

UNDERGRADUATE ACADEMIC POLICIES

Monroe College's academic policies are designed to encourage excellence in education and allow the student to develop their academic potential to the fullest. Students are encouraged to make the necessary commitment to their studies so that they will be successful.

Academic Honors

Semester Honors

Students earn semester honors during a semester in which they achieve the required grade point average while carrying a full-time load (at least 12 credits of credit-bearing courses) with no grade lower than a "C" in any course.

Other considerations:

- Students earning an "R" in any course must repeat that course and, therefore, do not meet the required grade point average for that semester.
- Students who have a confirmed academic integrity violation in a semester are not eligible for honors in that semester.

Distinction	Required Semester Grade Point Average
President's List	3.80 to 4.00
Dean's List	3.60 to 3.79

Latin/Commencement Honors

Undergraduate students earn Latin Honors at commencement based on their cumulative grade point average according to the following schedule:

Distinction	Required Cumulative Grade Point Average
Summa Cum Laude (With Highest Honor)	3.80 to 4.00
Magna Cum Laude (With High Honor)	3.60 to 3.79
Cum Laude (With Honor)	3.40 to 3.59

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 certain cumulative grade point average (GPA) by the completion of each semester of study. The prescribed minimum cumulative GPA is outlined below. By the end of the semester noted in the chart below, each student must have achieved the corresponding cumulative GPA. In order to graduate, every student must meet two requirements: attaining a minimum cumulative GPA of 2.0 and achieving a minimum GPA of 2.0 in their major area.

Semester Course Load

To be considered full-time, students must enroll for a minimum of 12 credit hours. Students may register for up to 18 credits at no extra cost upon approval from the appropriate academic official. Students may petition the designated academic official to register for more than 18 credits; however, additional tuition is charged.

To be considered part-time, students must take less than 12 credits or equivalent hours. Classes taken during a part-time semester count as credits attempted. All semesters in which a student is enrolled as a part-time student count as one-half a semester for the purposes of moving a student forward on the Standards of Academic Progress chart. Any time a student has a one-half semester completed (i.e., 2.5, 3.5, etc.), the student is held to the lower semester requirements.

Academic Standing for Transfer Students

The College considers a minimum of 12 credits to be a semester equivalent. Because the College does not generally transfer the value of letter grades, students who transfer credits from another institution will be placed on the Standards of Academic Progress chart below according to the semester that corresponds to their accepted number of transfer credits. At the end of the transfer student's first semester, if the minimum cumulative GPA is not met, the student is placed on academic probation and must meet the required standard at the end of their second semester to remain in good academic standing.

Students who transfer in less than 12 credits must achieve the required GPA at the end of their first semester at the College.

Standards of Academic Progress

Semester	Required Cumulative
1	0.75
2	1.25
3	1.50
4	1.75
5-12	2.00

Academic Dismissal

Students who fail to achieve the cumulative GPA standards outlined in the Standards of Academic Progress chart above are academically dismissed. Students who are academically dismissed are not eligible for Federal or State financial aid. Students have the right to appeal an academic dismissal to the Office of Academic Affairs if unusual circumstances existed. Proof of such circumstances is required.

Students who have been dismissed may be permitted to return as non-matriculated students and register for courses at their own expense. Upon the satisfactory completion of these courses and meeting the required standards of progress, they may apply for a change from non-matriculated to matriculated status. Students in non-matriculated status are not eligible for Federal or State financial aid.

Academic Alert

Students who have a cumulative GPA below 2.0 are placed on academic alert. This status does not affect a student's eligibility for financial aid but it warns the student of the need to seek academic support and guidance to continue studies in good standing.

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 undergraduate 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
- New Rochelle Campus: Frank Costantino • fcostantino@monroecollege.edu

- St. Lucia Campus: Sonia Alexander • salexander@monroecollege.edu (salexander@monroecollege.edu)
- Online Students: 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

Official vs. Unofficial Withdrawal

A withdrawal from an individual course or from the College is considered **official** when the student provides notice of the student’s intent to withdraw. Notification must be made by the student to the appropriate student services office in one of the following ways:

1. In person
2. By telephone
3. By letter
4. By email or electronic means

The College strongly recommends a direct communication with the student’s advisor so that the withdrawal can be expedited.

Students are counseled about potential ramifications of their specific withdrawal, which may potentially include: delay in academic progress, delay in graduation, financial liability, and/or loss of future financial aid.

A withdrawal from an individual course or from the College is considered **unofficial** when the student does not provide notification. In such 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. 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.

Withdrawal from the College

A student who leaves the College during a semester must complete a mid-semester withdrawal form or officially notify the College of the intent to withdraw. Students who discontinue attendance and leave

the College without providing official notification will receive a grade-neutral 'UW' (Unofficial Withdrawal). Students who leave the College due to a disciplinary reason may be assigned a punitive grade of 'AW' (Administrative Withdrawal), similar to receiving a failing grade. Students who wish to return to the College after having been withdrawn must complete an application for re-admission.

