

Saint Mary's College offers students an outstanding curricular program. Undergraduate 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 student learning that is achieved in the academic departments and interdisciplinary programs of the College. Headed by the Provost and Senior Vice-President for Academic Affairs, this division includes the Provost, the Dean of Faculty, One Associate Dean and Senior Advising staff, the Division of Student Academic Services, the Department of Information Technology, the Center for Academic Innovation, the Cushwa-Leighton Library, the Office of Special Events, and 29 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. The Office of Academic Advising and Registrar, the Office of Retention and First Year Experience, 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.

## ACADEMIC OFFICES, PROGRAMS AND SERVICES

### The Office of Academic Advising and Registrar

The Office of Academic Advising and Registrar is the central advising office at Saint Mary's College. The advising records of all undergraduate 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 mission of the Disabilities Resource Office is in harmony with the overall mission of the College and the nation's legal framework in its anti-discriminatory principles in promoting equal access and opportunity to all. The Disabilities Resource Office works to ensure that reasonable accommodations are made to provide programmatic and physical access. Saint Mary's College recognizes its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended.

- **Section 504, Rehabilitation Act of 1973** states that "No otherwise qualified disabled individual...shall, solely by reason of...disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- **The Americans with Disabilities Act (ADA)** of 1990 provides for access to employment, public services, public accommodations, transportation and telecommunications for people with disabilities. An individual with a disability is

defined by the ADA as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.”

The Director and Associate Director of the Disabilities Resource Office coordinate services and accommodations for students with disabilities who provide appropriate documentation. The office is located in Room 103 of the Academic Resource Center in Madeleva Hall.

### **Office of Retention and First Year Experience**

The Office of Retention and First Year Experience works to provide students with academic and social resources needed to successfully transition and integrate into the College. This office aims to empower students to make the most of their experience as part of the Saint Mary’s College community. Through the development and coordination of academic and social programming the office promotes personal, professional and spiritual growth during student’s first year and beyond. The Office of Retention and First Year Experience works closely with Student Affairs and Academic Services to develop programs and opportunities for students to increase their sense of belonging, improve academic success, engage with faculty and staff, and create connections within the college community that extend well beyond the classroom.

### **Office for Student Success**

Saint Mary’s College provides the Student Success Program to better ensure students successfully transition to the demands of a collegiate career. Students offered admission to the Success Program receive academic support that begins their first year and extends throughout their time at the College, should they wish to avail themselves. Students enroll in EDUC 100 (2 credit hours) which provides extensive comprehensive college-level study skills and strategies that apply to academic, career, personal, and life success. Additionally, students meet with the program director regularly and participate in at least 4 hours of STUDY TABLES per week.

The Office for Student Success, from which the Success Program originates, also offers students success skills and strategies workshops throughout the fall and spring semesters, STUDY TABLES, and individual consultation for the general population.

### **Pre-Professional Advising**

#### **Pre-Health Advising**

See the Pre-Med/Pre-Health Professions section beginning on page 343 for advising information.

#### **Pre-Law Advising**

Pre-law advising is provided to students through the Career Crossings Office. 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.

### **Advising for Four Years and Beyond**

Academic, Mission, and Student Affairs divisions collaborate to provide a more robust approach to advising. As a college committed to the legacy of the Sisters of the Holy Cross the advising system focuses student’s attention on several key questions. In the first year, programs such as First-Year Faculty Advising Program, Peer-Mentoring, 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, Sophomore Pathways, Real Life Calling

seminars, StrengthsQuest workshops, and internships. In their senior year, students will prepare to leave us with some provisional answers to the question, “How can I make a difference in the world?”.

All first-year students are enrolled in the following one-credit in the fall semester:

### **SPLL 101 Sophia Program in Liberal Learning: A First-Year Common Course (1)**

This one-credit course offers a basic introduction to many facets of the academic experience at Saint Mary’s College. In it, a variety of topics are discussed: practical tips such as course selection, registration, time management and learning strategies; techniques for finding a major; information about unique opportunities and important resources on campus; and, of course, deeper questions about the core values that characterize the Saint Mary’s community, as well as the value of the liberal arts, integrative learning, and higher education.

This class generally meets twice a week during the first half of the semester in groups of 20 students and is taught by a faculty member who serves as the students’ academic advisor. An upper-class student who serves as a peer mentor to this group of students also participates. This common course is designed to introduce first-year students to the many facets of their academic experience at the College and encompasses the following learning outcomes:

- Reflect on the nature and value of a liberal arts education;
- Draw connections between her educational goals and larger issues raised by the Common Experiences and common texts;
- Develop attitudes and strategies for lifelong learning – in college and beyond;
- Apply their knowledge of elements of the Sophia Program to the crafting of their own educational program and goals;
- Continually build on their knowledge, transferring their learning between a variety of experiences and courses.
- Understands the distinctive core values and mission of Saint Mary’s College, as well as the legacy and continuing influence of the Sisters of the Holy Cross in relation to those values and that mission.

### **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 are available online through the [my.saintmarys.edu](http://my.saintmarys.edu) CCO portal community, by contacting the office in 114 Spes Unica by calling (574) 284-4775, or emailing [cco@saintmarys.edu](mailto:cco@saintmarys.edu).

#### **Choosing a Major/Exploring Career Options**

Instrumental to the foundation of career development and growth of students, 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 hundreds of books and resources to explore career options

#### **Internship Searching**

The CCO assists in internship search to explore goals, searching techniques, and the necessary resources to uncover a world of internship possibilities. The office also hosts internship preparation workshops throughout the year as well as individual appointments.

### **Job Searching**

The CCO helps students explore career goals and strategies to meet their individual needs and maximize job search results. Information and resources are available to develop networking, researching, and résumé and cover letter writing skills.

### **Résumé and Cover Letter Writing**

Résumés and cover letters are an opportunity to provide a great first impression with potential employers. The CCO assists 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 that are available for browsing and checking out. Resources are available through the [my.saintmarys.edu](http://my.saintmarys.edu) CCO portal community as well.

### **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 provides one-on-one mock interviewing and counseling sessions to assist in developing interviewing skills as well as in learning the basics of networking. Throughout the year, the CCO hosts programs that allow students to utilize and develop both networking and interviewing skills.

