

GRADUATE ACADEMIC POLICIES

The King Graduate School is a learning community for students enrolled in graduate programs at Monroe College. The King Graduate School staff approaches each student holistically, providing professional development, academic advisement, and career guidance.

Each graduate program is housed in a Monroe College school appropriate to its discipline, headed by a School Dean. The School Dean is responsible for the program's curriculum, faculty, and academic requirements and policies.

Academic Standing

The academic progress of each student is reviewed at the end of each semester. To be in good academic standing, a student must maintain a 3.0 cumulative grade point average. A grade point average below 2.0 results in academic dismissal. A grade point average of 2.0 to 2.99 in a given semester results in academic probation.

Semester Course Load

To be considered full-time, graduate students must enroll for a minimum of seven (7) credit hours (or the equivalent) per semester or (6) credit hours for an advanced certificate. Any semester in which a graduate student takes less than seven (7) credit hours (or the equivalent) is considered a part-time semester, except for the advanced certificate. Students may not register for 12 credits or more in a given semester without the recommendation of the King Graduate School and the written approval of Academic Administration.

Academic Alert

The following situations result in academic alert:

1. Student earns a grade of "F" provided they are not on academic probation
2. Student officially withdraws from all of their classes in the first semester
3. An initial violation of the Code of Academic and Scholarly Integrity in the first semester

Academic Probation

The following situations result in academic probation:

1. Student earns a cumulative grade point average between 2.0 and 2.99
2. Student earns a grade of "R" in any Master's Thesis course
3. A violation of the Code of Academic and Scholarly Integrity in any semester other than the first

Academic Dismissal

The following situations result in academic dismissal:

1. Being on academic probation for two consecutive semesters
2. A cumulative grade point average below 2.0
3. More than one failing grade in the same graduate course (credit-bearing or foundation)
4. Student earns a grade of "F" or "R" in the same course
5. Repeated violations of the Code of Academic and Scholarly Integrity

Students have the right to appeal their dismissal to the King Graduate School if failure to meet academic standards was related to extenuating

circumstances. Proof of such circumstances is required. If warranted, an appeal committee will be convened to hear the students' appeals. Depending on the decision of the Appeals Committee, the student may be permitted to return as matriculated or non-matriculated status.

Attendance Policy

The College's educational approach is personal and hands-on. Interaction among students and faculty supports the development of knowledge and skills for academic success and professional development. Therefore, consistent attendance, punctuality, and active participation are highly valued. The practices and guidelines outlined in this policy intend to support those values.

Documented Absences

The College understands that situations arise that may interfere with attendance and are beyond the control of the student. These include, but are not limited to, medical emergencies for the student or members of their family, an important legal obligation, military deployment, job-related obligations, or the unfortunate passing of a loved one. In such cases, a student may provide timely documentation for the related absence to the Office of Academic Affairs, which will review the circumstances and record the absence as "documented" when warranted (denoted on the student's attendance record with a "D"). The student will be permitted and encouraged to make up any missed exams or assignments.

Note: All documents are subject to verification. Submitting falsified documents is a serious violation of the Code of Academic and Scholarly Integrity, resulting in sanctions up to and including expulsion from the College.

Sanctioned Absences

A student may miss a class because they are representing the College or School at a conference, an academic or athletic competition, or a co-curricular event. These valuable experiences enhance student learning and achievement. In such cases, the Office of Academic Affairs records the absence as "sanctioned" (denoted on the student's attendance record with an "S"). The student will be permitted and encouraged to make up any missed exams or assignments.

Absence Guidelines

For lecture classes, the College has set the following guidelines for absences that are neither sanctioned nor documented:

- Online/Module classes: two absences
- Virtual and onsite classes that meet once per week: two absences
- Virtual and onsite classes that meet two or more times per week: four absences

At the discretion of the professor, students who exceed the above number of absences may have up to 10 points deducted from their overall course grade.

Attendance and Participation in the Virtual Classroom

Virtual classes require active participation from all students to be truly effective. Students should treat virtual classes exactly like in-person classes, meaning they need to be on time and fully present for the entirety of the class period. Work schedules and personal appointments should not conflict with class times – it is the student's responsibility to make sure they are fully available for their virtual classes, just as they would be for an in-person class. **Active participation includes but is not**

limited to: responding to the professor, engaging in discussion and chats, and completing in-class assignments and presentations.

