written permission from the Assistant Vice President and Director of Residence Life and Community Standards for special circumstances.

Students must request permission to live off-campus by submitting the circumstances and documentation for request in writing to the Assistant Vice President and Director of Residence Life and Community Standards. This includes all students living with a parent or guardian within 30 miles of the campus.

A request for exception with documentation must be received 30 days prior to the first day of classes for the semester a student is applying to live off-campus.

All students will be billed for room and board as a residential student until an approved exception is on file.



Residence Hall Life

There are five residence halls on Saint Mary's campus housing six residential areas: Holy Cross, Annunciata (for seniors), Le Mans, McCandless, Regina, and Opus Hall apartments. Each traditional residence hall is staffed by a professional residence hall director and a number of student staff, including resident advisors, desk workers, mail clerks and clerical assistants. The front desks and main access doors of each hall are staffed 24 hours a day, with full-time and part-time night assistants working the overnight shifts. Access to the buildings is limited after 5 pm.

The residential environment supports and enhances the formal educational experience while teaching valuable life skills. The department works cooperatively with the **Residence Hall Association (RHA)** to provide programming and leadership in the residence halls. RHA is a student organization committed to promoting interaction among residential students, citizenship through self-governance and self-development of individuals. The organization provides several leadership opportunities as well as social and educational events, including the annual Little Sibs weekend. Each residence hall has a fully functioning hall council which receives funding and guidance from RHA.

The Code of Student Conduct outlines the expected standards for all members of the college community. A student judicial board provides an opportunity for a peer review as well as leadership roles for members of the board.

Each residential section is assigned a resident advisor (RA) who is available to assist with the transition to college and community living. RAs receive training and skill development in many areas including communication and mediation, emergency assistance, and serve as a resource for students as well as a liaison to various College departments. Students interested in serving as resident advisors may look for information in December of each year.

Residence Life maintains all housing records and assists students with housing concerns such as room changes and roommate mediation. First-year and transfer students are

assigned to a residential space by the Office of Residence Life while upper-class students may select their own rooms and roommates in subsequent years.

STUDENT INVOLVEMENT

The Office of Student Involvement helps students explore their leadership potential by creating a strong foundation of ethical behavior. Involvement in co-curricular activities provides the opportunity for students to apply skills learned in the classroom.

The acceptance of leadership responsibility enables students to improve skills in decision-making, organization, motivation, group dynamics, and critical thinking while acquiring self-confidence in her ability to be innovative leaders at Saint Mary's and beyond. A variety of organizations and activities are available to students, both at Saint Mary's and the University of Notre Dame. The wide range of student leadership opportunities include:

- **College governance** through a comprehensive student government association, class and residence hall governments, and membership on college-wide committees;
- **Clubs and organizations** provide the opportunity to fulfill the social, cultural academic, political, spiritual, and recreational interests of students;
- **Student publications**, such as *Chimes*, the student literary magazine which reflects the artistic life of its contributors; *The Avenue*, an independent literary journal designed to allow the expression of student thought and concern; *The Blue Mantle*, the student published yearbook; and *The Observer*, the daily newspaper published for and by the Saint Mary's and Notre Dame student community;
- **National leadership and academic conferences**, where Saint Mary's student leaders enjoy a broad sphere of influence at the state, regional, and national level serving as board members on steering committees, presenting at leadership and academic conferences, and hosting regional and state conferences;
- **Ad hoc initiatives**, such as the student directed Dalloway's Coffee House and campus committees and task forces that provide students, faculty, and student development professionals the opportunity to work together to address real problems and issues on campus, forge working partnerships, and model a new concept of leadership.

Saint Mary's College is dedicated to helping all students develop the skills necessary to put commitments into action and to develop an understanding of the way in which leadership can be a shared responsibility of all members of the community and a particular vocation of many. Leadership development at Saint Mary's is not something that is done to students or something that they even develop themselves, but it is a process that creates a new understanding of leadership which ties leadership and action together.

DIVISION FOR MISSION

The Division for Mission fosters the integration of the Gospel, the riches of the Catholic tradition and the heritage of the Sisters of the Holy Cross into the life of the College community; serves the College community by enlivening the hearts and minds of its members to respond to the Gospel call to community, prayer, and service. The Division for Mission is comprised of Campus Ministry, the Center for Spirituality, and the Office for Civic and Social Engagement (OSCE), the campus service organization.

Campus Ministry

The mission of Campus Ministry fosters the call to community where freedom and fullness of life are celebrated through word, sacrament, service, and action for justice. Its role is to challenge all members of the College community as we seek to deepen our faith and respond to the demands of the gospel in contemporary society.

Contributing to the liberal arts tradition, Campus Ministry has a particular responsibility to encourage students to grow in both intellectual and experiential knowledge of their faith and to assume leadership roles within the Church and society.

To carry out this mission, Campus Ministry offers regular celebration of the eucharist, reconciliation, and monthly prayer services such as Taize Prayer, Interfaith Prayer or Evening Prayer. In addition to these prayer opportunities, the department offers the processes of Christian Initiation, liturgical ministry formation, peer ministry formation, small faith groups, Bible Study, retreats, spiritual guidance and educational programs, such as Theology on Fire and a Catholicism Series. Campus Ministers are available to assist the residence life staff to enhance the spiritual life and building of community with the students, as well as respond pastorally in the event of an emergency. The Lay Ministry Certification Program, in collaboration with the Religious Studies Department, offers further education and practical experience for those interested in pursuing ministry. (See also: Religious Studies Department, page 271.)

The Center for Spirituality (CFS)

The Center for Spirituality is the locus where the mission of Saint Mary's College can be advanced with particular attention to spirituality considered as both academic discipline and way of life. Founded in 1984, CFS was the first such center established in the United States. Since then it has energetically promoted an awareness of, and appreciation for, a theologically well-grounded spirituality among the entire College community, including alumnae and friends of the College—both regionally and nationally. CFS offers programs that address contemporary religious issues and that create a network for education in spirituality, especially for women.

An emphasis on the multi-faceted nature of spirituality includes attending to the social dimensions of spirituality. Incorporating the voices of persons who are poor, oppressed, or otherwise marginalized by society is a key component of the Center's mission. Thus, CFS works closely with other units of the College, co-sponsoring various programs and emphasizing that authentic spirituality culminates in work on behalf of justice and peace.

Further, CFS is in a unique position to address the broader issues of how faith and reason interact. For example, scholars from here and abroad convene in various formats to engage the community in discussion of critical issues related to spirituality. Other projects, such as the Catholic Common Ground Initiative, invite the College community to discuss issues of concern as they arise. CFS is a reminder to the College and others that the life of the mind and the life of the spirit are intimately connected and mutually enriching.

The Office for Civic and Social Engagement (OCSE)

The OCSE is a campus center for information on volunteer service, service-learning, and community engagement. Rooted in a commitment to social responsibility, the office provides opportunities to become active in various local agencies serving women and children, the homeless, refugees and immigrants, and others. The OCSE is also home to the College Academy of Tutoring Program (CAT) which provides tutors from the college to local Title I public schools in need. Further, resources for faculty are provided for incorporating service into the curriculum. Through all of its programs, the office encourages faithful and compassionate response to those in need and facilitates reflection on the impact and challenge of service.



TUITION, ROOM AND BOARD, FEES

All tuition, room and board, and fee information is for the 2011–12 academic year. Specific information regarding these costs for the 2012–2013 academic year will not be available until May 2012.

The following basic charges are payable one week prior to registration at the beginning of each semester. The College reserves the right to revise its rates in response to economic conditions.

Full-time (per semester)	\$15,650
<i>A full-time student is enrolled for 12 or more semester hours. Hours in excess of 18 are billed at \$615 per semester hour.</i>	
Part-time (per semester hour)	\$ 1,240
<i>A part-time student is enrolled for fewer than 12 semester hours. Ordinarily, part-time students do not live on campus.</i>	
Room and Board (per semester)	\$ 3,930–\$ 5,930
<i>Covers housing space and meals during regularly scheduled school periods. A schedule of the various room accommodations and rates is available upon request from the Office of Residence Life and Housing. Vacations and periods between semesters are not included. Limited housing may be available during those times and may include an additional charge. The dining hall is not in service during student vacations and between semesters.</i>	
Technology Fee (per semester)	\$ 160
Facilities Fee (per semester)	\$ 110
Student Government Fee (per semester).....	\$ 80

Related Fees

Matriculation (first application).....	\$ 30
Late Registration Fee	\$ 25
Late Enrollment Fee	\$ 75

Special Course Fees Per Semester

Education, Supervised Teaching (payable prior to being assigned to a class)	
Elementary and Secondary	\$ 120
Music:	
Private Voice or Instrument—one hour.....	\$ 400
Private Voice or Instrument—one-half hour.....	\$ 240
Nursing:	
NURS 224 Essentials of Nursing Practice	\$ 300
Testing Fees (begins second semester of sophomore year).....	\$ 90
Social Work:	
Field Practicum I	\$ 10/credit hour
Field Practicum II	\$ 10/credit hour

Students taking classes at the University of Notre Dame or N.I.C.E. institutions are expected to pay fees applicable to those classes. See page 61.

DEPOSITS

Enrollment/Damage deposit (new students)..... \$ 400
New students will reserve a housing space by submitting a deposit within two weeks after receiving their acceptance letter. The deposit is nonrefundable for early decision candidates. The deposit is refundable for regular decision candidates, if the College is notified of their withdrawal no later than May 1. Of the \$400 deposit, \$200 will be applied to the first semester charges and \$200 will be held by the College as a room damage deposit until the student withdraws or graduates. The cost to repair any property damage, and/or any unpaid charges, will be deducted from the deposit. Early Decision candidates should refer to page 15.

REFUND POLICY

Students who properly withdraw from the College prior to the first day of class for any semester will not be assessed any charge. For students withdrawing or dismissed after the opening of classes for any semester, there will be no refund of tuition and fees unless the student meets one of the following conditions:

- Withdrawal or dismissal within four calendar weeks of the opening of classes.
- Withdrawal because of a protracted illness or some other involuntary situation that is beyond the control of the student.

If any of the above conditions applies, the refund will be calculated in conformity with the following policies:

A. Student withdraws or is dismissed within four calendar weeks of the opening of classes:

- Tuition and fees:

First week.....	70%
Second week.....	55%
Third week.....	40%
Fourth week.....	25%

- Board: A maximum 60 percent refund will be available less a charge of one-half of 1 percent for each calendar day that has expired from the date of registration to the effective date of the student's withdrawal and departure from campus.
- Room: No refund of room charges will be made unless the room is re-rented to a student who had been living in emergency housing on campus. If the room is re-rented, a *pro rate* portion of the room fee will be refunded, less the normal room change fee. The student must vacate the room within 24 hours of her withdrawal or dismissal.

B. Withdrawal is due to protracted illness or other involuntary situation:

- Tuition and general fees: A pro-rata refund based upon the portion of the semester that has elapsed, up to a maximum of 80 percent of the total charges, will be made.
- Room and board charges: A refund equal to 75 percent for each remaining calendar day of the semester will be made.

C. Withdrawal from a class or classes: If a student drops a class after registration has taken place and a new tuition category applies, an adjustment refund will occur if the class is dropped within the first four weeks of the academic year as follows (this policy applies to both tuition charges and course fees related to the course or courses dropped):

First week.....	70%
Second week.....	55%

Third week.....	40%
Fourth week.....	25%
Fifth and subsequent weeks—no refund of any tuition or fees associated with that class.	

D. Withdrawal from international programs: Students who withdraw from Saint Mary's international programs are subject to the reimbursement policies for each individual program. In the unlikely event of program cancellation, or if the student withdraws from the program before the first day of the program, the College will refund the remaining tuition, fees, and expenses.

The refund policy will be administered by the College Business Office under the direction of the controller of the College. A parent or student who wishes to appeal a decision of that office may do so by addressing a written communication to the Vice President for Finance and Administration, Saint Mary's College, Notre Dame, IN 46556. All notices of intention to withdraw must be made in writing and received in Academic Affairs and First Year Studies to be considered official. Any refunds will be considered official. Refunds will be based on the official withdrawal date shown on the change of status form from the Office of First Year Studies and Academic Affairs.

UNPAID BALANCE

Transcripts, grade reports, and diplomas will be withheld for students who have any unpaid obligations to the College.

The College reserves the right to recover all costs involved with the collection and/or litigation of past-due accounts.

FINANCING

Payment Policy

Payment for tuition and fees for the semester are due on or before the date shown on the student's statement of account which is approximately two weeks prior to the start of the semester. Accounts not settled in full by the start of the semester are subject to late charges. Interest at the rate of 1 percent per month may also be charged to accounts that are not paid in full. Late charges and interest charges will not be assessed to account balances that result from participation in the monthly payment plan or federal and state student financial aid that has been awarded but not yet received.

Monthly Payment Plan

The College, in cooperation with NELNET Business Solutions offers a monthly payment plan for students. This plan allows students/parents to make payments over a period of 9 or 10 months in equal installments during the academic year. This plan is optional and is offered to students as a convenience, a nominal enrollment fee is required for participation in the plan. An information pamphlet detailing this payment plan is sent to students in the spring.

Credit cards are accepted for payment of student accounts only through Nelnet. There is an enrollment fee, as well as, a teleprocessing fee associated with this service based upon the amount charged. Information about this service can be obtained by contacting the Student Accounts Office.

Sibling Remission

Families with two or more daughters attending Saint Mary's College full time are eligible for the sibling remission which is 10 percent of tuition for the younger daughter(s). Application for the sibling remission must be made in writing to the Office of Student Accounts, Saint Mary's College, Notre Dame, IN 46556.



All families share common concerns about the cost of going to college. Though addressing the financial aspects of a college education may seem overwhelming, please remember that the Financial Aid Office is here to help.

Saint Mary's College provides financial assistance from federal, state, and institutional resources. This assistance is intended to help bridge the gap between a family's resources and the amount needed to pay for the cost of attending Saint Mary's College. Saint Mary's College provides financial aid to students on the basis of both financial need and academic achievement through a variety of programs including scholarships, grants, loans, and student employment.

For information or assistance, contact The Financial Aid Office, 141 Le Mans Hall, toll free number (866) 502-7788 or via e-mail at finaid@saintmarys.edu. The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday during the school year and from 7:30 a.m. to 4:30 p.m. during the summer. When contacting our office, please have the student's Saint Mary's ID number available.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING AID

- The right to privacy. All information submitted to the Financial Aid Office will be treated as confidential as mandated by the Family Educational Rights and Privacy ACT (FERPA).
- The right to an explanation of the student's financial aid eligibility.
- The right to appeal any financial aid decision to the Director of Financial Aid.
- The right to be notified of changes in financial aid status and eligibility.
- The right to examine records maintained by our office which relate to the student's financial aid file. Students who would like to review their file must submit a written request to the Financial Aid Office.
- The responsibility to reapply for financial aid by March 1 of each year.
- The responsibility to be aware of all conditions related to the financial aid award offer.
- The responsibility to report changes in academic or residential status to the Financial Aid Office.
- The responsibility to report any outside assistance the student will be receiving to the Financial Aid Office.
- The responsibility to meet with a Financial Aid Counselor to discuss how a withdrawal or leave might affect financial aid eligibility.
- The responsibility to notify the Financial Aid Office if the student changes her graduation date.
- The responsibility to use financial aid funds for education related expenses only.
- The responsibility to respond to requests from the Financial Aid Office in a timely manner.
- The responsibility to repay student loans.

PRISM

PRISM is our secure, web-based portal which provides students with 24 hour access, seven days a week to financial aid and other student information. Students can view their current financial aid, check the status of their financial aid, and accept or decline their financial aid awards online via PRISM. To log onto PRISM, go to saintmarys.edu and choose “Quick Links” from the box in the upper right corner, then click on “PRISM Login.”