### **Graduate and Professional School Preparation**

The CCO provides 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. The office also serves as the primary law school advising office.

### **Exploring Alternative Post-Graduate Options**

Students from Saint Mary's College not only enter into jobs after they graduate, but may pursue 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 office works closely with the Division for Mission 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**

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 in College Central Network. The office also hosts an annual career and internship fair.

### **College Central Network**

All students have an account created for them to access the College Central Network system, featuring numerous job and internship opportunities. Students can review postings, apply for positions, post résumés, and more. Access the site at <http://collegecentral.com/saintmarys>.

### **Alumnae Resource Network**

The ARN houses contact information for over 8,000 alumnae throughout the United States and abroad working in all industries and with all types of employers. Access the ARN at <http://connect.saintmarys.edu>.

### **Career Resource Center**

The CRC houses hundreds of publications on career-related topics. 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 was founded in 1993 to support the academic excellence of Saint Mary's College. The CFAI administers research and teaching 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 or creative projects. The CFAI also supports student travel grants that enable students to travel to academic conferences and environments in which they can either share or engage in their own scholarship or research.

### **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 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 two core components. Intercultural Leadership empowers women to use diversity, gender, and culture as a strength in their leadership, and offers students a portfolio program in intercultural leadership. Global Education promotes engagement with other cultures through study abroad experiences, a student club, international student services, faculty development resources, and the internationalization of the College's curriculum.

### **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. Students should work closely with the academic advisors and program coordinators to craft a course of study that will allow them to take full advantage of the opportunities available while making progress toward their major and Sophia Program requirements. For Saint Mary's College programs, the program coordinator in charge will also guide the student through the application process, and financial aid for semester programs will be applied. Students may apply for institutional study abroad grants and national scholarships. To be accepted for credit, non-Saint Mary's semester or summer programs must meet pre-defined academic standards and must be approved in advance by the Office of 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**

#### **Córdoba, Argentina**

Saint Mary's College offers a Spanish program in Córdoba, Argentina via its long-term partner, Spanish Studies Abroad. Córdoba is recognized as a center for arts and learning in Argentina with its many universities, theaters, and museums. This program 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 in addition to one regular course at UNC. Students must have at

least two semesters of intermediate college Spanish with 3.0 GPA in Spanish as well as a 3.0 average overall when they apply for the program.

#### **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, 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 Office of Academic Affairs and First Year Studies, and study for a semester. All Saint Mary's students will be required to take a course on Australian history and society, which includes a field trip to visit aboriginal communities and experience the Australian Outback. Students must maintain a cumulative GPA of 3.0 or higher in order to be eligible for this program.

#### **Innsbruck, Austria**

Students may participate in the program at the University of Innsbruck through our partnership with the University of New Orleans for the spring semester or full year (German language). Besides intensive German 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 and are taken on numerous excursions. Saint Mary's students wishing to study in the Innsbruck Program must have a minimum 2.5 GPA. Prior study of German at Saint Mary's is strongly recommended.

#### **Shanghai/Nanjing, China**

Saint Mary's students may participate in the program at the Shanghai Center on the campus of East China Normal University through our partnership with the Council of International Educational Exchange (CIEE) for the fall, spring semester or the full year (Chinese language). Shanghai, one of Asia's most exciting business and cultural centers, is the perfect environment for students to take Chinese Language courses, business classes and other courses (Chinese culture, culture studies, history, journalism, etc.) in English to understand China in a global context. Students have opportunities to learn outside the classroom through volunteer opportunities, cultural activities, a three-day field trip with excursions to Chinese companies and factories, or an organizational internship. The Shanghai Program is open to students of any major. Prior study of Chinese at Saint Mary's is strongly recommended. The Nanjing Intensive Chinese Language and Culture Program at the CIEE center on the campus of Nanjing University is open to students who have studied Mandarin Chinese for two semesters. Nanjing, China's ancient capital, is rich in scenic and historic sites. The goal of the program is to increase students' language proficiency and cross-cultural competency through close interaction with community life via small classes, a unique area studies course taught in English and Chinese, and a research project with guidance from individual advisors. Students on the two programs have opportunities to explore Southwest China or Northwest China on a one-week module and other cities in Eastern China.

#### **Oxford, England**

Saint Mary's is one of a few Catholic colleges and universities in the United States that have been invited to participate in the Overseas Student Programme at Blackfriars Hall of Oxford University, which provides highly motivated and advanced students (cumulative GPA of at least 3.8 and turning 21 by their return) with a special opportunity to spend a year studying at one of the world's most storied universities, as well as at one of the most famous centers for the study of the Catholic intellectual tradition. Participants in the program are able to work one-on-one with world class

faculty members, enjoy conversations and forge friendships with other talented students from around the world, and imbibe the history and culture of a medieval university city as well as that of England itself. Blackfriars' course offerings are most robust in the disciplines of philosophy, theology, history and literature, though it is also possible to take tutorial and lecture courses in economics, politics, and psychology, as well as lectures, seminars and language courses from the full range of offerings across Oxford University.

#### **Twickenham (London), England**

St. Mary's University, Twickenham, London is located on the historic Strawberry Hill area near the river Thames. The campus offers the perfect place to study and is only 30 minutes away from Central London by train. Students can study at St. Mary's University for either the fall or spring semester. The university offers more than 40 programs of study, such as Arts and Humanities, Education, Theology and Leadership, Management and Social Sciences, Sport, Health and Applied Science, and Drama and Theatre to name a few. Students are housed in shared on-campus accommodations. Students must have completed at least one academic year and earned an overall GPA of 2.7.

#### **Angers, France**

Saint Mary's College offers students the opportunity to study in Angers for the fall, spring, and academic year or for the four-week summer program at the Université Catholique de L'Ouest (UCO) in CIDEF, which is the Institute of French as a Foreign Language. Students enroll in French language courses and, depending on level, one or two content courses toward their undergraduate degree. The semester and full-year programs start with a language intensive period to fully immerse in French. In addition to language, CIDEF course offerings include history, art history, literature, philosophy, politics, culture, and topical subjects. We strongly recommend that interested students complete a year of college-level introductory French. Students must have an overall 2.5 GPA and a B average in French at the time of application. Admission to the program is finalized through UCO. Students live with host families and participate in a variety of extracurricular activities at the university.

