

ACADEMIC RESPONSIBILITY

The vice president for Academic Affairs is the official representative of the University in matters pertaining to the scholastic life of the student body. Regulations made by her/him in addition to, in abrogation of, or in interpretation of the following regulations have the same force as the regulations themselves.

In case of discrepancy between the University catalog and other publications or academic information provided by any faculty or staff member other than the vice president for Academic Affairs, the catalog takes precedence.

The University reserves the right to terminate or modify program requirements, content and sequence of courses, and program offerings.

Students withdrawing from the University completely for a period of one year or more are bound by the catalog in effect when they re-enter.

It is the responsibility of each student to be acquainted with all requirements for his or her degree program and to assume responsibility for meeting those requirements. In case of ambiguity, discrepancy, or disagreement, the regulations and requirements stated in this catalog and any subsequent modifications or interpretations by the vice president for Academic Affairs will prevail.

Matriculation

The academic requirements and regulations of Marymount University are published in this official University catalog and in other University announcements. Further information and advice regarding academic regulations may be secured by inquiring at the offices of the Vice President for Academic Affairs and the Registrar.

Orientation

Orientation is conducted by the University during the summer and prior to the beginning of the fall semester to aid the incoming student in adjusting to University life and regulations. During this period, the new student is given an opportunity to meet with an academic advisor prior to registration. In addition, the student meets members of the staff, counselors, administrative officers, and fellow students so that all aspects of the University become familiar. The new student participates in campus tours; group discussions; and individual conferences on resources, traditions, purposes, rules and regulations, study habits, academic standards, and advising.

Placement Testing

The University requires English and mathematics placement testing of all undergraduate students. Testing is scheduled during the orientation period preceding each semester's registration.

- English placement testing is required of all entering undergraduate students. Test results are used to determine placement in EN 100A, 100B, 101, or 102.
- English placement testing is required of all undergraduate transfer students who do not have credit for an English Composition course.
- Mathematics placement testing is required of all entering freshman and undergraduate transfer students. Test results are used to determine placement in appropriate mathematics courses.

Undergraduate international students who present a TOEFL score below 550 are required to take the Test of English for International students prior to taking the English Placement Test. International students who present a TOEFL score of 550 or better (paper-based test) or 213 or better (computer-based test) at entry are required to take the freshman placement tests.

Academic Year

Marymount University operates on a semester system. The two terms of the regular academic year are known as fall semester and spring semester. The summer term is known as the summer semester, with courses taught in segments identified as sessions. There are four sessions in the summer semester. Consult the Academic Calendar on pages 4 and 5 or the Web site at www.marymount.edu.

Academic Load

Full-time undergraduate students normally carry a minimum of 12 or a maximum of 18 credits per semester. Full-time graduate students normally carry a minimum of 9 credits per semester. All credits are semester credits. Exceptions to the maximum load require written permission from the vice president for Academic Affairs. An undergraduate student whose cumulative grade point average falls below 2.0 in any semester is limited to a maximum load of 15 credits in the semester that follows except by written permission of the dean of the School offering the student's major. Courses numbered 500 and above are not open to undergraduates except by written permission of the appropriate dean and the vice president for Academic Affairs. Such permission forms are available in each School.

Academic Advising

Curricular guidance is offered by an advisor who is a member of the full-time faculty and is especially qualified to counsel in the curricular area that the student has chosen. Nondegree or undeclared students are assigned to specially trained faculty.

Faculty advisors guide and assist students during orientation and are available for consultation with students at regular intervals during the academic year. An important educational asset of the University is its Learning Resource Center (LRC), where faculty may refer students who need assistance in developing college study skills and in enhancing reading, writing, and mathematics skills. The LRC offers tutorial support in the basic skills and a variety of self-paced learning tools for individualized help.