CRITERIA FOR FEDERAL AID ELIGIBILITY

- Matriculate at Saint Mary’s College in a degree-seeking program.
- Possess one of the following: high school diploma or a General Education Development (GED) certificate, pass a test approved by the U.S. Department of Education, meet other standards your state establishes that the Department approves, or complete a high school education in a home school setting that is treated as such under state law.
- Be a U.S. citizen, permanent resident or eligible noncitizen.
- Have a valid Social Security Number (unless the student is from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Maintain satisfactory academic progress as defined in this bulletin.
- Not be in default on a federal student loan and/or not owe money on a federal student grant.
- Certify that federal student aid will be used only for educational purposes.

HOW TO APPLY FOR AID

To apply for federal and state financial assistance, a student and her family must annually file the Free Application for Federal Student Aid (FAFSA). To receive consideration for Saint Mary’s College need-based grant assistance, the student and her family must also complete the CSS Financial Aid PROFILE each year. Note that there is a fee to complete the PROFILE. The FAFSA and PROFILE may be completed via the internet. The Saint Mary’s College web site (saintmarys.edu/tuition) includes links to these web sites. The applications should be submitted to the processing centers before March 1 in order to receive priority consideration. Indiana residents need to be sure they complete the FAFSA each year no later than March 10 in order to be considered for aid from the State of Indiana.

FINANCIAL AID DEADLINES

Because certain aid programs have limited funding, students who do not meet the following deadlines may see a reduction in the amount of their need-based assistance from Saint Mary’s College.

- March 1** Deadline for students to submit both the PROFILE and the FAFSA aid applications for the following school year. Note that Indiana residents who complete their aid applications after March 10 will not be eligible for Indiana state grants, and Saint Mary’s College does not replace lost state grants.
- April 30** Deadline for students who are selected for verification review to submit the required verification documents.

In addition, during each school year the last day for students and parents to apply for federal Direct student and Parent PLUS Loans is the Monday of the last week of class (not finals week) for the spring semester. If a student will only enroll in the fall semester, the last day to apply for a federal loan would be the Monday of the last week of class for the fall semester. Also, students who have been awarded an endowed scholarship and have been asked to

write a thank you letter to the scholarship donor must send in the thank you letter and the Scholar Profile Form before the scholarship will be credited to the student account.

HOW FINANCIAL NEED IS CALCULATED

Financial need is the difference between the estimated cost to attend Saint Mary’s College for one year minus the amount a family should be able to afford to pay (per the aid applications) for one year.

$$\frac{\text{Cost to Attend Saint Mary's College} \\ \text{minus Expected Family Contribution}}{\text{Financial Need}}$$

The Financial Aid *cost of attendance* includes estimates of all expenses a typical student will have during the school year, even expenses that the family will not pay to Saint Mary’s College. The Financial Aid Office uses the “Cost of Attendance” to determine how much financial need a student has and to determine the maximum amount of aid for which a student is eligible. The actual amount a family will be expected to pay to Saint Mary’s College will usually be lower than the financial aid Cost of Attendance. Students can view their exact Cost of Attendance, expected family contribution, and calculated financial need, in PRISM.

The *expected family contribution* (EFC) comes from the financial aid applications. The EFC is an estimate, based on the data reported on the financial aid applications, of the amount a family should be able to afford to pay (from current income and savings) or finance for one year of school. While the EFC is an estimate of the amount a family should be able to afford to pay, it is not the amount the student will be billed for. Depending on the financial aid package received, some families pay less than their EFC and some pay more.

Aid is awarded in the following order in an attempt to meet financial need:

- 1) Merit awards from Saint Mary’s College
- 2) Federal and state grants for which the student qualifies
- 3) Need-based grants and endowed scholarships from Saint Mary’s College
- 4) Federal Direct subsidized Loan
- 5) Federal Work Study
- 6) Federal Perkins Loan
- 7) Federal Direct unsubsidized loan

OUTSIDE AID

The total aid (from all sources) a student receives cannot exceed her yearly Cost of Attendance. Consequently, students must notify the Financial Aid Office if they will receive financial assistance from outside sources, such as vocational rehabilitation, outside scholarships, and direct to consumer private educational loans which are not already listed on the award letter. The receipt of additional aid may result in an adjustment to the initial financial aid award. Outside aid a student receives is first applied to her unmet need. If the Financial Aid Office needs to adjust aid due to a student receiving outside aid, Saint Mary’s College will reduce aid in the following order: Federal Perkins Loan, Federal Work Study, Federal Stafford Loan, need-based grants and endowed scholarships from Saint Mary’s College.

All third-party scholarship and loan checks should be sent to the Financial Aid Office (141 Le Mans Hall). Unless otherwise stated by the funding organization, awards of \$1,000 or more are evenly divided between the fall and spring semesters. Awards of less than \$1,000 will all be applied toward the most current semester or as indicated by the funding organization.

WHEN STUDENTS ARE NOTIFIED OF AID DECISIONS

Freshmen and new transfer students usually receive their financial aid award letter within two weeks of when Saint Mary's College has received their financial aid applications and the student has been admitted. Returning student award letters are usually mailed the first week in June to all students who met the application deadlines.

WHEN FINANCIAL AID IS DISBURSED TO STUDENT ACCOUNTS

Scholarships, grants, and Perkins loan funds will be credited to student accounts seven days before the semester begins, provided the student has completed all the necessary paperwork by that date. Stafford, Parent PLUS, and Alternative loan funds will be scheduled to disburse one week after classes begin, provided the borrower has completed all the necessary paperwork prior to that date.

VERIFICATION

Each year certain aid applications are selected for a verification review. Verification is a process where the College will request additional documentation from a family before the financial aid package can be finalized. If selected for a verification review, the Financial Aid Office will request the following documents from a family: a signed copy of the parents' federal income tax return including all schedules, copies of the parents' W2 forms, a signed copy of the student's federal income tax return, copies of the student's W2 forms, and a completed Verification Statement. The Financial Aid Office will then compare the documentation with the data originally reported on the aid applications, and will make corrections as needed. The verification process is a federal requirement and aid will not be credited to student accounts until after the verification process has been completed. In addition, because some financial aid awards have limited funding, if the Financial Aid Office does not receive the verification documents from a family by April 30, there may be a reduction in the student's aid.

SAINT MARY'S AID PROGRAMS

Academic Scholarships

The Office of Admission awards academic scholarships, based on academic achievement, at the time of admission to the College. These awards are restricted to full-time tuition during the fall and spring semesters and may be renewed, provided the student maintains the required cumulative grade point average. The maximum length of time a student can receive a merit scholarship is 8 semesters. Note that scholarship amounts do not increase each year. Grades are reviewed once each year in May, and the required cumulative grade point averages are: Presidential Scholarships – 3.0; Dean's Scholarship – 2.8; Madeleva Award – 2.7; Le Mans Award – 2.5; Bertrand Award – 2.5.

Endowed, Specific Purpose Scholarships

The following named scholarships, specific purpose scholarships, and awards are made possible through gifts from individual donors. In most cases these funds are awarded to students enrolled full time in place of the Saint Mary's Grant, and receipt of an endowed scholarship usually does not increase the total amount of aid awarded to a student. Except for the Student Government Service Scholarship, an additional application is not required for consideration. Recipients are selected by the Financial Aid Office in accordance with any donor restrictions that may apply.

International Student Scholarship

International students are eligible for academic scholarship similar to domestic students. In addition, Saint Mary's College distributes a limited amount of need-based aid to international students, depending on availability of funds and the family's level of need. To qualify, students must submit the College board PROFILE aid application. Funds are limited, so students are encouraged to submit the PROFILE well in advance of the February 15 admission application deadline.

Financial Aid

Anonymous Endowed Scholarships (4)
The Academy of the Holy Cross Scholarship
The Adamson Family Scholarship
The Alumnae Memorial Scholarship
The Ames/Ehlerman/Roark Scholarship
The Bridget Anderson/KPMG Accounting Scholarship
The Catherine and Paul Balbach Scholarship
The Dymrna Balbach Scholarship
The Mark Bambenek Memorial Scholarship
The Bank One of Indianapolis Scholarship
The Rose Heiser Bauerlein Scholarship
The Sister Rose Loyola Beatty, CSC Memorial Scholarship
The Mary Ann and Joseph M. Beckwith Presidential Scholarship
The Kathy Malone Beeler Scholarship
The Margery Guillaume Belanger Scholarship
The Helen Bellina Scholarship
The Bittorf, Albert, Sullivan Family Scholarship
The Constance Goodwillie Block Memorial Scholarship
The Borg-Warner Scholarship
The Emily Haggerty Bradley Scholarship
The Sister Mary Brassil, CSC Scholarship
The Katherine Ryan Brennan Scholarship
The Sister M. Rita Estelle Broussard, CSC Scholarship
The Carolyn Ann Burke Scholarship
The Business and Economics Scholarship
The Frank C. and Marion C. Callahan Presidential Scholarship
The Thomas J. and Mary Ann Kramer Campbell Scholarship
The Campiglia-Heron Award
The Marie Corby Carey Scholarship
The Alice Danforth Carroll Scholarship
The Janice Fahey Cavanaugh Scholarship
The Chicago Alumnae Club Scholarship
The Frances Acerra and Dominic Henry Christopher Scholarship
The Florence A. Clark Scholarship
The Jennifer Herzog Clark Memorial Scholarship
The Class of 1955 Scholarship
The Class of 1956 Scholarship
The Class of 1957 Scholarship
The Class of 1958/Sister M. Alma Peter, CSC Scholarship
The Class of 1959 Scholarship
The Class of 1965 Memorial Award

Saint Mary's College

The Class of 1991 Circle of Friends Award
The Cleveland Alumnae Club Award
The Coley Family Presidential Scholarship
The Colorado Alumnae Club Scholarship
The Columbus Alumnae Club Award
The Community Foundation of St. Joseph County Scholarship
The Patricia Lurel Cook Scholarship
The Rosemary Maloney Cool and Anna Louise Maloney Patterson Scholarship
The Marguerite Cooney Scholarship
The Cornerstone Foundation Scholarship
The Mr. and Mrs. Edward A. Cox Scholarship
The Robert B. and Ruth E. Cronin Scholarship
The Crowe Horwath Accounting Scholarship
The Henrietta O'Brien Crowley Scholarship
The Eileen Smith Cunningham Ireland Program Memorial Scholarship
The Margaret Hall Cushwa Memorial Scholarship
The Margaret Mary Moran D'Arcy Scholarship
The John J. and Cecil Dahm Scholarship
The Frances A. Dahrting Scholarship
The Elizabeth Eagen Daley Scholarship
The Martha Abberger Daly Scholarship
The Dallas Alumnae Club Award
The Matilda and Gayle Davido Scholarship
The Joan Hoffman DeCrane Scholarship
The Dorothy Hayes Delaney Scholarship
The Deloitte Accounting Scholarship
The Detroit Alumnae Club Award
The Louise Sattler Donovan Memorial Scholarship
The Mimi Doherty Scholarship in Elementary Education
The Katherine and Marian Duffy Memorial Scholarship
The Martin Dull Scholarship
The Marge and Paul Duncan Scholarship
The Duncan-Hotopp Family Scholarship
The Sister M. Rosaleen Dunleavy, CSC Scholarship
The Charles Leo Eaton Scholarship
The Donald and Kara Eberly Scholarship in Biology
The Marilou Eldred Scholarship
The Ernst & Young Accounting Scholarship
The Frank and Jeannette Eyerly Scholarship

The Theresa Loeffel Farrell and Hanford F. Farrell Memorial Scholarship
 The Dorothy M. Feigl Scholarship in Chemistry
 The Dorothy and Joseph Fitzgerald Scholarship
 The Dennis and Margaret Carroll Flynn Scholarship
 The Laureen O'Connor Fratus Reunion Scholar Award
 The Margaret Cannon Frederick Scholarship
 The G. Bernard and Pauline E. Fromme Scholarship
 The Georgia Alumnae Club Scholarship
 The Gibbons/Estabrook Family Presidential Scholarship
 The Gibbons Family Rome Program Assistance Fund
 The Mother Kathryn Marie Gibbons, CSC Memorial Scholarship
 The Karen Schultz Goodyear Scholarship
 The Elaine Jeffers Graf Memorial Scholarship
 The Harold P. Graham Family Presidential Scholarship
 The Carlene Grube Memorial Scholarship in Nursing
 The Gladys Reed Gwinn Scholarship
 The Haggar Family Scholarship
 The Nancy Driscoll Haley Scholarship
 The P. Jordan and Marjorie Hosinski Hamel Scholarship
 The Carolyn Dunlay Hamilton Scholarship
 The Mary Kathryn Carroll Hartigan Scholarship in Elementary Education
 The Elizabeth Conlin Havican Scholarship
 The H. J. Heinz Company Foundation Presidential Scholarship
 The Mr. and Mrs. Andrew A. Hellmuth Memorial Scholarship
 The William A. Hickey Scholarship in Biology
 The Sister Bernice Hollenhorst, CSC Scholarship
 The Holy Cross Grant Fund
 The Irene Horning Memorial Scholarship
 The Houston Alumnae Club Award
 The Michael S. Horvath and Martha A. Horvath Scholarship
 The Sister Saint Jean Howl, CSC and Sister M. Clarissa Conroy, CSC Memorial Award
 The Indianapolis Alumnae Club Award
 The Janovsky-DePauw Memorial Scholarship
 The Edward and Mary Johnson Scholarship
 The Alma Vukovits Jordanich Scholarship
 The Sister Magdala Judge, CSC Scholarship
 The Kansas City Alumnae Club Award
 The Mary Ann Lynch Keeler Award
 The Wayne Kent Memorial Scholarship

The Kiefer Family Award
 The William Kleine Family Scholarship
 The Suzanne Kondratenko Memorial Rome Program Award
 The Korb-O'Brien Scholarship
 The Kuhn, Lehmann, Carey Scholarship
 The Mary, Grace and Elizabeth Kuntz Scholarship
 The Peter A. Kuntz, Sr. Family Scholarship
 The Ladies of Notre Dame/Saint Mary's College Scholarship
 The Landry-Pauli Family Scholarship
 The Carmella and Joseph Lazzara Memorial Scholarship
 The Dorothy May Leavitt Presidential Scholarship
 The Monsignor J. William Lester Scholarship
 The Lilly Faculty/Staff Scholarship
 The Constance Baird Linbeck and Mary Elizabeth Baird Cherry Memorial Scholarship
 The William P. and Mary Lou Linnen Scholarship
 The Los Angeles Alumnae Club Award
 The Frances B. Lyon Scholarship
 The Jo Ann Grima MacKenzie Scholarship
 The Katherine McClatchy McAnaney Scholarship
 The Lawrence J. and Gretchen McCabe Presidential Scholarship
 The Elizabeth Ritchie McCandless Scholarship
 The Marion McCandless Scholarship
 The Anne A. McCarthy Scholarship
 The Peter Walsh McCarthy Memorial Scholarship
 The Sister Maria Concepta McDermott, CSC Scholarship
 The Ann McGahey Memorial Scholarship
 The Monsignor John J. McGrath Scholarship
 The McGraw-Morrical Family Scholarship
 The John William and Gloria Schulte McKenna Family Scholarship
 The Mary Kelly McLaughlin Scholarship in Sociology
 The Robert McLaughlin Scholarship
 The Helen Neumann McMahan Scholarship
 The Margaret Hayes McManus Scholarship
 The Carol Mahony Memorial Scholarship
 The Judith Rauenhorst Mahoney Scholarship
 The Mangan-Michaud Scholarship
 The Susanne Kahl Laatz Mangan Memorial Scholarship in Education
 The Maureen Hayes Mansfield Scholarship
 The Meagher Family Scholarship