#### **Budapest, Hungary**

Budapest Semesters in Mathematics (BSM) is an academically rigorous program for motivated undergraduates who wish to study math in the beautiful city of Budapest. BSM classes are taught in English by eminent Hungarian professors. Students can attend BSM during the fall or spring semesters or during the 8-week summer term. Students are expected to take 3-4 mathematics courses during the semester program (2 during the summer), which are all taught in English by faculty affiliated with universities in Budapest. All mathematics courses taken through BSM will transfer to Saint Mary's, but course selection must be approved by an academic advisor.

Before mathematics classes begin, students enroll in a 2-week intensive course in Hungarian offered through BSM (1 week for the summer program).

Students must have a GPA of 3.0 or better to apply to the program and must have completed one semester of Abstract Algebra (MATH 353) or Analysis (MATH 341) by the time the program begins.

Students are offered housing in BSM-approved furnished apartments nearby.

#### **Maynooth, Ireland**

Since 1977, approximately 40 students per year have studied at the Maynooth University Ireland. These students attend regularly scheduled classes with and live among Irish students. They mainly choose sophomore-level general education courses approved for the Sophia Program 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 may enroll for the Irish academic year or for one semester. Applicants should demonstrate a serious attitude in their college work (a 2.8 cumulative GPA is recommended), and must complete an application process to qualify.

### **Rome, Italy**

Facilitated by our partner in Rome, John Cabot University (JCU), a semester, or summer term in Rome provides a life-changing experience that has a significant and lasting impact on students' intellectual, spiritual, and personal growth. Classes are held in English on JCU's campuses in Trastevere. All Saint Mary's students live in JCU owned apartments with Italian and other international students. The units are fully furnished with a kitchen, and RA's are on site 24/7. A meal plan at JCU's cafeteria is included, although students will need to take extra funds for cooking or eating out when not on campus. While in Rome all students take an Italian language course. During the academic semester most will take 3-4 other courses selected from a long list and wide variety of courses that have been approved to meet Sophia Program requirements. JCU offers major and minor programs with upper-level courses in many areas. Saint Mary's students may also apply for internships in Rome through JCU. Italian minors are allowed to study abroad in Rome for a year. Interested students must have an overall GPA of 2.5/4.0. It is strongly recommended that students complete a year of college level introductory Italian before going overseas.

### **Ifrane, Morocco**

The town of Ifrane is a small French-style ski resort nestled in the Middle Atlas Mountains. A semester or year (Arabic language) in Ifrane will allow students to gain accurate knowledge of the Arab and Islamic world, both areas that are critical to global dynamics. Saint Mary's students take courses for the Sophia Program requirements at Al Akhawayn University and all classes are taught in English. Students also have the opportunity to develop language skills in Arabic or French. Prior study of Arabic or French at Saint Mary's is strongly recommended. The average class size at Al Akhawayn University, a small American style university, is 17, ensuring that students have the opportunity to interact with faculty and classmates. Students live in the residence halls with Moroccan and other international students.

### **San Juan, Puerto Rico**

In Puerto Rico, students study at the Universidad del Sagrado Corazón (Sagrado) in the heart of the city. Founded in 1880, Sagrado is a Catholic, independent, co-educational and non-profit institution that encourages and facilitates spiritual, moral, intellectual, social, and physical development of students. Saint Mary's students take the integrated studies program for 12-18 credits per semester and choose 2-4 courses from regular course offerings taught in Spanish and taken with local students. One language class is required as part of cultural immersion and there is an optional internship or service learning course. Students are housed in *residencias*, on-campus dormitories. A minimum 3.0 GPA at the time of application is required. Students applying to the integrated studies program must have completed the intermediate college-level Spanish sequence or the equivalent, or be native/near-native speakers of Spanish.

### **Cape Town, South Africa**

Saint Mary's College offers an international program provided by International Studies Abroad (ISA) at the University of the Western Cape (UWC), Cape Town. Popular areas of study at UWC include: Social Development Studies, Politics and African Studies, Performing Arts, Health Studies, and Environmental Studies. Students can choose courses taught in English in a wide range of subject areas. Students may take 4 courses or the equivalent of 16 credits per semester and may enroll for fall or spring

semester. Upon arrival, students will participate in arrival orientation (the ISA Bridging Cultures Program) before the university orientation for new students. The program excursions include a one-day trip to Table Mountain and Cape Peninsula, multiple days to Aquilia Game Reserve or the Jermanus Backpacker Lodge, and a one-day trip to Langa Township and Robben Island, where Nelson Mandela was imprisoned for 18 years. The program is open to sophomores, juniors, and seniors. Applicants for this program must have a minimum 3.0 GPA.



### **Seoul, South Korea**

In 2008, Saint Mary's established a direct student exchange program with Ewha Womens 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. English is a popular language in South Korea and most things are already translated into English. Students choose from more than 500 courses taught in English, with pre-approval from their academic advisors, and can study for a semester. The University has the following colleges: Liberal Arts, Social Sciences, Natural Sciences, Engineering, Arts, Education, Law, Pharmacy, Business, Health Science, and International Studies. Korean language is not required, but students may take Korean Language Courses at different levels for 6 credits. Students must have a 2.5 cumulative GPA to be eligible for this program.

### **Alicante, Spain**

In partnership with Spanish Studies Abroad, Saint Mary's students study at the Universidad de Alicante (UA) and live with host families. Students are immersed in Spanish language and culture studying with international students at the same level of Spanish. Eligibility for the Spanish Studies Program is a 3.0 GPA in Spanish coursework and a minimum of 1 year of elementary college Spanish or the equivalent or heritage speaker. Advanced students of Spanish may enroll in the Integrated Studies Program and take classes at UA alongside Spaniards. Eligibility is 3.0 GPA in Spanish coursework and successful completion of 2 semesters of advanced college Spanish or the equivalent, or heritage speaker.