Lack of attendance due to connectivity issues will be evaluated at the professor's discretion, so students should let their professors know if they are experiencing connection problems. Excused absences due to illness, essential worker status, etc. will still require documentation through the Office of Academic and Student Affairs. Students should send any questions and/or appropriate documentation to:

- Bronx Campus: Jerry Kostroff • jkostroff@monroecollege.edu (<https://catalog.monroecollege.edu/mailto:jkostroff@monroecollege.edu>)
- New Rochelle Campus: Frank Costantino • fcostantino@monroecollege.edu
- St. Lucia Campus: Sonia Alexander • salexander@monroecollege.edu (salexander@monroecollege.edu)
- Online: Jacinth Coultman • jcoultman@monroecollege.edu

Lateness/Leaving Class Early

Students who arrive to class 10 minutes after the start time are recorded as late and those who leave before the class is dismissed are recorded as having left early. At the discretion of the professor, a certain combination of lateness or early departures may be counted as an absence. The professor's policy is stated in the course syllabus.

Note: Clinical and lab courses have more stringent attendance and punctuality policies that are included in the course syllabus.

Academic Waiver

Monroe College recognizes it may be necessary to grant students a waiver of academic requirements. Waivers may be granted for one of the following: prerequisite waiver, course substitution, academic policy waiver, or curriculum requirement waiver. Academic waivers are considered on a case-by-case basis and require documentation and the approval of an academic administrator.

Academic Withdrawal

There are three types of withdrawals: official (W), unofficial (UW), and administrative (AW). When a student officially notifies the college of the intent to withdraw, a grade of W applies. If the student does not provide notification, a grade of UW applies. Grades of W and UW are not calculated into the grade point average.

The King Graduate School strongly recommends an in-person visit or direct phone call so that the withdrawal can be expedited. Students are counseled about potential ramifications of their withdrawal, which may potentially include: delay in academic progress, delay in graduation, financial liability, loss of immigration status, and/or loss of financial aid.

A grade of AW is applied administratively for disciplinary reasons and carries the same value of a grade of F.

In all cases, the date of withdrawal is based on the last date of attendance in an academic activity.

Course Withdrawal

Students who wish to withdraw from a course after the last date for program changes (i.e., after the Add-Drop period) indicated in the Academic Calendar (<https://catalog.monroecollege.edu/catalog/academic-calendar/>), must complete a course withdrawal form to

the King Graduate School Office. Students who officially withdraw from a course will receive a grade of "W" (Withdrawal) that does not affect the GPA. The Academic Calendar (<https://catalog.monroecollege.edu/catalog/academic-calendar/>) indicates the deadline for submitting withdrawal documentation.

Program Withdrawal

A student who wishes to withdraw from the program in which they are enrolled, must submit a mid-semester withdrawal form to the King Graduate School Office.

Students who wish to return to the College after they have withdrawn must complete an application for readmission.

Semester Leave

Students who wish to take a Semester Leave for a full semester may do so without losing matriculated status. The College strongly recommends that the student inform the appropriate student services office of a planned Semester Leave. Students who take a one-semester leave after completing an academically successful semester may be permitted to return in good standing upon completion of the readmission process.

Add-Drop Period

Each semester has a designated "Add-Drop" period during which students may adjust their academic status, program of study, and/or semester schedule of classes. Students who wish to change their semester schedule of classes must do so by the date indicated in the Academic Calendar (<https://catalog.monroecollege.edu/catalog/academic-calendar/>) as the *last date for program adjustments*. Following the posted date, dropping a class requires that a student follow the procedures for withdrawal through the King Graduate School student services office. Students should note that any changes to their schedule that results in less than full-time status would affect enrollment status, financial aid, immigration status, and billing.

Credit Hour

The federal definition for credit hours states, "A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen (15) weeks for one semester; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicums, studio work, and other academic work leading toward the awarding of credit hours; or
- Institutionally established reasonable equivalencies for the amount of work described in paragraph (1) of the definition for the credit hours awarded, as represented by verifiable student achievement of intended learning outcomes."

The Monroe College policy on assignment of credit hours is modeled after the Carnegie unit system and applies to all undergraduate and graduate courses in all schools and programs, regardless of modality of instruction. Under this policy, there is a standard meeting time of 50 minutes per credit hour per week. All courses meet or exceed the federal requirements for credit hours.