The John and Mary Mortimer Meany Presidential Scholarship
 The William S. and Catherine G. Miller Scholarship
 The Anne Barany Monserez Scholarship
 The Carol Ann Mooney Scholarship
 The Consuelo and Edward Mooney Scholarship
 The Father Basil Anthony Moreau, CSC Scholarship
 The Moreau Music Scholarship
 The Pauline Hellman Mulrone Memorial Scholarship
 The David J. Murphy Carmelite Scholarship in Theology
 The Tom and Olive Murray Scholarship
 The Nellie Smith Nancy Scholarship
 The Nessinger Scholarship
 The Archbishop Noll Scholarship
 The Janis Harris North Scholarship
 The Notre Dame Federal Credit Union Scholarship
 The Mary Katherine O'Brien Scholarship
 The Patrick O'Brien Scholarship
 The Sister M. Basil Anthony O'Flynn, CSC Scholarship
 The Sister M. Francis Jerome O'Laughlin, CSC Scholarship
 The Lucille Weigand O'Shaughnessy Scholarship
 The O'Toole Scholarship
 The Raymond and Beulah Patnaude Scholarship
 The Theresa McLaughlin Patterson Scholarship
 The Julie R. Pelletiere Scholarship
 The Susan P. Peters Scholarship
 The June Hoene Petersen Scholarship
 The Peterson-O'Connell Scholarship
 The Patricia McAndrews Pilger Scholarship in Social Work
 The Edwina Powell Memorial Scholarship
 The Presidential Fellowship
 The PricewaterhouseCoopers Accounting Scholarship
 The Ernestine M. Raclin Scholarship
 The Mary Rauh Scholarship
 The Sister Miriam Joseph Rauh, CSC Scholarship
 The Louis Riedinger and Adaline Crowley Riedinger Scholarship
 The Sister Pauline Roach, CSC Scholarship
 The Sister Agnes Anne Robers, CSC Scholarship
 The Dorella Katherine Robinson and Joyce Robinson Adamson Scholarship
 The Roche Family Scholarship
 The Hannah S. Rosenthal Scholarship

The Angela Andrews Ryan Rome Program Memorial Award
 The Elizabeth O'Hara Ryan Scholarship
 The Mary A. Ryan Scholarship
 The Helen S. Bartosch and Pennies E. Ryan Presidential Scholarship
 The Cynthia B. Sack Memorial Award
 The Saint Louis Alumnae Club Award
 The Scanlon/McKeever Award
 The Winifred Mulcahey Schaefers Memorial Scholarship
 The Paul J. and Carol A. Schierl Scholarship
 The Scholl Foundation Nursing Scholarships
 The Roy and Mary Schultheis Scholarship
 The Sister Maria Pieta Scott, CSC Scholarship
 The Gwendolyn Seidensticker Scholarship
 The Sesquicentennial Memorial Scholarship in honor of the Sisters of the Holy Cross
 The Eli and Helen Shaheen Scholarship
 The Helen M. Sheppard Scholarship
 The J. Patrick Showalter Family Scholarship
 The Shuff Family Scholarship
 The Sisters of the Holy Cross Memorial Scholarship
 The Sisters of the Holy Cross Sesquicentennial Scholarship
 The Frances Slattery Scholarship
 The Elise Peyton Smith Scholarship
 The Sodexo Scholarship
 The South Bend Alumnae Club Scholarship
 The Student Government Service Scholarship
 The Rose McCullough Sullivan Scholarship
 The Spike Sullivan Family Scholarship
 The Todd Sullivan Scholarship
 The Regina Marie Symonds Scholarship
 The Bea Tarara Memorial Scholarship
 The Sister M. Agnes Cecile Tegers, CSC Scholarship
 The Trustey Family Scholarship
 The Tuohy Family Scholarship
 The U.P.S. Scholars Program Scholarship
 The Sarah and Joseph Van Drisse Scholarship
 The Isabel Van Huffel Dray and Evelyn Van Huffel Reese Scholarship
 The Mary Hourigan Van Huffel Memorial Scholarship
 The Ann Meagher Vander Vennet Scholarship
 The ViBern Scholarship
 The Frank and Linda Visceglia Scholarship

The Helen Holland Voll Scholarship
The Mary A. Walsh Award in Theatre
The Jane J. Warner Scholarship
The Warner-O'Shay Scholarship
The Washington, D.C. Alumnae Club Scholarship
The Lucile Clemens Weber Memorial Scholarship

The Dr. Patrick White Award
The Wick Family Scholarship
The Dorothy and Darwin Wiekamp Scholarship
The Margaret Kennedy Williams Scholarship
The Sister M. Madeleva Wolff, CSC Scholarship
The Susan Shalgos Wolsfeld Award
The Mary Ellen Cushwa Wolsonovich Scholarship

Academy of the Holy Cross Scholarship

A \$1,000 Saint Mary's Academy of the Holy Cross Scholarship is awarded to students enrolled full time who are graduates of Holy Cross High School in Kensington, Maryland. No separate application is required.

Saint Mary's College Grants

Saint Mary's College Grants are awarded based on demonstrated financial need per the PROFILE aid application. Students must be enrolled full time to receive Saint Mary's Grants. Grant assistance is offered proportionally to the student's demonstrated financial need.

Lilly Room Grants

Saint Mary's awards a room grant, renewable for a total of eight semesters, in an amount up to the cost of a double-room to students who are enrolled full time, who live on campus, and who are Lilly Scholars. No separate application is required.

ROTC Room Grants

Beginning with students admitted in the fall of 2009, Saint Mary's awards a renewable room grant in an amount up to the cost of a double-room to students who are receiving a full-tuition ROTC scholarship and who live on campus. No separate application is required.

Saint Mary's Tuition Remission

Wives and daughters of Saint Mary's salaried employees in salary grades four or higher, and other salaried and hourly employees based on length of service, may apply for this employment benefit. To receive this benefit, students must complete the FAFSA and an Application for Education Benefits with the Human Resources Office.

Sibling Remission

The sibling remission benefit represents a ten percent remission or waiver of full-time annual tuition when an older sibling is also enrolled full time at Saint Mary's. Neither financial need nor athletic participation is required for this remission. Families who feel they qualify for the sibling remission award should contact the Financial Aid Office.

Tuition Exchange Programs

Each year a select number of new awards are made to full-time students who have parents who work at colleges or universities which participate in the Consortium of Catholic Colleges Tuition Exchange and the Council of Independent Colleges Tuition Exchange. To be considered for these full tuition awards parents should begin the application process with their employer's tuition exchange liaison and also complete the Free Application for Federal Student Aid (FAFSA) by January 15.

Other Saint Mary's Awards

Other funds Saint Mary's awards to students, such as the Mother Pauline Award and the Spes Unica Award, are awarded to students based on a combination of financial need and academic merit. As long as a student remains enrolled full time at Saint Mary's these funds are usually renewable for sophomore, junior and senior year, for a maximum total of eight semesters.

Additional Scholarships

The Susan Kahl Mangan Foundation, an independent organization, provides an annual tuition award of \$3,000 each year to an eligible junior or senior education major from Saint Mary's College. The Principals of the Foundation are solely responsible for determining the recipient of the annual award. The annual application deadline is April 20. The application form is available on the Financial Aid Office Web site or from the Education Department office.

Campus Employment

Beginning with the 2011–12 academic year the majority of student campus jobs are available only to students who qualify for Federal Work Study funding. However a limited number of positions which require student employees who have advanced skills or experience will be available to any student, regardless of whether or not a student qualifies for Federal Work Study funding. The job posting information for each student position will clearly indicate whether or not the student job requires students to have Federal Work Study. More information about Federal Work Study is in the following section.

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grant Program

The Pell Grant is awarded to students with substantial financial need according to the FAFSA application. The amount of the award is determined by the results of the Federal Methodology analysis.

Federal Supplemental Education Opportunity Grant (SEOG)

The SEOG is awarded to students with substantial financial need according to the FAFSA application. Priority consideration is given to students who are Pell Grant recipients.

Federal TEACH Grant

The TEACH Grant is awarded to students who intend to teach full time for at least four years after graduation in high-need subject areas at low income schools. If a student does not complete all four years of qualified teaching service the grant reverts to an unsubsidized loan with interest accruing from the date of original disbursement. To qualify for the TEACH Grant at Saint Mary's College students must be admitted to the Education program at Saint Mary's College and must have a cumulative grade point average of at least 3.25. Typically students are not admitted to the education program until after the student has successfully completed EDUC 201 and submitted her PRAXIS test scores to Saint Mary's.

Federal Work Study Program

Students who demonstrate financial need according to the FAFSA may be awarded Federal Work Study as part of their financial aid package. Students may work a maximum of 20 hours per week, although most students work about 10 hours per week, and are paid monthly. Students can choose whether to put their earnings toward the tuition bill or deposit them into a bank account. Detailed information about pay rates and how students find jobs can be found on the web page at saintmarys.edu/student-employment.

Saint Mary's students with financial need may participate in the Federal Work Study Community Service program with several off-campus, not-for-profit agencies serving the local community. Interested students should complete an annual application available in the Financial Aid Office.

Federal Perkins Loan

The Perkins Loan is a need-based federal loan. No interest accrues while the student is enrolled in school and repayment begins nine months after the student leaves school. The interest rate is fixed at 5 percent, and there are no fees associated with this loan. Priority consideration is given to students who are Pell Grant recipients.

Federal Direct Student Program

The Direct Loan program offers a low interest rate, and repayment begins six months after the student leaves school. There is a 1 percent federal default fee, although 0.5 percent is given as a rebate upon disbursement. Students must be enrolled at least half time in order to borrow from the Federal Direct Loan Program. There are two kinds of Direct Loans:

Subsidized – Awarded to students with financial need (per the FAFSA). No interest accrues while the student is enrolled at least half time. 2011–12 subsidized Direct loans will have a fixed interest rate of 3.4 percent.

Unsubsidized – Awarded to students who have no financial need (per the FAFSA). Interest starts accruing once the loan is disbursed. 2011–12 unsubsidized Direct loans will have a fixed interest rate of 6.8 percent.

Direct Loan *Annual* Limits

	Dependent Students	Independent Students
Freshmen	\$5,500	\$ 9,500
Sophomores	\$6,500	\$10,500
Juniors	\$7,500	\$12,500
Seniors	\$7,500	\$12,500

Direct Loan *Aggregate* Limits

Dependent Undergraduates — **\$31,000** (no more than \$23,000 of which may be subsidized)

Independent Undergraduates — **\$57,500** (no more than \$23,000 of which may be subsidized)

Federal Parent Plus Loan Program

The Parent PLUS Loan is a program that lets parents of dependent students borrow to cover the student's education costs, provided the student is enrolled at least half time. The maximum amount a parent may borrow is the annual cost of attendance less all other aid the student has been awarded for the year. Repayment begins after the loan is fully disbursed, but parents have the option to defer payment until after the student is no longer enrolled, although interest would accrue during this deferral.

A credit check is required for this loan, but if a parent is denied the loan due to credit the student may then borrow an additional amount of unsubsidized Stafford Loan (\$4,000 for freshmen and sophomores and \$5,000 for juniors and seniors). There are fees of 4 percent with this loan although 2.5 percent of the fee is given as a rebate at the time of disbursement. Interest accrues while the student is enrolled in school and the interest rate is fixed at 8.5 percent. Information about how to apply for a Federal Parent PLUS Loan is on our web page at saintmarys.edu/loans.

STATE AID PROGRAMS

Indiana Frank O'Bannon Grant

This grant, also known as the Higher Education Award and Freedom of Choice Award, is awarded to Indiana residents with financial need who complete the FAFSA application by March 10.

Indiana 21st Century Scholars

This grant is awarded to students who are enrolled in the 21st Century Scholars Program who also complete the FAFSA by March 10. Students must be enrolled full time and the funds can only be used during the fall and spring semesters.

Indiana Nursing Scholarship

Indiana residents with financial need per the FAFSA application, and who intend to work in an Indiana healthcare facility for 2 years following graduation, may apply for this scholarship. A link to the application can be found on the financial aid web page.

Indiana Minority Teacher/Special Education Scholarship

Indiana residents who are minority students seeking teacher certification, or any student seeking a Special Education teaching certification, may apply for this scholarship. A link to the application can be found on the financial aid web page at saintmarys.edu/tuition.

Pennsylvania State Grant

This grant is awarded to Pennsylvania residents who have need per the FAFSA application. A link to more information can be found on the financial aid web page.

Rhode Island State Grant

This grant is awarded to Rhode Island residents who have need per the FAFSA application. A link to more information can be found on the financial aid web page.

Vermont State Grant

This grant is awarded to Vermont residents who have need per the FAFSA application. A link to the grant application can be found on the financial aid web page.

Byrd Scholarship

This \$1,500 scholarship is a federal aid program administered by each state higher education agency. For information about how to apply for this scholarship, students should contact the higher education agency in their home state.

OTHER AID PROGRAMS

ROTC

Select students admitted to an Air Force, Army, or Navy Reserve Officer Training Corp program may be awarded ROTC Scholarship. These scholarships provide varied amounts of tuition assistance, books, fees, and a monthly tax-free allowance, uniforms and in some cases school supplies. To obtain details on these awards, contact the appropriate ROTC office at the University of Notre Dame as early as possible.

Notre Dame Faculty/Staff Dependent Tuition Remission

Dependent daughters of faculty, administrators, and staff employed by the University of Notre Dame may qualify for this tuition benefit. For more information, contact the Human Resources Office at the University of Notre Dame.

Private/Alternative Student Loans

Various lenders offer private/alternative loans to students specifically for college costs. Repayment typically begins after the student graduates or is no longer enrolled. These loans require a student to have a satisfactory credit history and/or a credit-worthy co-signer. The interest rates and loan fees can vary by lender, and often these financing terms are tied to the credit worthiness of the student borrower and co-signer. The maximum amount students can borrow is the annual cost of attendance minus all other financial aid the student has been awarded. Information about how to apply for an alternative loan is on our web page at saintmarys.edu/loans.

FINANCIAL AID FOR STUDY ABROAD

Students participating in Saint Mary's sponsored study abroad programs during the fall and spring semesters remain eligible for all of their Saint Mary's scholarships and grants, in addition to federal and state aid. Saint Mary's students enrolling in the University

of Notre Dame program in England may also use their Saint Mary's, federal, and state aid. A student who chooses to study on a non-Saint Mary's study abroad program may be eligible for federal aid if the student completes a Consortium Agreement with Saint Mary's and the sponsor school. Note that a student's financial aid eligibility may be different when she is on a study abroad program. Consequently students who will be studying abroad should make sure their award letter indicates that the aid offered is for participation on a study abroad program. Conversely, if the award letter indicates the aid is for participation on a study abroad program and the student will not be studying abroad, the student should contact the Financial Aid Office so that the aid can be revised.

FINANCIAL AID FOR STUDENTS LIVING OFF CAMPUS

Students who choose to live in off-campus housing (does not include commuter students or non-traditional students) are awarded institutional grant aid using a different packaging policy. Eligibility for all assistance is based on an off-campus cost of attendance rather than the higher residential cost of attendance. Therefore, eligibility for institutional grant aid will likely be reduced and need-based federal assistance may also be affected.

FINANCIAL AID FOR SUMMER SCHOOL

Institutional aid from Saint Mary's College is available to students during the fall and spring semesters only. Most students finance summer school through private/alternative student loans. In rare cases, federal aid may be available to help pay for summer school.