### **Seville, Spain**

In 1999, the College formally affiliated with Spanish Studies Abroad in Seville, Spain which offers a total immersion program on the study of the Spanish language and culture. Students live with host families and choose courses embracing a variety of disciplines - language, civilization, literature, politics and economy of Spain, art history, Spanish society, comparative marketing, the Spanish business environment, and others. All courses are taught in Spanish, and students must have completed at least one semester of intermediate college Spanish or the equivalent and earned a 3.0 average in Spanish courses. Advanced students may participate in an internship program. Students can study in Seville for a summer, semester, or academic year. Spanish majors and minors typically spend the second semester of their sophomore year studying abroad.

## **CAPA Internships in Argentina and China**

The College is officially affiliated with CAPA The Global Education Network in Buenos Aires, Argentina and Shanghai, China. These programs offer students the internship opportunities in well-known global cities that will develop their professional skills and enhance their resume.

### **Buenos Aires, Argentina**

Buenos Aires is a global city with a rich and complex history, a multidimensional arts and cultural scene, and captivating architecture. The CAPA Buenos Aires Center is hosted at Universidad Austral located in Barrio Norte. CAPA ensures that placements are meaningful, developmental and appropriate for each and every student based on their level of skills, abilities and aspirations in their selected industry areas. Due to local laws, placements are with NGOs, charities or not for profit organizations. To participate in the program, students must be in the 2nd semester of their sophomore year or above and carrying a GPA of 2.8 or higher. Students must have successfully completed 4 semesters of University level Spanish to be eligible for internships in Buenos Aires. Students may apply for the fall or spring semester, or the summer internship program.

### **Shanghai, China**

Situated on the estuary of Yangtze River, Shanghai is China's largest city and the world's eighth largest. It serves as the most influential financial, economic, international trade, cultural, science and technology center in East China. The CAPA Shanghai Center is hosted at East China Normal University. Students can take 3-6 internship credits and gain valuable skills. All internship placements are available in English. Students will live in the international dormitory on campus. The program offers a 3-day excursion to Beijing and weekend trips to Suzhou and Hangzhou. Students may apply for either the fall or the spring semester and take 4-5 courses for 12-15 credits. Applicants must have a minimum 3.0 GPA.

## **Summer Study Abroad**

### **China Summer Program**

Realizing the important role that China is playing in the world today, Saint Mary's offers the China Summer Study Program with a theme of "Seeing China through Women's Eyes". It is a three-week summer study program from mid-May to early-June. Students have opportunities to visit Chinese universities and students, GOs and NGOs, different cultural sites, a scenic view site, rural areas and cities, including Beijing and Shanghai, and experience the oldest civilizations and fast economic development in China. The program focuses on Chinese girls' education and women's empowerment. Students will complete a community service project and are required to take a 3-credit course. This program is open to all students and Chinese language is not required.

### **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, 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 an 18-day travel experience during the summer. Particular emphasis is placed on local conservation efforts, the intersections between biology and culture, and the rich diversity of life. A one-day service project in the Andes is also included. This course is offered in even-numbered years.

### **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 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.

### **Internships in Seville**

Eight 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 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 home-stays in the Spanish Studies Abroad program in Seville. The program is open to all students, but to participate students need to be either proficient/fluent in the Spanish language or have completed at least one advanced Spanish course at the college level.

### **Greece Summer Study Program**

The Greece Summer Study Tour is a two-week 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 16 students. Students do not need to specialize in history, religion, or a foreign language to participate.

### **Korean Summer Program**

Ewha Womans University offers two different summer sessions to cater to students diverse needs. Session I is a four-week program (from June to July) in which students can choose a maximum of two courses from more than 30 English-taught courses in Korean Studies, East Asian studies, Women's Studies, Music, Art & Design, and North Korean Studies and earn up to six credits. Four levels of Korean language courses are also offered. Session II is a two-week program (in early August) in which students will earn three credits through an "Introductory Korean Studies" course. All the participants of Session II are required to take some Korean language lessons. The special lecture topics include Art History, Popular Culture, Relations with North Korea, Traditional Music, Cinema, Women & Society, K-pop Dance, and Cooking. Students will engage in hands-on learning through field trips and cultural excursions to places rich in traditional and contemporary Korean culture. The Korean Summer Program is open to students in all majors and Korean language is not required for the application.

### **London LEB Summer Programs**

Students from all majors may take 6 semester hours comprised of a three-credit Practicum Project and another course, or 2 three-credit courses. The Practicum is similar to an internship but based around small-group engagement with staff and experts. Students live in shared apartments or residence halls with kitchen facilities in the Bloomsbury neighborhood of London. Classes are held at Birkbeck, a constituent college of the University of London. Student ID's allow access to University of London facilities. Field School in Global Health Risk is held in Athens, Greece, and is available following the London summer program for students with junior or senior standing and majoring in Global Studies, Nursing, Political Science, Social Work, or any major with Pre-Med.

### Archaeology in Wexford, Ireland

Students who attend the summer program in Wexford, Ireland will participate in the Blackfriary Community Heritage and Archaeology Project. The project offers a hands-on opportunity for students to excavate the buried remains of a 13th century Dominican friary (the Black Friary). Excavations at the site since 2010 have revealed much of the friary's structural remains and have resulted in the collection of thousands of archaeological artifacts dating primarily to the medieval and post-medieval periods. Students live with local families and experience true home life in the provincial Ireland. On the 6 week program students will complete course work on Introduction to Field Archaeology, Advanced Methods in Field Archaeology, and Bioarchaeology modules. The course work will transfer as 6 credits, shorter programs of 2 weeks and 4 weeks are also available.

### Uganda Summer Program

In 2009 Saint Mary's launched a six-week summer practicum program working with the Sisters of the Holy Cross in Kyarusozzi, Uganda. This program is currently only for Education and Nursing majors. 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 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.