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.

Academic Renewal

An undergraduate student applying for readmission may petition for academic renewal. This procedure permits the student to request that their academic record be reviewed for the purpose of discounting for cumulative grade point average computation, as well as qualitative and quantitative standards. These classes must have been entered on the student's academic record five or more calendar years prior to the time of the request for renewal. Under this procedure, credit received for these courses will be canceled and will not count in meeting any institutional or graduation requirements.

- This renewal option can be used only once during a student's undergraduate career.
- This procedure does not apply to graduate students or to students applying to pursue a second undergraduate degree.

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 appropriate 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, 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.

Grades

Grading Scale

Grades are used as a quantitative measure to indicate a student's academic progress. Monroe College transcripts 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 Monroe College undergraduate grading scale is as follows:

Grade	Value	Progress	Numerical Average
A	4.0	Excellent	90 - 100
B+	3.5	Very Good	85 - 89
B	3.0	Good	80 - 84
C+	2.5	Above Average	75 - 79
C	2.0	Average	70 - 74
D+	1.5	Below Average	65 - 69
D	1.0	Poor	60 - 64
F	0.0	Failure	Less Than 60
I	0.0	Incomplete	
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:

Grade	Meaning
AU	Audit
P	Satisfactory completion
PL	Prior learning credit
PR	Proficiency credit
R	Must repeat the 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. Each 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.

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 and major area grade point average of 2.0. Some degree programs may have additional requirements for

graduation. A copy of the student's high school diploma or equivalent must be on file in the Registrar's Office prior to the student being eligible to receive the Monroe College diploma. For transfer students, the Office of the Registrar must receive official transcripts from prior institutions. Some degree programs may have additional requirements for graduation.

Readmission

Readmission is initiated in the appropriate student services office. Eligibility is determined through an evaluation of the student's prior academic performance and potential for success. Students seeking readmission should initiate the process early enough before the start of the semester in which they intend to resume studies to ensure that there is enough time to review and process the application.

Residence Credit Requirements

To earn a Monroe College undergraduate degree or certificate, a certain number of credits must be earned at Monroe College. Credits earned at the College are defined as residence credits.

- Candidates for certificates at Monroe College must have earned a minimum of 21 residence credits.
- Candidates for associate degrees and bachelor's degrees must have earned a minimum of 30 residence credits.

The following types of advanced standing credit are NOT considered residence credits:

1. Transfer Credits
2. Credit by External Examination
3. Prior Learning Credits

Transfer and Other Non-residence Credit

Monroe College policy provides opportunities for students with various prior educational experiences to receive credit and earn advanced standing based on evaluation by the Office of the Registrar in collaboration with the appropriate School or academic department.

Advanced standing credits are **not** considered residence credits, are subject to limits dictated by the residence credit minimum policy described above, and do not carry forward actual letter grades or letter grade values and, therefore, do not count in the student's cumulative grade point average (GPA). In certain circumstances, with the approval of the Registrar, a grade earned at another institution may be substituted.

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.

The following guidelines are applied when awarding transfer credit:

- A grade of C or better is required for transfer credits.
- Some Schools or academic departments may require a higher grade based on specific programs.
- Students transferring from two-year institutions to a bachelor's degree program may transfer a maximum of 66 credits, none of which may be used to satisfy upper-level major area courses, unless approved by the School Dean.
- Based on evaluation by the Office of the Registrar in collaboration with the appropriate School Dean, students may also receive credit for courses taken as part of the public service academies training and for additional course work taken post-graduation.
- Monroe College accepts for transfer credit military experience and training based on the American Council on Education's recommendations and the student's program of study.
- The College also evaluates other non-traditional training programs and may accept transfer credit based on recommendations made by the American Council on Education or the National College Credit Recommendation Service (NCCRS).

Credit by External Examination

Monroe College may grant credits earned through the College Level Examination Program (CLEP), Proficiency Examination Program (ACT-PEP), the Advanced Placement Examination (AP) offered by the College Entrance Examination Board (CEEB) taken in high school, Defense Activity for Non-traditional Standardized Examinations (DANTES), professional certification exams, and other examinations based on the student's program of study.

Credit for Prior Learning

Monroe College provides an opportunity for matriculated students to earn credits for college-level knowledge and expertise that occurs as a result of career or professional experiences. All prior learning must be described, demonstrated, documented, and verified before credit can be awarded towards your degree program. Credit for prior learning may be awarded upon presentation of a formal portfolio, challenge exams, and/or projects for a student who demonstrates how their experience relates to their program of study. Credit may be awarded for either required or elective courses. For more information: Credit for Prior Learning (<https://www.monroecollege.edu/academics/adult-learner-degree-options/>)

Proficiency Examination Credit

Students may request Proficiency Examinations from an appropriate academic administrator for courses for which they believe they have mastery of the content. Proficiency Examinations are not offered for non-credit courses or for a course where the student previously earned an F.

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/undergraduate-academic-policies/An_Introduction_to_Copyright_and_Fair_Use.pdf)