Students enrolling in summer school may be eligible for federal aid such as Federal Pell Grant, Federal SEOG Grant, Federal Direct Loan, Federal Perkins Loan, and Federal Parent PLUS Loan. SEOG and Perkins funds would only be awarded to eligible students in the rare circumstance that funding remains in those programs from the academic year. To receive Pell Grant and Direct Loans students must have remaining eligibility from the academic year. In addition, students must be enrolled at least half time if they wish to borrow Direct Loans.

FINANCIAL AID FOR POST-BACCALAUREATE PROGRAMS

Students enrolled in post-baccalaureate teaching or nursing programs at Saint Mary's College are not eligible for institutional aid, but may apply for Federal Direct Loan assistance.

FINANCIAL AID IN SUBSEQUENT YEARS

Application Process

Each year students must complete the Free Application for Federal Student Aid (FAFSA), and if the student wants to be considered for need-based aid from Saint Mary's College, the College Scholarship Service's PROFILE application. For example, to receive financial aid during the student's sophomore year, these aid applications should be completed by March 1 of the freshman year.

Financial Aid Standards of Academic Progress

To maintain eligibility for federal financial aid, students are required to meet the minimum standards of financial aid academic progress which are described in further detail later in this section.

Academic Scholarship Renewal

Students are required to maintain the cumulative grade point averages below in order to renew academic scholarships. Grades are checked once each year after the end of the spring semester, and grade point averages are not rounded up.

Presidential Scholarships – 3.00
Dean's Scholarship – 2.80

Madeleva Scholarship – 2.70
Le Mans and Bertrand Awards – 2.50

Need-Based Aid Renewal

If a family's financial situation is similar to the prior year, the amount of need-based assistance a student receives should be similar to the prior year. If any of the following situations occur the amount of aid from Saint Mary's College will likely be different:

- Student fails to maintain the grade point average required for her scholarship
- The number of people in the family and/or the number of people enrolled in an undergraduate degree program changes
- The student moves from on-campus housing to off-campus housing or vice versa
- The parent or student income increases or decreases significantly
- The parent or student assets increase or decrease significantly
- The student's aid in the prior year was based on a special circumstances appeal that is not renewed in the new aid year.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

The Higher Education Act of 1965, as amended, requires Saint Mary's College to develop and enforce standards of satisfactory academic progress prior to awarding any federal financial aid funds to students. Standards of satisfactory academic progress were established to encourage students to successfully complete courses for which federal financial aid is received, and to progress satisfactorily toward degree completion. These policies apply to the following aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal TEACH Grant
- Federal Work Study Program
- Federal Direct Loan Program
- Federal Perkins Loan Program
- Federal PLUS Loan program

Please note that these financial aid standards of academic progress are separate from, and in addition to, academic standards required by the College for continued enrollment.

The criteria used to determine academic progress are cumulative grade point average, number of credits earned, and maximum time frame for completion of degree. To ensure that a student is making progress throughout her course of study, Saint Mary's College assesses the student's progress at the end of each fall and spring semester. All periods of enrollment are reviewed, including semesters during which no financial aid was received.

Grade Point Average (GPA)

- Students who have completed their first semester at Saint Mary's College must have a minimum cumulative GPA of 1.8.
- Students who have completed their second semester at Saint Mary's College must have a minimum cumulative GPA of 1.9.
- All other students must have a minimum cumulative grade point average of 2.0.

Number of Credits Earned

Students must earn a minimum of 12 credit hours during the first and second semesters at Saint Mary's College. After satisfactory completion of the second semester (24 semester hours), each subsequent semester requires satisfactory completion of a minimum of 13 hours per semester unless the cumulative number of semester hours exceeds the minimum total noted on the next page.

By the end of this semester	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A full time student must have earned at least this number of credit hours	12	24	37	50	63	76	89	102	115	128

Maximum Time Frame for Completion of Degree

Students must complete their degree program within 150 percent of the published length of their degree program. For example, if a major requires 128 credit hours to graduate, a student could not receive financial aid beyond 192 credits attempted (including transfer hours), whether or not financial aid was received for those credits. Attempted hours are hours for which a grade was received, including grades of U, W, and X. Please note that institutional financial aid funding (e.g., Saint Mary's Grant, Presidential Scholarship, etc.) is available for eight semesters only.

Financial Aid Warning

Students who do not achieve the required cumulative grade point average and/or do not successfully complete the minimum number of required semester hours are placed on financial aid warning. While on financial aid warning a student may still receive financial aid. As specified in the written notice she receives, the student is given one semester to achieve the minimum requirements. Failure to meet the minimum requirements will result in the suspension of all financial aid eligibility until the required minimums are met. Each student is allowed only one semester of financial aid warning.

Financial Aid Termination

Students who are placed on financial aid termination are ineligible for financial aid beginning with the subsequent semester unless an appeal is approved (see below). While a student is on financial aid termination she may attend Saint Mary's College at her own expense, provided she has satisfactory academic standing with the Office of the Registrar.

Reinstatement of Eligibility

A student can regain eligibility for financial aid in one of two ways. First, the student could attend Saint Mary's College at her own expense and improve her academic record so that she meets the minimum requirements. Second, the student could have a financial aid appeal approved (see below).

Appeals

Students on financial aid termination may appeal the loss of aid if extenuating circumstances prevented the students from making satisfactory progress. Circumstances which are considered extenuating are those that are *unusual* and/or *unforeseen* at the beginning of the year, such as: Injury or illness of the student, death of a close relative, or other situations which were unexpected and beyond the student's control. Allowances may also be made for students who have a documented disability. Appeals can be made in writing to the Director of Financial Aid. The letter of appeal must explain: the reason why the student failed to achieve the minimum standards, and what has changed that will allow the student to achieve the minimum standards at the end of the next semester. Students are notified by mail of the results of their appeal.

Financial Aid Probation

Students who have an appeal approved will be eligible to receive financial aid for one semester on a probationary status. While on financial aid probation students will be given a specific academic plan that they must successfully achieve in order to remain eligible for federal aid in future semesters.

Grades of Withdrawal (W)

Withdrawn grades are counted as unsuccessful course completions. This is true regardless of whether or not the student received a grade of W due to taking a health leave.

Grades of Incomplete (X)

Students with grades of incomplete will initially have their SAP status put on hold while we await the final course grade. After a period of time if the incomplete grade is not changed to a final grade (either passing or failing) the grade of incomplete will be counted as an unsuccessful completion of a course. In this case, if an incomplete grade is later changed to a passing grade the student must notify the Financial Aid Office of the change to their academic record. At that time the student's record will be re-evaluated to determine satisfactory academic progress.

Repeated Courses

If a course is repeated, both the first and the second grade are used in calculating the GPA. The credit hours earned are only counted once.

Transfer Hours

Transfer hours only count toward the overall maximum time frame calculation. Transfer hours have no effect upon the cumulative grade point average.

Changes of Major/Degree Program

Students who change majors or change degree programs (i.e., change from Bachelor of Arts to Bachelor of Science) are still held to the 150 percent maximum time frame rule. All credits attempted from the first major/degree will count as attempted hours for the new major/degree. The 150 percent maximum limit will be measured based on the number of credits required for the new major/degree.

Second Bachelor Degrees

Students who enroll in a second bachelor degree program are still held to the 150 percent maximum time frame rule. However, only the credit hours from the first degree which apply to the second degree will be counted as attempted hours.

Timing of Reviews

Current financial aid recipients will have their academic progress reviewed at the end of each semester. New financial aid recipients (i.e., those students who had never previously applied for aid) will have their academic progress reviewed when the Financial Aid Office receives the results of the Free Application for Federal Student Aid.

Minimum Satisfactory GPA Expectations for Part-Time Students

Part-time students are evaluated by the same standards as full-time students. However, part-time students need only to accrue courses at one-half the rate full-time students would.

Complete Semester Hours	Minimum Cumulative GPA
0-16	1.8
17-29	1.9

WITHDRAWING FROM SAINT MARY'S COLLEGE

If a student with federal aid withdraws, the Federal Return of Title IV Funds calculation will be completed to determine how much federal aid was earned based on the length of time the student spent enrolled. Under this calculation, if a student withdraws from school prior to the 60 percent point of the semester, a pro rated schedule determines the

amount of federal student aid she has earned (and can keep). If a student withdraws after the 60 percent point of the semester, she is considered to have earned (and can keep) all of her federal aid. Please note that the College's calculation to determine the tuition and room and board charges for which the student is responsible is separate from the federal calculation of how much federal aid the student can retain to pay those charges.



Saint Mary's College offers students an outstanding curricular program. Students are able to pursue several degrees and majors as well as minors and certificates. These programs of study are supported by the offices and services in the Divisions of Academic Affairs. This division also implements the academic policies and procedures of the College. This section of the Bulletin describes these two aspects of academic life at Saint Mary's College.

DIVISION OF ACADEMIC AFFAIRS

The staff of the Division of Academic Affairs support the student learning that is achieved in the academic departments and interdisciplinary programs of the college. Headed by the Senior Vice-President and Dean of Faculty, this division includes the Dean's Office, two Associate Deans and Senior Advising staff, the Office of the Registrar, the Department of Information Technology, the Cushwa-Leighton Library, and 28 academic departments and interdisciplinary programs.

Additional offices in this division provide direct support for students seeking advising, ranging from registration for courses each semester and advice on success strategies to information on many opportunities for global education and women's leadership. Academic Affairs and First Year Studies, the Office of Student Success, Pre-Professional Advising, the Career Crossings Office and the Center for Women's Intercultural Leadership (for information about international programs and study abroad) are the offices which provide this direct advising support to the student. As the student enters Saint Mary's College, the Cross Currents Program guides the student to these resources. These offices, programs, and support services are described below.

ACADEMIC OFFICES, PROGRAMS AND SERVICES

Academic Affairs and First Year Studies

Academic Affairs and First Year Studies is the central advising office at Saint Mary's College. The advising records of all students are maintained in this office. In addition to administering academic policies, advisors in the office work closely with faculty advisors and professors to promote the academic life of all students. First Year Students are assigned a First-Year Faculty Advisor during their first summer. The faculty advisor helps First Year Students plan their schedules during the first year. When students decide on a major they will be assigned a departmental advisor in their major.

Disabilities Resource Office

The Disabilities Specialist coordinates services and accommodations for students with disabilities who provide appropriate documentation (see page 59). The disabilities specialist works with identified students who have dyslexia and processing/ attention-related difficulties. These students are supported in mastering organizational skills, time management proficiency and academic learning strategies.

Office of Student Success

Located in the Academic Resource Center in Madeleva Hall, Saint Mary's College provides a Student Success Program to better ensure that the students accepted to the College successfully adjust to the demands of a collegiate career. Students offered admission to the Success Program receive academic support at the beginning of their collegiate career along with remediation in writing and mathematics, when necessary. Students also enroll in EDUC 100 (2 semester hours) which provides extensive comprehensive college-level study skills and strategies that apply to academic, career, and life skill success. The Office

for Student Success, from which the Success Program originates, also offers student success workshops, programs, and individual consultation for the general student population.

Pre-Professional Advising

Pre-Health Advising

Although Saint Mary's College does not offer a pre-professional major, a student can complete all the classes she needs to pursue a health-related graduate program following completion of her Saint Mary's undergraduate degree. These include but are not limited to medical school, dental school, optometry, pharmacy, physical therapy, etc. Students must demonstrate strength in the sciences for application to these programs, but need not major in science. The basic core of courses includes (but may not be limited to) one (1) year in each of the following areas:

- English
- general biology with labs
- general chemistry with labs
- organic chemistry with labs
- physics with labs
- math

Beginning junior year, students are advised individually by the health professions advisor as they begin the process of applying to health professions graduate programs. If a student plans to study abroad, she should contact the health professions advisor earlier than junior year to discuss her curricular plans. (See also: Occupational/Physical Therapy, page 103.)

Pre-Law Advising

The pre-law advisor provides information to students about the application process, the Law School Admission Test (LSAT), and membership in the Notre Dame/Saint Mary's Pre-Law Society.

Cross Currents Program

The Cross Currents Program, while primarily housed in the Academic Division, integrates many new and existing programs offered by the Academic, Mission and Student Affairs divisions. Cross Currents expands the opportunities available to a student over four years, providing her with a more robust approach to advising. As a college committed to the legacy of the Sisters of the Holy Cross, this new advising system focuses the student's attention on several key questions. In the first year, programs such as a First-Year Faculty Advising Program, Peer-Mentoring Program, and Common Experiences, allow all first year students to explore answers to the question, "Why am I here?" In the sophomore and junior years, students explore the answers to the questions "What are my gifts and passions?" and "What do my community and the world need from me?" through programs sponsored by Campus Ministry, the Office of Civic and Social Engagement, the Center for Spirituality and the Career Crossings Office. These programs include retreats, experiential learning opportunities, Real Life Calling seminars, StrengthsQuest workshops, and internships. In their senior year, our students will prepare to leave us with some provisional answers to the question, "How can I make a difference in the world?" through their participation in programs such as the Community Engagement Summit and Senior "Disorientation."

Career Crossings Office

The Career Crossings Office (CCO) offers services for career decision making to all students throughout their four years and beyond. Information on career resources and programs is

available online at www3.saintmarys.edu/career-center, or by contacting the office in 114 Spes Unica at (574) 284-4775 or by e-mail at cco@saintmarys.edu.

Choosing a Major/Exploring Career Options

Instrumental to the foundation of career development and growth at Saint Mary's College and beyond, the CCO provides support and guidance in choosing a major and exploring career options associated with a fields of interest. The CCO can provide counseling and access to:

- Career assessments including the Strong Interest Inventory, Myers-Briggs Type Indicator, and StrengthsQuest
- Job shadowing and informational interviewing
- "What Can I do With a Degree in...?" and alumnae career path resources
- Career Resource Center with over 300 books and resources to explore career options

Internship Searching

The CCO assists in internship search by providing individual counseling to explore goals, searching techniques, and the necessary resources to uncover a world of internship possibilities! The office also hosts various internship preparation seminars throughout the year and an internship Expo in the spring.

Job Searching

The CCO can help students explore career goals and strategies that will meet their individual needs and maximize job search endeavors. Information and resources are available to develop networking, researching, and job search correspondence writing skills.

Résumé and Cover Letter Writing

Résumés and cover letters are an opportunity to provide a great first and lasting impression with potential employers. The CCO staff can assist with developing and fine tuning job search correspondence to make a positive impact on employers. In addition, the Career Resource Center provides several print publications on writing effective résumés and cover letters which are available for browsing and checking out.

Networking and Interviewing Skills

Perhaps the most difficult to develop and master, networking and interviewing skills are critical to the success of internships and job searches. The CCO can provide one-on-one mock interviewing and counseling sessions to assist in developing interviewing skills as well as learning the basics of networking. Throughout the year, the CCO will host or co-host programs that allow students and alumnae to utilize and develop both networking and interviewing skills. Several print publications on these topics are also available in the Career Resource Center.

Graduate and Professional School Preparation

The CCO can provide the resources and information needed to explore graduate and professional schools, uncover financial aid options, create effective personal statements, prepare for entrance exams and much more.

Exploring Alternative Post-Graduate Options

Students from Saint Mary's College not only enter into jobs after they graduate, but take advantage of volunteering and service opportunities. The CCO can assist with the exploration of how short-term plans can compliment long-term career and life goals. The CCO works closely with the Office of Civic and Social Engagement to provide accurate and up-to-date information on various volunteer and service opportunities at the local, regional, national, and international level.

On-Campus Recruiting Program

Several employers from various industries visit the Saint Mary's campus each year to recruit for jobs and internships. Employers conduct interviews, information sessions and information tables in which students are encouraged to participate and explore options offered by the employers. A current list of employers recruiting on campus is available on the CCO web site at saintmarys.edu/career-center.