Grading

Grading Scale

Grades are used as a quantitative measure to indicate a student's academic progress. Monroe College transcripts of graduate students record letter grades. Each letter grade has a numerical value (on a 4 point scale), and a numerical average range (on a 100% scale). The King Graduate School grading scale is as follows:

Grade	Value	Definition
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Above Average
C	2.0	Average
F	0.0	Failure
I	0.0	Incomplete (at a designated time this grade will change to a grade of F)
AW	0.0	Administrative Withdrawal

Note: A grade of "incomplete" may be assigned in rare circumstances and requires prior approval. *Completion must be accomplished before the add/drop period or the "I" will automatically be changed to an "F".*

The following grades are not computed in the Grade Point Average (GPA):

Grade	Meaning
AU	Audit
P	Satisfactory Completion
PL	Prior Learning Credit
PR	Proficiency Credit
R	Must Repeat Course
TR	Transfer Credit
UW	Unofficial Withdrawal
W	Official Withdrawal

Grade Reports

Students obtain grade reports after each semester through the Monroe College electronic student portal. These reports show both semester and cumulative grade point averages. The student's academic status related to satisfactory academic progress and program pursuit appears on the grade report.

Calculating the Grade Point Average (GPA)

Semester Grade Point Average:

Step 1 - Calculate Grade Points: For each course, multiply the numerical value of the grade earned by number of course credits

Step 2 - Calculate the Semester Grade Point Average: Total the semester grade points and divide by number of attempted credits

Cumulative Grade Point Average:

Step 1 - Calculate total Grade Points (add up the Grade Points for all semesters)

Step 2 - Divide the total Grade Points by the total number of credits attempted at Monroe College.

Notes:

- Transfer credits, "P" grades, and grades for non-credit courses are not included in the GPA calculation.
- A course with a grade of 'AW' is counted as a course attempted and calculated as an 'F' in computing the GPA.
- A grade of 'F' or 'AW' affects the GPA; however, if the course is repeated, the new grade will replace the original grade in the GPA calculation. If a student has failed a course more than once and then passes the course, the passing grade replaces only one of the 'F' grades for GPA purposes.
- All grades for courses attempted will remain on the transcript.

Grade Appeal Process

The grade appeal process provides a student with an opportunity to question or dispute a final course grade. The student should first discuss the matter with the professor, who determines if a grade change is warranted. If the matter is not resolved, the student may file a grade appeal with the appropriate academic dean or director of the school or department. The grade appeal period commences upon publication of semester final grades and concludes on the designated date at the beginning of the following semester. The dates are published in the Academic Calendar (<https://catalog.monroecollege.edu/catalog/academic-calendar/>).

At their discretion, a faculty member may submit a grade change request for one of the following reasons:

- Clerical, calculation, or data entry error
- Grade was recalculated to include final exam, paper, or project
- Grade was recalculated to include work that was not previously included
- Grade was recalculated to include work that was re-evaluated

Grade Change Process

Upon determination that a grade change is warranted:

- Faculty member submits an electronic grade change form
- Grade change is escalated for approval to the School Dean or department head
- Grade change is escalated for approval to Academic Affairs
- Once approved, the Registrar changes the grade and an email confirmation is sent to the faculty, student, and advisor.

Grade Replacement for Repeat Courses

A student may repeat a course for which they earned a passing grade or a "W", however, an individual course may only be repeated once and no more than two courses may be repeated throughout the student's program. The new grade would replace the old grade in the GPA calculation; however, all grades remain on the transcript. A grade of "F" affects the GPA. However, if the course is repeated, the new grade will replace the original grade in the GPA calculation. All grades remain on the transcript whether they are calculated into the GPA or not. Students should consult with their King Graduate School advisor before deciding to repeat a course.

Graduation Requirements

Formal commencement exercises are held each year for students who are eligible for graduation during the academic year. To qualify for graduation, candidates must have satisfactorily completed all stated requirements of the program for which they seek the degree and have achieved a minimum cumulative grade point average of 3.0. To graduate with a concentration, in addition to an overall GPA of 3.0, the student must have a GPA of 3.0 in their concentration courses. Some degree programs may have additional requirements for graduation. Some degree programs may have additional requirements for graduation.

Graduate Honors

Graduating students who have a cumulative GPA of 4.0 are recognized for outstanding achievement at Commencement.

Readmission

Readmission is initiated in the King Graduate School Office. Eligibility is determined through an evaluation of the student's prior academic performance and potential for success.

The readmission of a student who is not in good standing (on academic probation or academically dismissed), requires the approval of an academic administrator.