### Art and Reconciliation in Northern Ireland

Good Friday 2018 marks the 20th anniversary of the Good Friday Agreement between the political parties in Northern Ireland and between British and Irish Governments, which agreed how Northern Ireland was to be governed. Students will travel to Dublin and Northern Ireland to explore the history and meet with people working on the grass roots effort for trust and peace. Students will take two courses: *Immersive Intercultural Psychology* course and *Topics in Studio Art (Knitting Traditions in Ireland)*. The tour will begin with several days of "teach-in" at SMC to prepare students to understand the present day realities between Northern Ireland and Ireland and to help students develop knitting skills (or to advance knitting skills).

## Semester Break Programs

### Education Studies in Ireland

The one-week program is designed for sophomore and junior elementary education majors. During the week, students will visit schools at the respective level, tour campus and visit classes in the Education Department at the Maynooth University and hear speakers on the educational system in Ireland. Students with the elementary major may also have the opportunity to experience classrooms in coordination with Froebel College, Dublin; established according to the German educator Friedrich Froebel, these classrooms offer unique child-centered education. Through readings and these learning experiences, students fulfill requirements of a one-credit course, EDUC 488 Practicum in Intercultural Education.

### Belize Marine Biology Program

Saint Mary's College offers a week-long spring break field experience in South Water Caye, Belize, as part of the marine biology (BIO 209) course. This experience is offered in odd number years (2019, etc). Students will stay at the facilities of IZE Belize marine biology field station on South Water Caye. Students will stay on the island in dormitory style housing and will experience local cuisine in the communal cafeteria. Each day, students will go on boat field trips to nearby reefs for snorkeling with experienced local guides. Students will also design and conduct independent marine biology field

experiments that will be part of their final project for the course. This program is open to any student that has taken BIO 154, Foundations of Biology II, or by permission of the instructor.

## 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 mid-semester 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 course offerings include Sophia Program requirements, major requirements, and electives. Students take courses at a reduced tuition rate and generally may enroll in a maximum of three courses in the summer with no more than two courses at the same time. Female students may also reside in one of Saint Mary's residence halls. Summer travel programs are also available.

### Academic Load

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 the Office of Academic Advising & Registrar. 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 but will not fall below 12 hours of credit.

### Add/Drop

A course may be added through the portal until the end of the first week of the semester (ends Sunday at 11:59 p.m.). Course additions may continue through the end of the seventh day of the semester (Tuesday at 5 p.m.) with instructor permission through the use of an Add/Drop form available in the Registrar's Office (161 Le Mans Hall). A course may be dropped without penalty during the first five weeks of the semester. (See also: Withdrawal from a Course.)

### Appeal Procedures — Academic Dismissal

See Continuation in College section.

### Appeal Procedures — 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.

### Appeal Procedures — Grades

When a student thinks that a final course grade is not justified, she must first discuss the grade with the professor of the course. If the issue cannot be resolved between student and instructor, the student may consider a formal appeal of the grade.

### Grounds for Appeal

An error in grading procedures or inequity in the application of the policies stated in the course syllabus are grounds for an appeal. A disagreement with the professional

judgment of the professor is not the basis of an appeal and will not result in a change of grade.

### **Submitting an Appeal**

If after consulting with her professor the student believes that there is reason for an appeal of her final grade, the student may make a formal written appeal to the Dean of Student Academic Services. In her appeal letter, the student should include a brief summary of her conversation with the professor, state the grounds for her appeal and document any claims of grading error or inequities. A grade appeal must be initiated within the first ten business days of the beginning of the next semester. The Dean of Student Academic Services will then notify the faculty member of the appeal, provide a copy of the appeal and request an explanation of how the grade was determined per the syllabus.

### **Academic Hearing Board**

Upon receipt of the grade appeal and the professor's supplementary information, the Dean of Student Academic Services will refer the matter to the chair of the Academic Standards Committee who will appoint a three-member ad hoc committee—Academic Hearing Board. This Board is comprised of two faculty members and an administrator from members of the Academic Standards Committee. The Academic Hearing Board will meet within ten business days upon receipt of the student's appeal and the professor's information. The Board will conduct a hearing and give the student an opportunity to meet with the members. Attendance is limited to the student and members of the board. Proceedings of the Board are confidential. Once the deliberations are complete, the Hearing Board will send its decision to the Chair of the Academic Standards Committee who will communicate it to the student and to the professor.

### **Resolution**

The Academic Hearing Board's decision is final.

## **Appeal Procedures — Reinstatement to the Major**

When a student earns two grades below C in her major requirements and therefore is not permitted to continue in that major, she has the right to appeal to be reinstated to the major. Appeals are generally only heard during fall and spring semester.

### **Submitting an Appeal**

If a student believes that she can be successful in the major, she may make a formal written appeal to be reinstated to the major. This letter goes to the Chair of her Department and to the Dean of Student Academic Services. In her appeal the student should explain in detail any extenuating circumstances that caused her to receive the low grades and should include her plan and timeline for the successful completion of the major. An appeal must be submitted within ten business days of the beginning of the next semester.

### **Department's Recommendation**

After members of the department meet to review the appeal letter and discuss the student's status, the department chair sends a recommendation to the Dean of Student Academic Services within ten business days of receipt of the student's appeal. The response should include reasons for a favorable or a negative recommendation. If favorable, the department should include any conditions and timeline for the student's completion of the major.

### **Academic Standards Committee**

Upon receipt of the student's appeal and the department's recommendation, the Dean of Student Academic Services refers the matter to the Academic Standards Committee for its consideration. Student members of the committee will not be present. Deliberations are confidential. The chair of the committee will communicate the decision to the

student and to the department within ten business days upon receipt of the department's recommendation.

### **Resolution**

The Committee's decision is final.

## **Appeal Procedures — Academic Honesty**

Appeals of academic honesty violations must be initiated within 30 days of notification.

### **Academic Hearing Board**

At the written request of any involved party, the associate dean in the Office of Academic Advising & Registrar 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.

## **Assignment of Credit**

Saint Mary's College operates under a semester credit hour system and defines credit hours based on the Carnegie unit. Each semester hour of credit represents 50 minutes per week of lecture or recitation (15 weeks) and 2 to 3 hours of time spent in independent preparation (readings, papers, etc.). The length of a laboratory or clinical period depends upon the requirement of the course. Normally, one semester hour of credit is awarded for satisfactory work in one hour of class work per week for a semester. One semester hour of credit is awarded for satisfactory work in two or three hours of laboratory work per week for a semester.