“Go BELLES”

All students and alumnae have access to the “Go BELLES” online system, featuring well over 1,000 job and internship opportunities at any given time. Students and alumnae can review postings, apply for positions, post résumés, find networking, and more.

Alumnae Resource Network

The ARN houses contact information for alumnae throughout the United States and abroad working in all industries and with all types of employers. The ARN has been used by hundreds of students and alumnae as a contact database and networking tool. Currently, the database is accessible in the CCO, 114 Spes Unica and on the College network at P:\Departments\CCO\Public (must be on-campus).

Career Resource Center

The CRC houses well over 300 publications on virtually every career-related topic. Most of the books and resources are available for check-out from the CRC or can be browsed in the office.

The Center for Academic Innovation

The Center for Academic Innovation's mission is to enrich the Saint Mary's College intellectual community by coordinating programs in faculty development, fostering faculty and student scholarly and creative work, and encouraging innovative teaching. The CFAI administers research, teaching, and assessment grants for faculty, collaborative research grants for faculty teams (COSTAR) and the Student Independent Study and Research (SISTAR) Program, in which student and faculty partners work together on scholarly and creative projects. The Center also oversees the Saint Mary's College New Faculty Scholars, Van Smith Family Scholars and Farrell Mentoring Programs for new faculty. Through participation in regional and national academic consortiums, the CFAI draws public attention to the excellence of Saint Mary's College.

The Center for Women's Intercultural Leadership

The Center for Women's Intercultural Leadership (CWIL) was established at Saint Mary's College in December 2000 with the support of a major transformation grant from the Lilly Endowment Inc. CWIL is an innovative collaboration between Saint Mary's College faculty, staff, students and local community leaders and national and global partners. CWIL advances Saint Mary's College's mission of “preparing students to make a difference in the world” by empowering women to realize their call to leadership and to develop the intercultural knowledge and competence critical in today's increasingly interdependent world. In the spirit of the College's sponsors, the Sisters of the Holy Cross, CWIL promotes human transformation and systemic change, from the local to the global context, by providing challenging justice-based educational opportunities.

The Center is organized around three core components. Intercultural Leadership empowers women to use diversity, gender, and culture as a strength in their leadership, and offers students a certificate in intercultural leadership. Global Education promotes engagement with other cultures through study abroad experiences, a student club, international student services, and the internationalization of the College's curriculum. Research and Scholarship serves as an interdisciplinary think tank where scholars can contribute to an ongoing dialogue about how human cultures interact and the roles women play in today's global reality.

International Programs

Saint Mary's has a long history of providing quality international programs as an essential part of our educational mission—forming women leaders who will make a difference in the world. As this world becomes increasingly interdependent, the College offers an expanding range of semester, year, semester break, and summer study and service programs in a wide variety of countries, and encourages students to take advantage of them. These programs are coordinated by the Global Education Office within the Center for Women's Intercultural Leadership. Since program requirements and credit arrangements vary considerably, students should start the planning process as early as possible in their college careers. The Global Education Office will assist students in researching and pursuing their options. For Saint Mary's College programs, the program coordinator in charge will guide the student through the application process, and financial aid will be applied. To be accepted for credit, non-Saint Mary's programs and institutions must meet pre-defined academic standards and must be approved in advance by Academic Affairs and First Year Studies and the Global Education Office. These programs are generally not eligible for Saint Mary's financial aid.

Academic Year Programs

Rome, Italy

In 1970, Saint Mary's College established a campus in Rome primarily for its sophomore students. Students are taught by a specialized faculty resident in Rome. Courses include those particularly associated with the history, the art, and the culture of the country. They cover anthropology, Italian art history, history, international business and economics, Italian language and literature, marketing, music appreciation, mythology, philosophy, political science, and religious studies. In order to qualify, students must have a 2.5 cumulative GPA and are strongly encouraged to complete one year of college level introductory Italian or its equivalent. If space permits, qualified students from other colleges may enroll in the program.

Maynooth, Ireland

Since 1977, approximately 30 students per year have studied at the National University of Ireland at Maynooth (N.U.I.M.) in Maynooth, Ireland. These students attend regularly scheduled classes with and live among Irish students. They mainly choose sophomore-level general education courses in literature, history, classical civilization, philosophy, theology, economics, anthropology, or sociology. A course in Irish culture including lectures and tours is required. Students on the Ireland Program normally enroll for the Irish academic year but may go for one semester. Applicants should demonstrate a serious attitude in their college work (a “B” average is recommended), and must complete an application process to qualify.

Seville, Spain

In 1999, the College formally affiliated with the Center for Cross-Cultural Study in Seville, Spain. Spanish majors and minors who decide to attend typically spend the second semester of their sophomore year studying at the Center. The CC-CS has an ample curriculum in Spanish language, Spanish literature, history, and culture which complement the Spanish curriculum at Saint Mary's College. Students can study in Seville for a summer, semester, or academic year.

Córdoba, Argentina

Saint Mary's College started to offer another Spanish program in Córdoba, Argentina in 2008 via its long-term partner the Center for Cross-Cultural Study (CC-CS). Córdoba is recognized as a center for arts and learning in Argentina with its many universities, theaters, and museums. This program also offers three enrollment options: summer, semester, and academic year. Students study at the distinguished Universidad Nacional de Córdoba (UNC) and take courses designed for international students besides one regular course at UNC. Students must have a 3.0 cumulative GPA and a 3.0 (B) average in Spanish when they apply for the program.

Dijon, France

Saint Mary's offers students the opportunity to study at the Université de Bourgogne in the beautiful and historic heart of Burgundy. Courses range from beginning to advanced French language and civilization. A variety of extracurricular activities, excursions, and workshops further enhance language and learning and immerse students in French life. Students live with host families in Dijon. Academic credit applies towards the French major or minor at Saint Mary's, with some opportunity for General Education credit. The Department of Modern Languages recommends a spring semester or a year's stay, in either the sophomore or junior year. Summer study is also available.

Fremantle, Australia

In 2003, Saint Mary's established its first direct student exchange program with the University of Notre Dame, Australia. Eligible students pay tuition and room and board at Saint Mary's and receive financial aid, but will directly enroll full-time at UND in Fremantle, on the west coast of Australia. Students can choose from a wide range of courses offered, with pre-approval from the Academic Affairs and First Year Studies, and study for a year or semester. All Saint Mary's students will be required to take a course on Australian history and society, which includes a field trip to the Kimberly region of Western Australia to visit aboriginal communities and experience the Australian Outback. Students must maintain a cum GPA of 3.0 or higher in order to be eligible for this program.

Innsbruck, Austria

Students interested in studying German may participate in the program at the University of Innsbruck through our partnership with University of New Orleans for the spring semester or full year. Besides intensive language study, courses accommodate the general curricular needs of Saint Mary's students, and are all taught by faculty from the University of Innsbruck. Typical offerings include history, literature, and music and fine arts. Students live in residence halls with German-speaking students, are taken on numerous excursions, and may elect to be assigned host families. Saint Mary's students wishing to study in the Innsbruck Program must have a minimum 2.5 GPA as well as a "B" average or above in German at the time of their application.

Pietermaritzburg, South Africa

Saint Mary's College offers an international program at the University of KwaZulu-Natal in the charming, old-world city of Pietermaritzburg, about an hour from the Indian Ocean, nature reserves, and the bustling tourist resort area of Durban. The program is an ideal fit for students interested in social justice, environmental biology, African literature, history, ethnic studies, religion, and sociology. Students typically take four classes or the equivalent of 16 credit hours while enrolled at the University of KwaZulu-Natal, and may enroll for fall or spring semester or the full year. Students live on campus in apartment-style dorm rooms with a mix of South African and international housemates. Students participate in an orientation program upon arrival and are encouraged to take advantage of provided travel and community volunteer opportunities. The program is open to sophomores, juniors, and seniors with a minimum 2.5 GPA. It is expected that participating students be in good disciplinary standing and exhibit emotional maturity and adaptability to new experiences.

Women's Studies in Europe

The Comparative Women's and Gender Studies in Europe Program offers a unique opportunity to explore women's, gender, and sexuality feminist theory while traveling across Europe. Students attend lectures and workshops with the program director, visiting professors from European universities, not-for-profit and governmental agencies, politicians, practitioners, artists, and activists. Students engage in rigorous methodological and theoretical inquiry in Germany, Poland, Turkey and the Czech

Republic, and the Netherlands. Students stay in hostels, pensions, hotels, and homes. While pursuing independent research, students also enroll in additional course work that totals 16 hours. Saint Mary's offers the Women's and Gender Studies in Europe program through an affiliation with nationally-recognized Antioch University.

Seoul, South Korea

In 2008, Saint Mary's established a direct student exchange program with Ewha Women's University in Seoul, South Korea, which was established in 1886 as the first higher education institution for Korean women. It is now one of the most prestigious universities in Korea and the largest women's university in the world. Eligible students pay the regular tuition, room and board at Saint Mary's and retain their financial aid. Students choose from a wide range of courses (in English) and Korean language courses offered, with pre-approval from their academic advisors, and can study for a year or semester. Students must have a 2.5 cumulative GPA to be eligible for this program. Korean language is not required.

Summer Study Abroad

European Summer Study Program

The European Summer Study Program is an introduction to European history, culture, international business and other topics. This four-week program is offered each summer, from mid-May to mid-June. Classes are offered, not in the usual four-walled setting, but instead in the places where events happened. The key to the learning process on this study trip is experience. Students can take up to six credits and apply them toward their electives. In the past this program has visited Dublin, Edinburgh, London, Paris, and Brussels, and taken side trips from major cities to places like Killarney and Blarney or Stonehenge and Bath.

Greece Summer Study Program

The Greece Summer Study Tour is an eighteen-day program beginning toward the end of May and continuing into the month of June. The study tour allows students to earn three elective credits for the course. Students immerse themselves in the Greco-Roman world of the first urban Christians converted by Paul the Apostle while traveling throughout mainland Greece. Enrollment is open to students of all class years, but is limited to 20 students. Students do not need to specialize in history, religion, or a foreign language to participate.

Honduras Summer Service Learning Program

A three-week, three-credit seminar is offered from mid-May to early June in Honduras. In partnership with the Heifer Project, this class explores issues related to poverty, development, gender concerns, and human rights. The course of study includes one week devoted to a cultural, political, and historical orientation to Honduras, based in Tegucigalpa, the capital city; a second week where students live in villages that are in partnership with the Heifer Project, including service-learning with development projects in those villages; and a third week with more service-learning in an orphanage and time in Copan, site of Mayan ruins in Honduras. The course includes reflection and discussion while in-country, as well as preparatory readings and post-trip debriefings. This program is offered in alternate years and is sometimes offered in a shorter one-credit semester break format in the off years.

Korean Summer Program

The Korean Summer Study program introduces students to Korean culture, language, and history. This two-week program is offered from mid-May to the end of May. Students interact with Korean college students while listening to lectures on the language, family, economy, and the history of Korea. Field trips to historical and traditional cultural places allow students to see first-hand the beauty and history of Korea, thus enriching their in-class learning.

Environments of Ecuador Summer Program

One of the most environmentally diverse countries in the world, Ecuador offers a unique opportunity to experience four distinct ecological settings. Witness 500-pound tortoises on the Galapagos Islands, hummingbirds in the cloud forest, alpacas of the Andes highlands, and Capuchin monkeys in the Amazon. Students will discover a fascinating world of unusual plants and animals. Open to students in all majors, the course highlights the natural beauty of Ecuador in a 15-day travel experience during the summer in even years. Particular emphasis is placed on local conservation efforts, the intersections between biology and culture, and the rich diversity of life. This course is offered in alternate years.

Internships in the European Union: London and Seville

These 6 week summer internships include but are not limited to: advertising, marketing, public relations, management and finance, politics and international relations, arts administration, journalism, etc. Placements are made before leaving campus, are in professional settings and require full attendance of up to 40 hours per week. Students receive six credits and are expected to complete course requirements, written assignments, and on-site employee evaluation. Once students arrive, on-site program staff will orient students to the city and provide additional mentorship. Students live in apartment style housing in the metropolitan center with other students on the affiliated CAPA program in London and in home-stays in the CC-CS program in Seville. The program is open to all students.

China Summer Program

Realizing the important role that China is playing in the world today, Saint Mary's offers the China Summer Study Program in collaboration with Creighton University and Soong Ching Ling Foundation. It is a three-week summer program from mid-May to early-June. Students will have opportunities to visit different cultural sites, rural areas and cities, including Beijing, Xi'an, Nanjing, Shanghai, and Hong Kong, and experience the oldest civilizations and fast economic development in China. Students are required to take a three-credit course (in English) for the program. This program is open to all students and Chinese language is not required. In future years, Saint Mary's will be expanding its program in China in partnership with leading universities and the Soong Ching Ling Foundation.

Nicaragua Summer Program

This eight-week summer fieldwork opportunity is located at Little Corn Island and is fully funded by a three-year grant for biology majors to conduct biology research. Students will stay at Casa Iguana, a lodge that supports the tourist trade. They are expected to do 20 hours of light work at the lodge and conduct an approved research project that has a faculty mentor. In return they have all their expenses paid and receive a stipend. The program also offers a short trip to the mainland, and is open to junior biology majors only.

Uganda Summer Program

In 2009 Saint Mary's launched a six-week summer practicum program working with the Sisters of the Holy Cross in Kyarusozi, Uganda. This program is currently only for Education and Nursing majors, although it may expand. It is an opportunity for students to live and work directly with the Sisters of the Holy Cross and immerse themselves in the local community offering skilled assistance in education and nursing. Students take a one-credit course on East African History and Culture the first week and then a practicum course in either education or nursing for six weeks, with one overnight outing in a game park midway through the program. Students should have rising Senior status in order to apply.

Semester Break Programs

El Salvador Program

This course is an immersion into urban and rural El Salvador to develop an understanding of conditions there and efforts from the grassroots, churches, and human rights leaders to bring change to the Salvadoran people. It offers one credit through the Justice Education program at Saint Mary's College and is in partnership with CRISPAZ, Christians for Peace in El Salvador. The immersion is based in San Salvador, the capital city, with excursions to outlying villages, and especially focuses on the role of women in efforts to develop their communities. The course includes reflection and discussion while in-country, as well as preparatory meetings and a post-trip debriefing. This program is offered in alternate years.

Haiti Program (Poverty and Development Seminar) (Currently on hiatus — similar spring break program offered in Honduras listed under Summer Study Abroad)

This one-credit justice education course, offered during a semester break, is an immersion into rural and urban Haiti to develop an understanding of conditions there and efforts from the grassroots, churches, and human rights leaders to bring change to the Haitian people. The Haiti experiential learning course includes three components: advance preparation to discuss selected readings on the political and social realities of Haitian life; the in-country immersion experience; and debriefings and readings upon return to process and reflect upon the experience.

English Language School

Saint Mary's College offers language courses to non-native English speakers. The Saint Mary's College English Language School (ELS) is part of a campus-wide initiative to internationalize, including attracting more international students.

Students in the program will have the opportunity to live in campus residence halls with other Saint Mary's College women and be fully immersed in the culture while practicing language skills. The program offers small classes which cater to the needs of students from the beginner to the advanced level of English proficiency. Non-credit courses will be offered in English reading, writing, vocabulary, speaking, and listening. Qualified students will also be given an opportunity to apply for conditional admission to Saint Mary's College degree programs. Conditional admission will provide many non-native speakers with an opportunity to improve language skills and easily progress toward pursuing their degree. The new program will be offered year-round in 14-week sessions. Immigration advising and cultural programming will also be provided to students for additional support.