Transfer Credit

In order to receive transfer credit, an official transcript must be received by the Office of the Registrar. Institutions must have accreditation from a regional or national accrediting body recognized by the U.S. Secretary of Education or the Commission on Higher Education Accreditation (CHEA), or must be listed in the American Council on Education's (ACE's) list of Accredited Institutions of Post-secondary Education (AIPE).

International students may be required to have their transcripts evaluated by an independent evaluation agency or an evaluation service that is a member of the National Association of Credentials Evaluations Services (NACES), to determine the level of the work completed, the subject matter, number of equivalent credits, and grade.

For more information on transfer credits by program: Graduate Transfer Credit Policy (<https://catalog.monroecollege.edu/catalog/admissions/graduate-admissions/>)

Transcripts

Monroe College has authorized the National Student Clearinghouse to provide official transcript ordering via the web. A transcript fee applies. Requests for official transcripts and information to access unofficial transcripts can be found on the college website: Transcript Requests (<https://www.monroecollege.edu/academics/academic-calendar-and-resources/#transcript-requests>)

Code of Academic and Scholarly Integrity

Monroe College is an academic community. Its fundamental purpose is the pursuit of knowledge in preparation for a career and for life. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the college community (whether Onsite, Virtual, or Online) is responsible for upholding the highest standards of honesty at all times. The use of integrity software (such as plagiarism checkers, lockdown programs, etc.) helps to ensure this adherence. With this in mind, students should

be aware that all papers will be scanned and tests monitored, and they may be required to download applicable software. As members of the college community, all students are responsible for adhering to the principles and spirit of the following Code of Academic and Scholarly Integrity.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

A. Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Examples: using AI bots (e.g., ChatGPT, Google Bard, Bing AI, etc.) without permission; using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, using an electronic device to obtain assistance during an examination, etc.

B. Plagiarism: Using the ideas, data, or language of another without specific or proper acknowledgment. Examples: copying another person's paper, article, or work and submitting it for an assignment; using someone else's ideas without attribution; using AI generated text as your own (e.g., ChatGPT, Google Bard, Bing AI, etc.); failing to use quotation marks where appropriate; etc.

C. Fabrication: Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; falsifying data; citing nonexistent articles; contriving sources; submitting falsified paperwork to document attendance; submitting falsified or forged timesheets for internships or work study positions; etc.

D. Multiple Submissions: Submitting, without prior permission, any work submitted to fulfill another academic requirement at Monroe or any other institution. Example: submitting a paper written for one class to another class without first getting permission from both professors.

E. Misrepresentation of academic records: Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcript or academic record, either before or after coming to Monroe College. Examples: forging a transcript or diploma; falsifying academic information (e.g., on one's resume, LinkedIn profile, etc.); tampering with computer records; etc.

F. Facilitating academic dishonesty: Knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam without prior permission from the instructor, etc.

G. Unfair advantage: Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

Penalties: Students who violate the Code of Academic and Scholarly Integrity may be subject to a grade of "F" for the work submitted, an "F" in the course, written reprimands in the student's academic file, probation, suspension, or dismissal from the College. Professors who encounter a breach of the Code are required to report it the Dean of their department. The student in question must then meet with a dean to discuss the infraction and its consequences. Note that ignoring or skipping this

meeting will not make the problem go away – doing so will only intensify the penalty.

Students are expected to be fully aware of the College's requirements and expectations regarding academic honesty and scholarly integrity. If a student is unsure whether their action(s) constitute a violation of the Code of Academic and Scholarly Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

Copyright Policy

Inclusion of the following policy is a requirement of the federal government.

Disclaimer

The information presented here is only general information. Legal advice must be provided in the course of an attorney-client relationship specifically with reference to all the facts of the particular situation under consideration. Such is not the case here, and accordingly, the information presented here must not be relied on as a substitute for obtaining legal advice from a licensed attorney.

It is the policy of Monroe College that all faculty, students, staff and other members of the Monroe College community must comply with U.S. Copyright Law, in particular the Copyright Act of 1976, 17 U.S.C. Section 1, et seq., as amended.

Instructors and students of Monroe College can make regular use of copyrighted materials with permission from the copyright holder or without permission from the copyright holders if such use constitutes fair use. If permission is not obtained in instances that fall outside of fair use, the user of the material and the institution may be exposed to a claim of copyright infringement.

For more information: Introduction to Copyright and Fair Use (https://catalog.monroecollege.edu/catalog/academic-policies/graduate-academic-policies/An_Introduction_to_Copyright_and_Fair_Use.pdf)