The assignment of credit policy applies equally to courses offered for less than 15 weeks, such as summer session courses. Such courses contain an equal or greater number of hours of direct instruction and independent preparation as the same course offered in the standard 15-week semester.

The assignment of credit policy applies equally to courses delivered through all modes of instruction including hybrid and online courses. A course taught online must first be reviewed and approved by the Teaching Learning Technology Roundtable. An online course is approved only once it has been determined that the course covers the same content and achieves the same outcomes as the same course taught on-campus.

### 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 Office of Academic Advising & Registrar.

### 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	0–28.99 semester hours of credit
sophomore	29–60.99 semester hours of credit
junior	61–92.99 semester hours of credit
senior	93 or more semester hours of credit

A student who is not seeking a degree is classified as non-degree seeking regardless of semester hours earned.

### 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. A student may appeal a dismissal if she has new information of substantive nature that was not taken into consideration at the time of her dismissal. Her written appeal must include this new information and a plan for future success. She should send her appeal to the chair of the Academic Standards Committee within five business days of receipt of the decision. The Dean of Faculty, along with two other members of the Academic Standards Committee, will hear the appeal. Their decision is final.

### 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 30 semester hours of credit by examination (Advanced Placement, International Baccalaureate, SAT II Subject Test, and College Level Examination Program) toward the 128 hours required for a degree. See the *Academic Guide for First Year Students* for more information. In extraordinary circumstances, the College reserves the right to award credit through a Departmental Exam when approved by Academic Affairs Council.

A student who is placed in MATH 133 (Theory and Application of Calculus) or in MATH 132 (Calculus II) and earns a grade of C or higher will receive retroactive credit for MATH 131 if she does not already have credit for MATH 131.

### Declaration of Major and Minor

By the end of the sophomore year, students must petition an academic department for acceptance into a major program. The Office of Academic Advising & Registrar 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. To declare a **minor**, a student must complete the Minor Petition form from the Office of Academic Advising & Registrar. (See also: Guidelines for Optional Minors, page 96.)

The **Student-Designed Major (SDM)** allows a student with a 3.3 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., dance, intercultural studies, and justice 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 is committed to providing a supportive, community environment for students with disabilities. We assist students who self-identify as persons with a disability and determine their eligibility for services. Any student wishing to pursue accommodations must initiate contact by emailing the Disabilities Resource Office by appointment.

We encourage students to contact the Office within the first two weeks of each semester to ensure the timely implementation of accommodations. Through an interactive process of dialogue and documentation review, we will consider reasonable accommodations for equal access purposes. Academic accommodations are assigned on a case-by-case basis by the Director and Associate Director only. Faculty are not authorized to grant accommodations and those receiving requests will refer students back to the Disabilities Resource Office. The student will sign a release of information allowing the Disabilities Resource Office to inform her professors of the approved accommodations each semester, and must make a follow-up appointment to meet with each professor to discuss the implementation of the accommodations.

We comply with the applicable provisions of the American with Disabilities Act of 1990 (ADAAA as amended) and Section 504 of the Rehabilitation Act of 1973. As defined by these Acts, an "individual with a disability" is any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of impairment, (3) is regarded as having such an impairment.

Documentation should be provided by an appropriately-credentialed professional and should be sent to the Disability Resource Office. 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. Inadequate or incomplete information may involve follow-up contact for clarification by the Disabilities Resource Office. Documentation may include:

1. A full and current psychological-educational/diagnostic report based preferably on adult norms and supplied by a qualified professional in the respective field. This comprehensive report with scores and test data provides the richest information and is most helpful in determining requested accommodations. It is the preferred type of documentation to support the requests of a student with a learning disability, the diagnosis of which must be clearly stated.
2. IEP/504 plans which should include a Summary of Performance and teacher observations. This should reflect an individual's education and accommodation history, and the diagnosis by a relevant qualified professional should be clearly stated. Descriptions of functional limitations and impact are necessary. This kind of documentation may or may not be sufficient.
3. Accommodation letters and documents from a previously-attended secondary institution for transfer students. Verification should include the dates when the accommodations were used by the student.
4. Healthcare professionals in the field relevant to a mental health diagnosis may submit a letter which provides information on the diagnosis, severity of the disorder, length and medication involved in the prescribed treatment, and recommended accommodations which may assist the student in minimizing impact in the academic setting (Copies of a physician's prescriptions for ADD or ADHD medications will not suffice).

### Distance Education/Online Courses

Beginning in summer 2010, Saint Mary's undergraduate students are permitted to take online courses during the summer. Saint Mary's offers many online courses during its summer session. Students are not permitted to take online courses during the fall and spring semesters of the academic year.

### 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 the Office of Academic Advising & Registrar 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.

### Governmental Requirements for Some Professions

Some professions (e.g. nursing, teaching, social work, speech therapy, accounting, etc.) require specific requirements for licensure and/or hiring (e.g. acceptable criminal background check, sex offender check, drug and alcohol testing, citizenship or permanent resident status documentation, valid immigration status for non-US citizens, valid social security number, etc.). Such requirements may also apply to required clinical and fieldwork, or other out-of-classroom experience necessary to complete degree requirements in the majors related to these professions. These requirements are determined by laws and regulations at both the state and federal levels and are subject to change. *Saint Mary's College strongly urges all admitted and current students to research and understand the appropriate requirements for their intended course of study and profession. Compliance with these requirements is the responsibility of the student and the graduate.* You should become informed and continue to monitor such requirements as laws and other legal requirements are subject to change.

### 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 final grades via PRISM through the my.saintmarys.edu portal. At the end of each semester a student will be mailed a grade report only upon request. The grade report is withheld if a student has not met all financial obligations to the College, 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

### Graduate Credit

A Saint Mary's undergraduate student may take up to six hours of graduate credit at Saint Mary's College and apply these credits toward her undergraduate degree. Graduate courses may not be taken on a pass/fail basis. The following requirements need to be satisfied:

- The student has attained senior status and has achieved a 3.4 cumulative GPA;
- She meets all prerequisites for the graduate course and has obtained the permission of the instructor;
- She may register for the graduate course only after graduate students have registered.