For more information on the English Language School please contact the Saint Mary's College Center for Women's Intercultural Leadership at 574-284-4051 or visit the web site www.saintmarys.edu/cwil/els.

ACADEMIC POLICIES AND PROCEDURES

Academic Calendar

The academic year is divided into two semesters. The first begins in late August and ends before the Christmas holidays; the second begins in mid-January and ends in May. There is a one-week midsemester break in the fall and spring, a short Thanksgiving and Easter recess, and a vacation of approximately a month between semesters.

Summer Sessions

Saint Mary's College offers on-campus and online sessions beginning on the Monday after graduation for students who wish to continue their education during the summer. Summer Sessions are also open to visiting, non-matriculating students from other colleges and universities. The courses range from general education requirements to courses needed in particular majors or as pre-requisites for the major. Students take courses at a reduced tuition rate and generally may enroll in a maximum of three courses (nine hours) in the summer. Female students may also reside in one of Saint Mary's residence halls. Summer travel programs are also available.

An Accelerated Option Nursing Program also begins each summer and continues through the academic year and the subsequent summer (see also page 18 and 241).

Academic Load and Unit of Instruction

A student must carry at least 12 hours of credit per semester to be considered a full-time student. Part-time students carry fewer than 12 semester hours of credit. Sixteen hours per semester is an average load, 18 hours is the usual maximum. A student may carry more than 18 hours only with the approval of Academic Affairs and First Year Studies. She will be charged for each semester hour over the maximum load. If a student is admitted conditionally or placed on academic probation, her course load may be restricted.

The semester hour is the unit of instruction used for computing the amount of work required for graduation. Each semester hour represents 50 minutes per week of lecture or recitation. The length of a laboratory period depends upon the requirement of the course. Normally, one semester hour of credit is awarded for satisfactory work in one hour of class or two hours of laboratory or studio work per week for a semester.

Add/Drop

A course may be added during the first eight class days of a semester. A course may be dropped without penalty during the first five weeks of the semester. (See also: Withdrawal from a Course, page 65.)

Appeal Procedures

Appeals of academic honesty violations, contested grades, and waivers of academic policies must be initiated within 30 days of notification or, in the case of a contested grade, within 30 days of the new semester.

Academic Hearing Board

At the written request of any involved party, the associate dean in Academic Affairs and First Year Studies is to refer the matter to the chair of the Academic Standards Committee who appoints a three-member ad hoc committee—the academic hearing board. The academic hearing board is comprised of one faculty member, one student, and one academic administrator selected from the members of the Academic Standards Committee. (In the case of a disability-related appeal, the dean of faculty will be the academic administrator.) The academic hearing board conducts a hearing and renders a recommendation in writing to the chair of the Academic Standards Committee. All proceedings are kept confidential. The chair must ensure that student rights to due process are protected. Unless it is appealed, the recommendation of the academic hearing board is final and binding.

An appeal of academic hearing board recommendations is made to the Academic Appellate Board.

Academic Appellate Board

The Academic Appellate Board acts as a review board for any case in which a decision is being contested. The board consists of one student, one faculty member, and one administrator appointed by the chair of the Academic Standards Committee from that committee.

The student must initiate the appeal of a judicial action in writing to the chair of the Academic Standards Committee within 48 hours of receiving the notification. All appeals must be based on new evidence or violation of rights to due process. The Academic Appellate Board will meet to discuss the merit of the appeal. If the board believes the appeal lacks merit, the appeal is denied. If the board requires additional information, it may require a meeting with the student. If the appeal has merit, the student will be granted a hearing before the academic appellate board.

The Appellate Board submits its decision in writing to the involved parties, to the chair of the Academic Standards Committee, and to appropriate academic officers of the College. A final appeal may be made to the President of the College. The recommendations and decisions of the Academic Appellate Board are subject to review by the President of the College.

Appeal Procedure for Denial of "W"

An appeal of the denial of fulfillment of the Writing Proficiency requirement must be initiated within 30 days of the new semester. After discussion with her professor, the student should write a letter stating the reason for her appeal and submit it with her "W" portfolio to the Director of the Writing Program.

Attendance/Absence

A student is expected to attend every meeting of a class for which she is registered. The responsibility for attendance rests with the student. Excused absences may be granted to students who must miss class(es) for serious and documentable reasons of personal health, family concerns (emergency or important event in student's family), or participation in varsity athletics or other officially recognized activities. Students are permitted to return to class and make up the work missed to the best of their ability after consultation with the instructor. However, every absence carries the penalty of the loss of instruction given during absence which may result in a lower grade for the course; in the case of a prolonged absence it may be necessary to withdraw from one or more courses. Limited excused absences for personal health or family concerns are approved and monitored by the Offices of Academic Affairs and First Year Studies.

Auditing a Course

Students must be enrolled in a class before arranging to audit. Once an audit is processed it cannot be reversed. Credit will not be granted for the audited course and the grade of "V" is not calculated in the GPA. All part-time students will be charged full tuition for each course audited. Full-time students may audit free of charge even if course load exceeds 18 hours.

Classification of Students

A student meeting the requirements for admission and desiring to study for a degree is classified as follows:

first year student (1)	0–28.99 semester hours of credit
sophomore (2)	29–60.99 semester hours of credit
junior (3)	61–92.99 semester hours of credit
senior (4)	93 or more semester hours of credit

A student who is not seeking a degree is classified "6 — non-degree seeking".

Continuation in College

Academic Good Standing: The standard for continuance (good standing) in the College is a 1.80 cumulative GPA for students completing the first semester of the first year; 1.90 cumulative GPA for students completing the second semester of the first year; and 2.00 cumulative GPA thereafter.

Academic Probation: The record of a student whose GPA falls below these figures is reported to the Academic Standards Committee at the end of each semester. If in the opinion of this committee, the record offers little or no promise of successful completion of work for a degree, the student is subject to dismissal. Otherwise, she is placed on academic probation for one semester. Students on academic probation are not allowed to participate in major co-curricular activities, may not hold a major student leadership position, nor participate in varsity athletics. The notation “academic probation” appears on the student’s permanent record.

Academic Dismissal: A student is subject to dismissal under the following circumstances: academic probation for two consecutive semesters or for three non-consecutive semesters, first academic probation with little or no promise of academic success, or unsuccessful in two majors.

Dismissal will be recorded as part of the student’s permanent record. If a student is dismissed for poor scholarship, she may reapply after one year, provided she can present evidence of potential academic success to assist the Academic Standards Committee in making this decision.

Appeal: A student has the right to appeal a dismissal. Her appeal must include new information that was not taken into consideration at the time of her dismissal and a plan for future success. The student must submit this appeal to the Chair of the Academic Standards Committee within ten working days upon receipt of notification. The chair of the Academic Standards Committee, along with two other committee members, will hear the appeal.

Course Numbering

Course offerings are numbered according to levels, from introductory to advanced. Lower-division courses are numbered from 100 to 299; upper-division from 300 to 499. All courses are semester long unless noted otherwise in the course descriptions or schedule of classes. Courses with an “RM” suffix are taught on the Rome campus; courses with a “W” suffix indicate a writing proficiency course.

Credit by Examination

Saint Mary’s College will accept up to thirty semester hours of credit by examination (Advanced Placement, International Baccalaureate, SAT II Subject Test, and College Level Examination Program). See the *Academic Guide for First Year Students* for more information.

Declaration of Major and Minor

By the end of the sophomore year, students must petition an academic department for acceptance into a major program. Academic Affairs and First Year Studies sends each sophomore a Major Petition form with instructions for completion. Students should then meet with department chairs and advisors about possible major programs. First Year Students may not formally petition a department for acceptance into a major program; however, they may take prerequisite and/or introductory courses in the major in the first year. Students interested in art, music, or science should register for specific courses in the first year in order to complete degree requirements in four years. To declare a **minor**, a student must complete the Minor Petition form from Academic Affairs and First Year Studies. (See also: Guidelines for Optional Minors, page 74.)

The **Student-Designed Major (SDM)** allows a student with a 3.2 cumulative GPA in the liberal arts and sciences to follow a course of study outside the traditional departmental structure at Saint Mary’s, with appropriate advising. Interested students must submit a formal proposal no later than spring break of the sophomore year to the SDM committee.

Note: in the following pages, several minors mention the SDM option: viz., anthropology, dance, justice education, intercultural studies and women studies. Although these programs (and other interdisciplinary minors like them, e.g. film studies) do not offer their own majors, a student may use classes from them to build her own independent, inter-disciplinary major that incorporates advanced courses from other disciplines into a program of study different from any offered by the college.

Study Abroad Student: A student on a study abroad program has an extension until October 1 of her junior year to submit an SDM proposal if she has already declared another major by the end of her sophomore year. If the SDM is her only major, her proposal is still due by mid-semester of the spring of her sophomore year even if she is abroad.

Disabilities

Saint Mary’s College will provide reasonable accommodations to qualified students with properly documented disabilities. Documentation must be in writing and must be current. Three to five years is the outside limit for learning disabilities. Psychiatric disabilities should be documented yearly.

Documentation must be provided by an appropriately credentialed professional—a physician for physical disabilities, a psychologist with training in the learning disabilities of adults and adolescents for learning disabilities, a mental health provider licensed to diagnose psychiatric disabilities. The specific content of the documentation will vary with the nature of the student’s disability, but in all cases it should include a diagnosis, justification, recommendations, and a clear rationale for the recommendations.

The student will sign a release allowing the disabilities specialist to inform her faculty of the accommodations to which she is entitled, and to discuss their implementation. The student is responsible for reviewing and arranging for accommodations with the disabilities specialist and her faculty each semester. Faculty should consult with the disabilities specialist before making any accommodations requested by students.

Examinations

Final examinations are generally held in all courses at the end of each semester. Students may request a change of a scheduled examination through Academic Affairs and First Year Studies for the following reasons:

- serious illness of the student
- emergency or important event in the student’s immediate family
- three exams scheduled in one day or three consecutive exam periods within 24 hours
- students on varsity teams who qualify for tournaments which conflict with exam dates

Grade Point Average (GPA)

A grade point average is determined by dividing the total grade points earned by the number of graded semester hours of the coursework taken. The quality points for a particular course are found by multiplying the grade points assigned to the letter grade by the number of semester hours of the course. (See also: Grade Scale.)

Saint Mary’s computes a semester GPA and a cumulative GPA for all graded courses taken. The GPA does not include the grades of courses transferred from another college; however, it does include courses taken through the Notre Dame Co-Exchange, N.I.C.E., or Saint Mary’s international programs. The student’s official GPA is maintained in the registrar’s office and is truncated at two decimal places on the academic transcript.

Grade Reports

Students may view midsemester deficiencies and final grades via PRISM on the Saint Mary's web site. At the end of each semester a student will be mailed a grade report only upon request. If a student has not met all financial obligations to the College the grade report is withheld, and PRISM access denied.

Grade Scale

At the end of each semester the student receives a final grade in each course based upon the instructor's evaluation of course requirements. The following grades are used in calculating the GPA:

Letter Grade	Grade Points per semester hour	Description
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	
D+	1.33	
D	1.00	Poor
F	0.00	Failure

Grades not included in calculating the GPA:

H/S/U	honors/satisfactory/unsatisfactory
NR	no grade reported
P	pass (course taken on pass/fail basis)
V	successful audit
W	withdrew with permission
X	incomplete

Honors

Dean's List: A students who earn a grade point average of 3.6 or higher with at least 12 graded hours and with no incomplete or grade lower than a C will receive academic honors.

Graduation with Honors: The following traditional honors are awarded at graduation for excellence in academics:

Cum laude	Cumulative GPA of 3.5 to 3.69
Magna cum laude	Cumulative GPA of 3.7 to 3.89
Summa cum laude	Cumulative GPA of 3.9 or above

Valedictorian: The honor of valedictorian is conferred upon the student who has the highest cumulative grade point average in the graduating class. A student must have completed at least 80 semester hours of credit at Saint Mary's College to qualify for this honor.

(For a complete listing of College Honors and Awards see page 65.)

Incomplete

The grade of "X" is used to indicate the course has not been completed due to circumstances beyond the control of the student. It will revert to an "F" on the record if not changed to a passing grade within 30 days after the beginning of the next semester.

Independent Study/Internships

Specially designed courses of study (independent study) or experiential learning (internship) are available to juniors and seniors. Learning contracts must be completed and filed with the Registrar's office before credit can be given. Three hours (independent study) or four hours (internship) of work per week are required for every hour of credit earned. Credit should not exceed 3 hours per semester. No more than 6 hours of independent study may be taken in one department with no more than 9 hours total counting toward the 128 hours needed for a degree. For internships, generally no more than 6 hours may be applied toward the fulfillment of major requirements or toward the 128 hours required for a degree.

Mid-semester Deficiency Notices

Instructors are required to provide deficiency notices to all students whose work is not satisfactory at midterm. Failure to receive a mid-semester deficiency notice does not preclude the possibility that the student may still fail the course, nor does it imply that the student will automatically pass the course. Mid-semester deficiencies do not become part of a student's official record. Deficiency notices are available online through PRISM.

Northern Indiana Consortium for Education (N.I.C.E.)

All full-time, undergraduate students may take courses not available at their home institution through the Northern Indiana Consortium for Education at the following local colleges/universities: Bethel College, Goshen College, Holy Cross College, Indiana University South Bend, and Ivy Tech Community College. Students may be admitted to approved classes on a space-available basis only during the fall or spring semesters.

Notre Dame Co-Exchange Program

Saint Mary's College and the University of Notre Dame maintain a cooperative program permitting students to take courses at the neighboring institution during the fall and spring semesters. The co-exchange program is intended to enrich a student's choice of electives. Full-time students who are enrolled in a degree program may participate in co-exchange classes. Students in their senior year may take two Notre Dame courses per semester and juniors and sophomores one course per semester. First-year students do not participate in co-exchange courses, except in unusual circumstances, and only with the approval from the Office of Academic Affairs and First Year Studies. In addition to attending classes the two institutions share many activities in the area of academics as well as social events, choral groups and music ensembles, student organizations (including a daily newspaper and the Notre Dame marching band), and community service projects.

Pass/Fail Option

A student may choose to take a limited number of courses on a pass/fail basis. The following rules apply to such courses:

- The deadline to choose the pass/fail option is the 10th class day of the semester.
- First year students are not permitted to take a course pass/fail in the first semester.
- General education requirements and courses in the student's major or minor cannot be taken pass/fail unless they are in excess of the minimum required for a major or minor.
- Two courses may be taken pass/fail in a semester. Only six pass/fail courses total may be selected and applied to the bachelor's degree.
- A pass/fail course permit must be approved by Academic Affairs and First Year Studies, and the student's department chair. Forms are available in the registrar's office.

- Grades “A” through “F” will be assigned by the instructor, with grades “A” through “D” being recorded as “P.” A grade of “F” will be included in the calculation of the grade point average.
- A decision to take a course pass/fail may not be reversed, nor may a graded course be taken pass/fail after the first 10 class days of each semester.
- A course taken pass/fail does not apply to the 12 graded hours required for calculation of honors.

Permanent Record and Transcript

A student’s permanent academic record is maintained in the registrar’s office. Official transcripts of the permanent record are available for \$2 per copy to each student or alumna. Requests for transcripts must be submitted in writing to the registrar. Transcripts will not be issued to students or alumnae who have not met their financial obligations to the College.

Registration

Students must register for courses each semester; credit will not be awarded to a student who is not officially registered. Continuing students preregister for fall courses at the designated time in the spring semester, and preregister for spring courses at the designated time in the fall semester. Students who have not declared a major by the junior year will not be allowed to preregister for the spring semester until the Major Petition is on file in the Office of Academic Affairs and First Year Studies.

Repeated Course

Students may, at their option, repeat any course. If a course is repeated, both grades appear on the permanent record and both are used in calculating the GPA (if both courses are taken at Saint Mary’s). Credit hours earned are awarded only once.

Statement on Academic Honesty

Each student shall be honest in her academic work and shall support the honesty of others. She shall, moreover, guard against any appearance of dishonesty. Faculty members have a responsibility to refer to the College policy on academic honesty at the beginning of each course. Teachers shall foster the honesty of their students by conducting each course in a manner which discourages cheating or plagiarism. They shall, moreover, thoroughly investigate any evidence of cheating in their classes. Course instructors who have evidence of cheating or plagiarism shall make the charge and any subsequent action known to the student. Only then shall an appropriate penalty be imposed. It is recommended that the instructor submit in writing the name of any student found guilty of academic dishonesty serious enough to have been penalized, along with a description of the penalty imposed, to the Associate Dean for Advising and Director of First Year Studies. Such reports will be kept in confidence, except in the case of continued violations by a student, in which case the reports may be presented to the Committee on Academic Standards.

The instructor of the course in which a violation of academic honesty occurs will determine an appropriate penalty. Penalties may range from a refusal of credit for an individual assignment to failure in the course, depending on the seriousness of the offense. In cases recommended to it for further consideration, the Committee on Academic Standards may also recommend other penalties, including academic dismissal from the College.

In addition:

1. Any member of the College community is encouraged to report a violation of academic honesty of which he or she has evidence to the instructor of the course.
2. Any member of the College community has the right to refer a violation of academic honesty of which he or she has evidence to the Associate Dean for Advising and Director of First Year Studies for further consideration.

3. Any student has the right to refer an accusation of academic dishonesty or a grade resulting from such an accusation to the Associate Dean for Advising and Director of First Year Studies for further consideration.
4. At the written request of any involved party, the Associate Dean for Advising and Director of First Year Studies shall refer an appeal to the Committee on Academic Standards for a wider hearing. At the discretion of the Associate Dean for Advising and Director of First Year Studies, a case involving repeated violations of academic honesty by a student may be referred to the Academic Standards Committee for further consideration and possible disciplinary action. The student involved will be notified before any such referral is made.
5. Any student taking a course through the Notre Dame Co-Exchange Program or the N.I.C.E. program shall adhere to and be subject to the host institution’s Academic Code of Honor or Academic Honesty Policy as it applies to that course.

Violation of Academic Honesty

When a student submits any work for academic credit, she makes an implicit claim that the work is wholly her own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any other area. Students are free to study and work together on homework assignments unless specifically asked not to by the instructor. In the case of examinations (test, quizzes, etc.), the student also implicitly claims that she has obtained no prior unauthorized information about the examination, and that she will neither give nor obtain any assistance during the examination. Moreover, a student shall not prevent others from completing their work. Examples of violation include but are not limited to the following:

1. supplying or receiving completed papers, outlines, or research for submission by any person other than the author;
2. submitting the same, or essentially the same, paper or report for credit on two different occasions;
3. supplying or receiving unauthorized information about the form or content of an examination prior to its administration—specifically including unauthorized exam material prior to the exam;
4. supplying or receiving partial or complete answers, or suggestions for answers, assistance in the interpretation of questions on any examination from any source not explicitly authorized, including copying or reading another student’s work or consulting notes or other sources during examinations;
5. copying or allowing the copying of assigned work or the falsification of information;
6. removing study or research materials or equipment intended for common use in assigned work without authorization;
7. altering any materials or apparatus and, thereby, interfering with another student’s work; and
8. plagiarism (see the following statement in which plagiarism is defined).

Any exception to the above must be explicitly stated by the person giving academic credit for the work.

A Note on Plagiarism¹

Plagiarism means presenting, *as one’s own*, the works, the work, or the opinions of someone else. It is dishonest, since the plagiarist offers, as her own, for credit, language, information, or thought for which she deserves no credit. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source (exceptions are well-known quotations—from the Bible or Shakespeare, for

example). In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses or made a part of the text: “Robert Sherwood says...” This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid. *When a writer uses the exact words of another writer or speaker, she must enclose those words in quotation marks and give their source.*

A second type of plagiarism is more complex. It occurs when the writer presents, as her own, *the sequence of ideas, the arrangement of material, and/or the pattern of thought of someone else*, even though she expresses it in her own words. The language may be hers, but she is presenting and taking credit for the work of another. She is, therefore, guilty of plagiarism if she fails to give credit to the original author of the pattern of ideas.

Students writing informal theses, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able to answer NO to the following questions:

1. Am I deliberately recalling any particular source of information as I write this paper?
2. Am I consulting any source as I write this paper?

If the answer to these questions is NO, the writer need have no fear of using sources dishonestly. The material in her mind, which she will transfer to her written paper, is genuinely digested and her own. The writing of a research paper presents a somewhat different problem; the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however, (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer’s own, and the writer is careful not to follow closely the wording of the sources she has read. If she wishes to quote, she encloses the passage in quotation marks and gives credit to the author in a footnote, but she writes the bulk of the paper in her own words and in her own style, using footnotes to acknowledge the facts and ideas taken from her reading.

¹Saint Mary’s College, which has edited this material, reprints it with the permission of the publisher from *Understanding and Using English*, by Newman P. Birk and Genevieve B. Birk (Odyssey Press: 1972)

Transfer Credit

General: Courses completed with a grade of “C” or better at accredited colleges and universities (community and junior colleges included), in academic areas of study are transferable. Grades earned through transfer credit are recorded on the student’s permanent record but are not averaged into the Saint Mary’s College grade point average. Quarter credits are converted to semester hours. No credit is awarded for duplicate courses.

New Transfer Students: Students who transfer to the College may transfer in a maximum of 68 semester hours and one-half of the major requirements. The major departments determine which courses fulfill major requirements, and Academic Affairs and First Year Studies determines General Education requirements and electives.

Continuing Students: All courses taken at another college or university must be approved in advance or acceptance of transfer credit is not guaranteed. A maximum of six semester hours may be taken in a single summer session or nine in two summer sessions. Transfer credit is generally elective credit.

Pre-College: No credit is awarded for courses taken before a student completes her 11th year of high school. A student who qualifies for college credit while in high school may transfer a maximum of six semester hours for one semester and twelve hours for two semesters. Transfer credit is generally elective credit.

Withdrawal from a Course

After the fifth week of classes, a student may withdraw from a course with the permission of Academic Affairs and First Year Studies and the instructor of the course, or on the recommendation of a physician for health reasons. If the student is passing the course at the time of withdrawal, or if she withdraws from all classes upon recommendation of a physician for reasons of health, the grade of “W” is recorded.

If the student is failing the course at the time of withdrawal, or withdraws without permission, a grade of “F” is recorded. The last class day of the semester is the last day to withdraw from a course.

Withdrawal from the College

A student wishing to withdraw from the College before the completion of a semester is required to notify Academic Affairs and First Year Studies. The date of official written notification will determine if any refund is due. When a student withdraws from the College during the semester, the transcript will read as follows:

- Before the first class day, no record of attendance is entered.
- From the first class day through the end of the drop period, a student is dropped from her classes but a notation of her enrollment and a withdrawal entry is made on her permanent record.
- After the official drop period, students who withdraw will receive grades from their instructors of “W” or “F” depending on progress to date.
- The last day of classes for the semester is the last day a student can withdraw from the college for that semester.

A student who is not intending to return to Saint Mary’s for the next semester should also notify Academic Affairs and First Year Studies in writing. (See also: Reinstatement, page 19.)

COLLEGE HONORS AND AWARDS

Kappa Gamma Pi is the National Catholic College Graduate Honor Society. Seniors graduating with scholastic distinction and outstanding service to the Church, College, and community are eligible to be nominated for membership.

The Lumen Christi Medal is bestowed annually by the College upon a senior who has been outstanding in her spirit of leadership and loyalty to Saint Mary’s College and has made a significant contribution to the College or community.

The Saint Catherine Medal is awarded each year by the *Kappa Gamma Pi* Chapter to a junior or sophomore who has shown service and leadership and who has maintained a high scholastic average.

DEPARTMENT AWARDS

Lambda Alpha is a national collegiate honor society for anthropology. Its purpose is to encourage and stimulate scholarship and research in anthropology.

The Saint Luke’s Medal is awarded for distinguished achievement in the visual arts.

The Sister Edna Service Award is awarded to a student who contributes outstanding service to the Department of Art.

The Sister M. Rosaleen Dunleavy Award is presented to a student in *biology* who is recognized for potential in medical or allied medical field.

The Mother M. Rose Elizabeth Science Awards are presented to two senior students, one in *biology* and one in *chemistry* whose work merit particular commendation.

The George and Juanda Bick Nature Award is presented to a student whose work in *environmental biology* merits particular commendation.

Xi Chi Chapter of Beta Beta Beta, the national biological honor society, invites *biology* majors to become members.

The Wall Street Journal Student Achievement Award is presented to the most outstanding *Business Administration and Economics* department major in the senior class.

The Frank A. Yeandel Award is presented to the senior who has contributed most to the overall life of the *Department of Business Administration and Economics*.

Achievement Awards are presented to the senior with the highest grade point average in courses taken within the *Department of Business Administration and Economics* and to outstanding seniors in each of the seven disciplines in the department: Accounting, Economics, Finance, International Business, Management, Management Information Systems, and Marketing.

The Indiana CPA Society Outstanding Undergraduate Accounting Achievement Award is presented to the Achievement Award winner in *accounting*.

The Bridget Anderson/KPMG Award is presented to a junior *accounting* major for outstanding achievement in the Principles of Accounting courses.

The Crowe Horwath Award is presented to a senior *accounting major* for outstanding achievement in Personal and Corporate Tax courses.

The Ernst & Young Award is presented to a senior accounting major who demonstrates a strong interest in the field of *public accounting* coupled with those qualities of scholarship, leadership, citizenship, character, and extracurricular activities considered necessary for success in the field.

The McGladrey and Pullen Award recognizes a senior *accounting major* for excellence in Intermediate Accounting.

The PricewaterhouseCoopers Award is presented to an *accounting senior* for excellence in accounting leadership.

The Accounting Honor Society is sponsored by the American Woman's Society of CPA's. Senior accounting majors with a minimum GPA of 3.6 in at least six upper level accounting courses are honored.

The Society for Human Resource Management Award is presented to the senior judged most likely to succeed in a *human resource management* career.

The Finance Honor Society is sponsored by the Financial Management Association. Senior *finance* concentrates with a minimum overall GPA of 3.25 and a minimum finance GPA of 3.3 are invited to join.

The CRC Award, sponsored by the Chemical Rubber Company is given annually to the student with the best overall performance in the introductory *chemistry* sequence. The award consists of a copy of the most recent edition of the *Handbook of Chemistry and Physics*.

The Undergraduate Award for Achievement in Organic Chemistry, sponsored jointly by the American Chemical Society and the Polymer Education Committee, is given annually to the *chemistry* major with the best performance in the Organic Chemistry course.

The Undergraduate Award in Analytical Chemistry, sponsored by the Division of Analytical Chemistry of the American Chemical Society, recognizes a *chemistry* major who displays a particular aptitude for this field.

The American Institute of Chemists Award is presented to an outstanding senior *chemistry* major.

The Outstanding Scholarship Award in Communication is given to that senior whose scholarly work merits special commendation.

The Excellence in Theatre Award is given on the basis of scholarship and contribution to theatrical productions.

The Excellence in Dance Award is given to the outstanding dance minor.

The Mary A. McDermott Award for excellence in teaching is awarded yearly to an elementary education major who has a minimum of six semesters at Saint Mary's College; has distinguished herself in either a liberal arts minor or departmental minor; has successfully completed the student teaching experience; has been involved in a professional organization; and has participated in church, College, and community service. The award has been funded to give an annual monetary prize.

The Grace Sullivan McGuire Award for excellence in *secondary teaching* is awarded on the same criteria as the Mary A. McDermott Award. The award has been funded to give an annual monetary prize.

The Mimi Doherty Award is awarded to a student who has completed the junior year of studies in the *elementary education* major and who not only embodies but has demonstrated special qualities that distinguish effective teachers. It is intended to honor someone who is committed to teaching as both a profession and a way of life. The award is given in memory of Mary Cabrini (Mimi) Doherty. The award has been funded to give an annual monetary prize.

Pi Lambda Theta is a national honor and professional association in education. Membership is offered to students in *education* whose academic achievements and commitment to the profession merit commendation.

The Elisabeth A. Noel English Prize is awarded annually to a senior for outstanding achievement in literary study or for significant contributions to the department and its programs.

The Laurie A. Lesniewski Creative Writing Award is given to a senior writing major who has distinguished herself through her poetry, fiction, or plays.

The Dorothy Manier Writing Award is given each semester to the student in the writing proficiency program who is judged to have written the best essay for her "W" class.

The Martha Montgomery Schurz Memorial Award in History is given to the senior *history* major who displays scholarly competence and creative initiative and is judged outstanding by the faculty.

The Blecka-Father James Zatko Award is given to a senior *history* major who demonstrates excellence in writing in her Senior Seminar research paper.

The Thomas More Award is given to the *humanistic studies* major who best exemplifies the ideals of the department.

The Intercultural Studies Prize is awarded each year to honor a student with superior academic achievement in Intercultural studies and who has made an outstanding contribution to the intercultural climate at Saint Mary's.

The Katharine Terry Dooley Award is conferred annually and funds innovative projects which address issues of peace and justice and involve the broader campus community.

The Milko Jeglic Award for achievement in *mathematics* is given to the member of the senior class having the highest number of quality points in mathematics over her first seven semesters. The award has been funded to give a \$500 prize.

Pi Mu Epsilon, the National Honorary Mathematics Society, honors academically qualified *mathematics* majors with membership.

The Bayhouse-Marcy Award honors outstanding achievement in *French*.

The Anne Hooper Spataro 1994 Rome Program Award is given to the student who demonstrates intellectual vigor in academic pursuits as offered by the Rome Program, unusual enthusiasm and accomplishment in learning the *Italian language* and delving into issues of *Italian culture* past and present.

The Leonilda Francesca Acerra and Dominico Enrico Cristofaro Award recognizes outstanding academic achievement in the *Italian* major.

The Academic Achievement award is presented to an outstanding senior major in *Spanish*.

Service Awards are presented to senior majors in *French, Italian* and *Spanish*.

The Music Award is given to a graduating senior music major who has excelled in the areas of musicianship, scholarship, and service to the Music Department.

Academic Degree and Graduation Requirements

The Evelyn McGuinness Award for excellence is given annually to a graduating senior who has demonstrated consistent outstanding academic achievement and leadership in *nursing*.

The Humanitarian Award is given annually to a graduating senior who has shown consistent therapeutic and spiritual dimensions of *nursing*, with sensitivity to human needs.

The Juliette Noone Lester Award for scholastic excellence is given annually to a graduating senior who has demonstrated outstanding academic achievement in the study of *political science*.

The Louis R. Tondreau Award is given to a graduating senior for distinguished service in extracurricular and professional activities in the *political science* major.

Pi Sigma Alpha, the national political science honor society, works to stimulate scholarship and intelligent interest in *political science*.

The Outstanding Scholarship Award in *communicative disorders* is given to that senior whose scholarly and clinical work merits special commendation.

The Outstanding Scholarship Award in Psychology is given to that senior whose scholarly work merits special commendation.

The Outstanding Achievement Award in Psychology recognizes the senior who has been an animating spirit in the life of the department, enriching the lives of fellow students, faculty, and staff.

Psi Chi is a national honor society supporting and promoting undergraduate research and scholarship in *psychology*. Local, regional, and national forums encourage a sense of community and an exchange of ideas.