**NOTE: Enrollment in graduate courses at Saint Mary's does not guarantee admission to a Saint Mary's College graduate program, nor does enrollment in the course guarantee that the credits will count toward a Saint Mary's College graduate degree.**

### Honors

**Dean's List:** A student who earns a semester 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, or students, 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 79.)

### Hybrid Courses

Hybrid courses combine positive features of face-to-face and online instruction, and Saint Mary's College offers hybrid courses as part of our undergraduate course offerings. Hybrid courses combine online learning experiences that are not possible in the traditional classroom, with the benefits of the face-to-face classroom experience that is one of the hallmarks of a Saint Mary's education.

In a hybrid course, online learning activities offer a functional equivalent to classroom contact hours, with a subsequent reduction in the number of face-to-face meetings over the course of a semester.

When hybrid courses substitute online learning activities for classroom contact hours, the online activities need not occur for the same amount of time as the in-class contact hours they replace. Instead, the online learning activities must cover the same material and achieve the same learning outcomes as the in-class contact hours, as laid out in the course syllabus. Assessments (such as graded assignments, exams, student collaborations and student presentations, etc.) ensure that the material and outcomes are the same in the hybrid course as they would be in its wholly face-to-face counterpart.

Saint Mary's College places the following constraints on undergraduate hybrid courses:

- Hybrid courses substitute online activities for 33–50 percent of contact hours.
- Courses not designated as hybrid are expected to meet in accordance with their scheduled face-to-face session.
- Faculty may teach up to two hybrid courses during the academic year, contingent on permission from the department chair or program coordinator.
- Faculty must still hold five office hours per week on campus.

Saint Mary's College places the following limits on undergraduate student registration in hybrid courses:

- First year students in their first semester may not take hybrid courses.
- Up to 21 credits may be hybrid courses.
- Departments and Programs may limit the number of hybrid courses that a student may take in her major or minor program of study during the regular academic year.
- Sophia Program in Liberal Learning courses may be hybrid courses, subject to the same limits detailed above.
- Students may take hybrid courses from Saint Mary's College, the University of Notre Dame, or NICE Consortium institutions during the academic year, but not from other colleges or universities. Hybrid courses taken in the Co-Exchange Program with the University of Notre Dame and the N.I.C.E. program are counted in the limits set above.
- Faculty development in teaching hybrid courses is required for those who wish to do so. A syllabus of an existing course that is reconfigured as a hybrid course shall undergo an expedited review by the hybrid course committee or their designee. Active instructor engagement is expected in the online portion of the course.
- Hybrid course syllabi shall be reviewed by the department chair to ensure that they do not exceed any department limits on online activities that substitute for class time.

Student advising is key to implementing this policy. A student must demonstrate eligibility to take a hybrid course prior to registration. Failing this eligibility, the student will be blocked from registering for the hybrid course.

### 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

A for-credit internship (paid or unpaid) is a form of learning that integrates knowledge and skills gained in the classroom with knowledge and skills developed in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields.

*Criteria for an experience to be defined as a for-credit internship:*

1. The experience must be an extension of the classroom; a learning experience that provides for applying the knowledge gained in the classroom. It must not simply advance the operations of the site or consist of work that a regular employee would routinely perform.
2. The skills or knowledge learned are transferable to other settings.
3. The experience has a defined beginning and end.
4. There are clearly defined learning objectives/goals related to the goals of the student's academic coursework as documented in the College's learning contract, available from the Registrar's Office.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience
6. There is at least a midterm and final evaluation completed by the relevant supervisor.
7. The host site provides the resources, equipment, and facilities needed to support the learning objectives/goals.

Specially designed courses of study such as independent study or internships 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 three 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 undergraduate 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 are normally limited to two Notre Dame

courses per semester and juniors and sophomores to one course per semester, assuming space is available. First-year students do not participate in co-exchange courses, except in unusual circumstances, and only with the approval from the Office of Academic Advising & Registrar. 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.
- Sophia Program 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 the Office of Academic Advising & Registrar, and the student's department chair.
- 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 to each student or alumna. Requests for transcripts must be submitted in writing to the registrar or through the portal. Transcripts will not be issued to students or alumnae who have not met their financial obligations to the College.

## Privacy of Education Records (FERPA)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of education records for all students at Saint Mary's College. Education records are considered confidential and may not be released to third parties (including parents) without the written consent of the student except in specific circumstances. Additional information about FERPA and student records privacy can be found at [www.saintmarys.edu/academics/resources/registrar](http://www.saintmarys.edu/academics/resources/registrar).

### PRISM for Parents

We understand that many students wish to share information with their parents and family members, so we have created a method which allows you to provide third party access to this information. Students have the ability to authorize another person, such as a parent or guardian, to view specific types of personal information within PRISM for Parents. Individuals granted access will have the ability to view personal information such as financial aid awards, student account information, descriptions of holds on records, grades, unofficial transcripts, and class schedules. For more information regarding this service and the steps you need to follow to gain access through PRISM for Parents, visit [www.saintmarys.edu/registrar/students/prism#parents](http://www.saintmarys.edu/registrar/students/prism#parents) or contact the Office of the Registrar.

## Proctored Exams for Online Courses

Note: Students are responsible for fees that any of the options below may incur.

### In-person proctoring

Exams are given online through Blackboard. A proctor must be arranged in advance. A student needs to present or email a potential proctor a letter detailing proctoring duties as provided by the course instructor. The course instructor needs an email from the proctor from their official (e.g. employer-provided) email address briefly explaining who they are and how they know the student.

- Find your own proctor meeting the requirements below:
  - not a family member
  - not a close friend
  - in a position of authority, for example:
    - o professor
    - o teacher
    - o librarian
    - o police officer
    - o coach
    - o clergy (priest, pastor, nun, rabbi, etc. of a generally recognized faith)
    - o military officer (not your direct superior)
    - o manager (not your direct supervisor)
    - o some other trustworthy individual with no conflict of interest.