The Helen M. Carroll Awards in Religious Studies are presented annually to the religious studies majors or minors who have demonstrated a high level of theological scholarship, particularly in upper-level religious studies courses, and qualities of leadership within the department.

The David J. Murphy Carmelite Scholarship in Theology is conferred upon those junior and senior *religious studies* majors who demonstrate financial need, and who show exceptional academic ability and promise for future development.

The Academic Excellence Award in Social Work is presented to the senior major in the department whose scholarship merits special commendation.

The Leadership Award in Social Work is presented to a senior whose academic achievements and commitment to her discipline merit commendation.

The Kristi A. Morris Award in Social Work is conferred upon a senior major who has demonstrated her commitment to respect and uphold human dignity in the spirit of social work.

The Josephine Murphy Kuhl Research Award in Social Work recognizes the senior major who has excelled in the study of research in diversity.

Phi Alpha is a national collegiate honor society for social work that promotes scholarship and service.

Alpha Kappa Delta is an international *sociology* honor society. Its purpose is to promote an interest in the study of sociology, research of social problems, and other social and intellectual activities that will lead to improvement in the human condition.

The Sociology Award is conferred annually by the Department of Sociology. It is given to a graduating senior sociology major who has excelled in the areas of sociology, scholarship, and service to the department.

The Donald N. M. Horning Award is conferred annually by the Department of Sociology. It carries a monetary award and is granted to that senior major whose Senior Comprehensive research was deemed outstanding.

The Women's Studies Prize is presented to the student who demonstrates academic excellence in women's studies and an integration of women's studies theory with practice.

At Saint Mary's College, students become liberally educated women with the breadth of knowledge to understand the cultural, social, spiritual, and natural worlds in which we all exist. This breadth of vision enables each student to ground her specific major area of study in this larger context.

DEGREES

Bachelor of Arts (B.A.)

Every candidate for a Bachelor of Arts degree must select a major field in which she wishes to do intensive work. The major consists of a minimum of 24 semester hours of credit as determined by the department chosen. The following majors and concentrations may be chosen:

art	humanistic studies
art history concentration	Italian
studio art concentration	mathematics
biology	teacher concentration
chemistry	music
communication studies	philosophy
communicative disorders	political science
economics	psychology
elementary education	religious studies
English literature	social work
English writing	sociology
English literature and writing	Spanish
French	statistics and actuarial mathematics
history	student-designed major
women's history concentration	theatre

Bachelor of Business Administration (B.B.A.)

The Bachelor of Business Administration degree is offered to students primarily seeking entry-level career positions. Students seeking this degree take a common core of twelve courses in economics, business, mathematics and computer science. Business Administration majors must complete at least twelve semester hours of upper level coursework in one of the five concentrations (accounting, finance, international business, management, management information systems, or marketing). Concentrations are optional for Accounting and Management Information Systems majors. The following majors and concentrations may be chosen:

accounting	business administration
finance concentration	accounting concentration
international business concentration	finance concentration
management concentration	international business concentration
management information systems concentration	management concentration
marketing concentration	management information systems concentration
management information systems accounting concentration	marketing concentration
finance concentration	
international business concentration	
management concentration	
marketing concentration	

Bachelor of Fine Arts (B.F.A.)

A Bachelor of Fine Arts degree is offered for students who are especially talented in art and who wish to emphasize studio art. The B.F.A. degree requires 78 hours of art and related courses. To obtain this degree, students must have the recommendation of the art department. A portfolio of work is required for admission to the department. (Work from the first semester may be used for the portfolio review). The major is art.

Bachelor of Music (B.M.)

A Bachelor of Music degree may be earned in music education.

Bachelor of Science (B.S.)

Bachelor of Science programs involve significant use of courses from more than one department. To receive this degree, a student must earn at least 60 hours in science, all areas combined. These 60 hours include the course requirements in the major as prescribed by each major department, any required supporting courses, and, if necessary, additional courses to reach the total of 60. The following majors and concentrations may be chosen:

biology	computational mathematics
cellular/molecular biology concentration	mathematics
ecology, evolution, and environmental biology concentration	teacher concentration
chemistry	nursing
biochemistry concentration	statistics and actuarial mathematics
	student-designed major

Second Degree

A student who has received one bachelor's degree from Saint Mary's College may receive a second, different bachelor's degree provided that all requirements for the second degree are met. The additional program of study completed must include at least 30 semester hours of course work taken at Saint Mary's College that were not applied toward the first degree.

Dual Degree Engineering Program

Saint Mary's College has established a dual degree engineering program with the University of Notre Dame. The combination of a liberal arts pre-engineering program with the highly technical courses of study required for engineering careers is an ideal education for engineers who are called upon to combine values with the technical skills of their field. This program, when successfully completed, culminates in a B.A. or B.S. from Saint Mary's, and a B.S. in engineering from Notre Dame. (See also: Engineering, page 163.)

COLLEGE REQUIREMENTS FOR ALL DEGREES

Students in all degree programs must attain/complete the following:

- a minimum of 128 semester hours of credit
- a 2.0 minimum cumulative grade point average
- General Education and major requirements as outlined below

A minimum of 60 semester hours of credit and at least one-half of the major course work must be completed on Saint Mary's campus.

GENERAL EDUCATION PROGRAM

The General Education Program at Saint Mary's College brings to every student intellectually vigorous education reflective of the College's overall mission. Proficiencies and courses in the General Education Program especially reinforce Saint Mary's commitment to the education goals identified in its Mission Statement.

The Saint Mary's General Education Program enables every student to develop a breadth of knowledge beyond exposure to different content areas. Designated courses provide

explorations into the characteristic ways of knowing in specific disciplines. The flexibility of the program gives the student a genuine opportunity to shape the plan for her own intellectual development. Each student is able to choose from among a number of options within a coherent framework.

The General Education Program incorporates three areas of requirements: proficiencies, discipline-specific designated courses, and, for certain degree programs, additional designated courses. All courses which satisfy general education requirements must be taken for a grade, and must be taken at Saint Mary's unless an exception is approved by Academic Affairs and First Year Studies.

Writing Proficiency: A student may earn basic proficiency by registering for courses designated with a "W" after the course number in the Schedule of Classes. At the end of the semester an evaluation committee and the instructor will determine whether the student qualifies for basic proficiency. If so, notification of this certification will be made on the student's grade report and on her permanent record.

A transfer student who has earned a "B" or better in a composition course at the former college may submit at the end of her first semester a portfolio of papers written in Saint Mary's courses. The evaluation committee will review the portfolio for basic writing proficiency.

The Advanced Writing Proficiency requirement is satisfied within the major course of study.

Foreign Language Proficiency: A student must complete two semesters of the same language at the appropriate level unless she is exempted by examination. (See also: Modern Languages, page 217 for details and for exemption information.)

Designated Courses in Specific Disciplines: Ways of Knowing. This component of the General Education Program reflects our conviction that different disciplines, in addition to teaching their specific content, teach "ways of knowing" characteristics of that discipline. The required designated courses introduce students to a wide variety of ways of knowing, which reflect the long intellectual tradition of higher education. Any combination of courses chosen to satisfy the designated courses requirement will provide the student with experience and practice in all these ways of knowing. Requirements by degree begin below and the courses which satisfy these requirements are listed in each department section.

Additional Designated Courses: Required for some degree programs, these courses give the student the opportunity to build additional depth or breadth into her General Education Program.

Upcoming Changes to General Education: Within the next couple years, Saint Mary's College will fully implement a new General Education curriculum for all incoming students. Some courses for that new curriculum have already been approved and will be taught right away. As we transition toward full implementation, however, we invite all students to take advantage of the opportunities provided by new General Education courses or those revised specifically for the new curriculum. At the same time, General Education requirements will not change for the incoming Class of 2015; and all courses approved for the new curriculum will still fulfill requirements for the current one. Additional information is available in the Office of Academic Affairs and First Year Studies.

GENERAL EDUCATION REQUIREMENTS FOR EACH DEGREE

General education courses that also fulfill major requirements or serve as supporting courses for the major are not listed below. For specific courses that satisfy the General Education requirements, see "General Education Requirements" in the individual academic department sections in this bulletin or "Courses that Satisfy General Education Requirements" in the *Academic Guide for First Year Students*.

Bachelor of Arts (B.A.), Bachelor of Business Administration (B.B.A.), and Bachelor of Science (B.S.) with any major in Mathematics

No more than two courses in any one discipline may be used to satisfy the following requirements. In the social sciences, only one course per discipline may be used.

- 1 English literature course
- 1 History course (any 100 or 200-level)
- PHIL 110
- RLST 101 and one 200-level Religious Studies course
- 1 fine arts course (Art, Dance, Music, Theatre)
- 1 Mathematics course
- 2 laboratory science courses (Biology, Chemistry, Physics)
- 2 social science courses from different departments: Anthropology, Economics, Political Science, Psychology, Social Work, Sociology, Women's Studies (207 only)
- 3 additional approved courses in the following disciplines:
 - » Art
 - » Communication Studies
 - » Dance
 - » English literature
 - » History
 - » Humanistic Studies
 - » Intercultural Studies (201 only)
 - » Mathematics
 - » Music
 - » Philosophy
 - » Theatre
 - » Women's Studies (207 only)

Bachelor of Science (B.S.) with a major in Nursing

No more than two courses in any one discipline may be used to satisfy the following requirements.

- 1 English literature course
- 1 History course (any 100 or 200-level)
- PHIL 110
- RLST 101 and one 200-level Religious Studies course
- PSYC 156
- SOC 203
- MATH 114 and one other MATH course (may be a prerequisite for Math 114)
- 2 additional courses from the following:
 - » Art
 - » Communication Studies
 - » Dance
 - » English literature
 - » History
 - » Humanistic Studies
 - » Intercultural Studies (201 only)
 - » Music
 - » Philosophy
 - » Theatre
 - » Women's Studies (207 only)

Bachelor of Science (B.S.) with a major in Biology

- 1 English literature course
- PHIL 110
- RLST 101 and one 200-level Religious Studies course
- 1 Art, Communication Studies, Dance, Music, or Theatre course
- 4 courses chosen from at least two of the following areas, including two courses chosen from the same area:
 - » Anthropology
 - » Economics
 - » History
 - » Humanistic Studies
 - » Intercultural Studies (201 only)
 - » Political Science
 - » Psychology
 - » Social Work
 - » Sociology
 - » Women's Studies (207 only)

Bachelor of Science (B.S.) with a major in Chemistry

No more than two courses in any one discipline may be used to satisfy the following requirements.

- 1 English literature course
- PHIL 110
- RLST 101 and one 200-level Religious Studies course
- 2 courses in social science or humanities from the following:
 - » Anthropology
 - » Art
 - » Communication Studies
 - » Dance
 - » Economics
 - » English literature
 - » History
 - » Humanistic Studies
 - » Intercultural Studies (201 only)
 - » Music, Philosophy
 - » Political Science,
 - » Psychology
 - » Social Work
 - » Sociology
 - » Theatre
 - » Women's Studies (207 only)

Bachelor of Music (B.M.)

- 1 English literature course
- 1 History course (any 100 or 200-level)
- PHIL 110
- RLST 101 and one 200-level Religious Studies course
- 1 Mathematics course or 2 laboratory science courses

Bachelor of Fine Arts (B.F.A.)

- 1 English literature course
- 1 History course (any 100 or 200-level)
- PHIL 110

- RLST 101 and one 200-level Religious Studies course
- 1 Mathematics course
- 1 laboratory science course
- 1 social science course from the following:
 - »Anthropology
 - »Economics
 - »Political Science
 - »Psychology
 - »Social Work
 - »Sociology
 - »Women's Studies (207 only)

MAJOR REQUIREMENTS

Major: Every student must complete the requirements for a major as listed in the Courses of Study section of the Bulletin. Normally all major requirements must be taken at Saint Mary's College. Any exception to this policy must be made by the chair of the department. All courses taken to satisfy major requirements must be completed with at least a "C" grade. A student may compensate for one grade below "C" in a required major course by repeating the course for which credit will be recorded only once. A second grade below "C" in a major requirement will eliminate the student from that major. The student may attempt to major in a second field. If unsuccessful in two majors, the student may no longer be considered for a degree at the College. A passing grade below "C" is acceptable in required supporting courses.

Senior Comprehensive: Satisfactory completion of a comprehensive examination or project, depending upon the major, is required of all seniors. Satisfactory work in the department's required courses is a prerequisite for admission to the comprehensive. Comprehensives are graded honors/satisfactory/unsatisfactory. A student who fails the comprehensive may repeat it, but not ordinarily within the same semester.

Advanced Writing Proficiency: Writing proficiency must be demonstrated within the student's major. The requirements for proficiency are listed in each department section.

Optional Second Major: Students may obtain a second major by completing the major course requirements in the second department. Students who have met department requirements for majors in two different degree programs, but have not completed an additional 30 hours of credit for the dual degree, must choose the degree they wish to receive. Notation of both majors will be made on the transcript.

GUIDELINES FOR OPTIONAL MINORS

The following general guidelines apply to all minor programs unless otherwise specified in the departmental description of the minor:

- A minor consists of a minimum of four courses (at least 12 semester hours) or a maximum of six courses. When two departments combine courses for a minor, the maximum number of courses is seven.
- No more than 50 percent of the minor may be accepted from another institution.
- A grade below "C" is not acceptable for any course used for the minor.
- No course in the minor may be taken pass/fail.

After certification by the appropriate academic department, notation of a completed minor will be made on the student's transcript. Saint Mary's College offers optional minor programs in the following areas:

American history	information science
anthropology	intercultural studies
art history	Italian
art studio	justice studies
biology	Latin American studies
business administration	mathematics
chemistry	math/computer science
communicative disorders	music
computer science	philosophy
dance	political science
early childhood education	psychology
economics	public communication
English as a second language/ bilingual bicultural education	public relations/advertising
econ/computer applications	religious studies
English literature	secondary education
English writing	student-designed minor
environmental studies	social work
European history	sociology
film studies	Spanish
French	theatre
gerontology	third world history
history	women's studies
humanistic studies	women's history

CERTIFICATE PROGRAMS

Certificate programs are available to degree seeking as well as non-degree seeking students. After certification by the appropriate academic department, notation of a completed certificate program will be made on the student's transcript. Saint Mary's College currently offers a certificate program in:

Teaching English to Speakers of Other Languages (TESOL)

GRADUATION REQUIREMENTS

Petitioning for Graduation: A senior planning to receive a degree at May Commencement must file a degree petition with Academic Affairs and First Year Studies. This petition must be approved by the chair of the major department or by both chairs, if the student has a double major.

Early Completion of Degree Requirements: A student may finish a program in three or three and one-half years, so long as all college regulations are observed in respect to credit by examination and transfer credit, and all major, General Education, and degree requirements are satisfied. When a student intends to finish degree requirements in mid-year, a special petition to finish early must be completed.

Degree Candidates/Late Completion of Degree Requirements: If a student has completed all major requirements for the degree and is within six hours of completing the 128 required credit hours, permission may be requested from Academic Affairs and First Year Studies to take part in commencement exercises as a "degree candidate." "Degree candidates" do not receive a diploma and are not graduates of Saint Mary's College until the end of the semester following the completion of all degree requirements.

Completion of Degree Requirements at Another College or University: Under certain circumstances a student may be given permission to complete requirements for a Saint Mary's degree by earning transfer credit at a college or university approved by Saint Mary's College. To receive permission, the student must complete a petition, which is reviewed by the department chair and Academic Affairs and First Year Studies. The degree is not awarded until the end of the semester following the receipt of an official transcript showing the completion of all degree requirements.