- Find a test center through **National College Testing Association**

This website contains information on participants both inside and outside the United States: [www.ncta-testing.org/cctc/find.php](http://www.ncta-testing.org/cctc/find.php), including test center location, service availability students from other institutions, hours of operation, testing fees, etc.

### Online proctoring

- **Proctor U:** live online proctoring—[www.proctoru.com](http://www.proctoru.com)
- **Remote Proctor Now:** on demand proctoring—<https://www.psonline.com>

## 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 Advising & Registrar.

## 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 cumulative 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 as stated in the course

syllabus. 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 Dean of Student Academic Services. 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 Dean of Student Academic Services for further consideration. All accusations must be kept confidential.
3. Any student has the right to refer an accusation of academic dishonesty or a grade resulting from such an accusation to the Dean of Student Academic Services for further consideration.
4. At the written request of any involved party, the Dean of Student Academic Services shall refer an appeal to the Committee on Academic Standards for a wider hearing. At the discretion of the Dean of Student Academic Services, 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 Plagiarism<sup>1</sup>

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.

<sup>1</sup>Saint 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 regionally 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 must complete at least 60 semester hours and one-half of the major and minor requirements at Saint Mary's College. The academic departments determine which courses fulfill major and minor requirements, and the Office of Academic Advising & Registrar determines Sophia Program 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 sophomore year of high school. 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 the Office of Academic Advising & Registrar 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 the Office of Academic Advising & Registrar. 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 courses for that semester.

A student who is not intending to return to Saint Mary's for the next semester should also notify the Office of Academic Advising & Registrar in writing. (See also: Readmission, page 22.)

## 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 represents the high ideals of a Catholic education.

## 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 Jerome L. McElroy Outstanding Achievement Award** is presented to the most outstanding Business Administration and Economics department major in the senior class.

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

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

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

**The Deloitte Award** is presented to an accounting senior for excellence in Intermediate Accounting.

**The Jennifer Pelic Comaro '99 Accounting Honor Society** senior *accounting* majors with a minimum GPA of 3.6 in at least six upper level accounting courses are honored.

**The Finance Honor Society** is sponsored by the Financial Management Association. Senior *finance* concentrates with a minimum overall GPA of 3.5 and a minimum finance GPA of 3.5 are invited to join.

**The Mu Kappa Tau National Marketing Honor Society** honors academically qualified *business administration* majors with membership.

**The Undergraduate Award in Analytical Chemistry**, sponsored by the Analytical Chemistry Division of the ACS, is given annually to a *chemistry* major who displays an aptitude in analytical chemistry.

**The Undergraduate Award in Inorganic Chemistry**, sponsored by the Inorganic Chemistry Division of the ACS, is given annually to a *chemistry* major who displays an aptitude in inorganic chemistry.

**The Undergraduate Award in Organic Chemistry**, sponsored by the Organic Chemistry Division of the ACS, is given annually to a *chemistry* major who displays an aptitude in organic chemistry.

**The Undergraduate Award in Physical Chemistry**, sponsored by the Physical Chemistry Division of the ACS, is given annually to a *chemistry* major who displays an aptitude in physical chemistry.

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

**The Richard Tarara Achievement in Physics Award** is presented to an outstanding senior *physics* major.

**Ancora Imparo Award** is in recognition of exceptional potential in *speech language pathology* to the senior who is outstanding in scholarship, leadership, character, and service.

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

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

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

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

**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.

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

**The Susan L. Weidenbach Essay Competition** 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 Environmental Studies Award** is presented to a student who demonstrates excellence in environmentally related coursework and sophisticated interdisciplinary engagement in addressing environmental issues.

**The Mary Frances Eder Halpin Award** is presented to the student who demonstrates academic excellence in *gender and women's studies* and an integration of feminist theory with practice.

**Sigma Iota Rho National Honor Society for International Studies** honors academically qualified *global studies* majors with membership.

**Outstanding Achievement Award in Global Studies** is presented to the most outstanding *global studies* major in the senior class.

**Outstanding Senior Comprehensive Award in Global Studies** is presented to the senior *global studies* major whose scholarship merits special commendation.

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

**The MMSMA for Excellence in the Senior Seminar Research Paper** is given to the *history* major senior who demonstrates excellence in research and writing in the Senior Seminar.

**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 Martha Montgomery Schurz Memorial Award for Excellence in Writing in the Women's History Program** is given to a graduating senior who demonstrates excellence in writing in a *women's history* research paper and has completed the women's history concentration in the history major or the women's history minor.

**The Martha Montgomery Schurz Memorial Award for Excellence in the Senior Seminar Research Paper** is given to a senior *history* major who demonstrates excellence in the research and writing of 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 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 Elizabeth Lin Lo Award** is given to a rising senior *mathematics* major who displays a talent or passion for mathematics and most exemplifies the mission of the College, both in her academic performance and in her service to Saint Mary's and/or the local community.

**The Donald E. Miller Award** is given to a graduating senior who has demonstrated both a passion for mathematics as well as an interest outside of the discipline, such as a minor or second major, athletics, performing arts, or service with preference given to those whose interest is applied mathematics.

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

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

**Leonilda Francesca Acerra and Dominico Enrico Christofaro Award** honors the most distinguished students in *Italian*.

**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 Anne Cashore Borjas Award** is presented to an outstanding senior major in *Spanish*.

**Service Awards** are presented to senior majors in *Spanish*.

**The Emma Krost Eder Award for Musical Excellence** is given to a graduating senior music major who has excelled in the areas of musicianship, scholarship, and service to the Music Department.

**The Caritas Award** honors a junior *nursing* student who has demonstrated an exceptional ability to integrate the compassionate care of patients and families with the science and principles of professional nursing practice.

**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 Psychology** is given to that senior whose scholarly work merits special commendation.

**The Animating Spirit 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 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, demonstration of leadership, 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. It is conferred annually and includes a monetary award.

**Phi Alpha** Honor Society for Social Work promotes humanitarian goals and ideas and fosters high standards of education for social workers. It invites into membership those who have attained excellence in scholarship and achievement in social work.

**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 Sister M. L. Gude, C.S.C. Success Program Award** is presented to a Success Program graduate whose all-embracing academic success in her undergraduate studies has resulted in her pursuit of a graduate degree.