Code of Conduct

Each registered student at Marymount University is expected to observe all rules and regulations of the University. Violations that may lead to suspension or dismissal from the University include cheating and plagiarism. Cheating includes using books, notes, or assistance from other students, or giving such assistance to others while taking quizzes, tests, or examinations, or doing graded assignments, unless such assistance is specifically authorized by the instructor. Plagiarism includes representing the work (words or ideas) of others as one's own on research papers, homework

assignments, essays, and other course assignments. Students should be thoroughly familiar with the Student Handbook, which describes in detail policies and procedures relating to the Academic and Community Conduct Code.

Student Grievance Process

Students who have academic complaints should attempt to resolve them informally in discussions with the appropriate faculty member or their advisor. Complaints which are not resolved informally between students and faculty members are to be referred to the appropriate School dean. The dean will attempt to adjudicate the complaint and resolve the matter. If the student is still not satisfied, he or she may bring the concern in writing to the Office of Academic Affairs. The decision of the vice president for Academic Affairs regarding the issue or issues of concern is final.

Nonacademic complaints should be addressed first to the office in which the problem originates. Complaints not resolved at this level may be referred to the supervisor for that office. If the student is not satisfied with the resolution of the problem by the supervisor, he or she may refer the concern to the office of the vice president who supervises the area in which the complaint originated. The decision of the vice president for that area regarding the issue or issues of concern is final. This policy applies to oral and written complaints.

Summer Programs

Four sessions of varying length offer students the opportunity to earn credit during the summer semester. Undergraduate students at every level use the summer sessions to accelerate their studies or to satisfy their Liberal Arts Core requirements. Advanced undergraduate and graduate students use the summer semester to continue steady progress toward the completion of their degree programs. The University welcomes visiting undergraduate students to use the summer sessions to acquire credits in general education or in a major field for transfer to their home institutions. See the Summer Course Schedule for information on applying to Marymount and arranging transfer credit.

Grading Policies

The following is a brief explanation of the letter grades that may be further delineated by a plus sign (+), which is not used for A grades, or a minus sign (-). The numerical equivalent of letter grades is determined by the instructor and is approved by the dean of the School that offers the course.

- A** Superior, outstanding scholarship and intellectual initiative.
- B** High attainment and a notable degree of scholastic performance.
- C** Satisfactory performance at an average level of college achievement. Indicates an understanding of the essential elements of a course. C is the minimum passing grade for courses in the major field in several Schools of the University. Students should refer to School requirements in the relevant sections of this catalog.
- D** Deficient, but passing. D is not given at the graduate level. A grade of D indicates a bare minimum performance. Courses graded D may count as prerequisites for advanced courses requiring a certain minimum of knowledge for further pursuit. A grade of D ordinarily is not transferable.
- P** Indicates passing grade. This grade carries no honor points and is not calculated in the grade point average.
- F** Failure to meet minimal standards. Course must be repeated to obtain credit.
- I** Incomplete work. An Incomplete is given at the discretion of the instructor and approval by the School dean when circumstances beyond the control of the student prevent the completion of some course requirements.

A student who receives a grade of I must complete the work in the time designated by the instructor. This time may be no longer than one semester. Students carrying a grade of I in the semester in which they petition to graduate must complete the outstanding work within the time designated by the instructor or at least 30 days prior to the Commencement Exercises in which they plan to participate. **A student who does not complete all outstanding work from a prior semester within 30 days of Commencement may not participate in Commencement Exercises of that year.** The Incomplete must be removed by the end of the semester immediately following, including the summer semester. Failure to remove an Incomplete by the time specified will result in a failing grade. A student must then re-enroll and matriculate successfully in the course to obtain credit. A grade of I prior to fall 1995 is permanent.

W Authorized Withdrawal. A student who withdraws from a course or the University after the last published date to withdraw without academic record. The grade of W carries no credit or academic penalty. It is recorded on the permanent record and transcript.

AU Indicates that course was audited and no credit was received.

NR No grade reported.

PASS/FAIL A student may register for a course to be taken on a pass/fail basis. The pass/fail option does not apply to Liberal Arts Core requirements or requirements in the major field other than the internship. The pass/fail option also does not apply to any of the graduate programs in the School of Business Administration. A student must indicate that a course is to be taken pass/fail at the time of registration and may not change this status after the last day to add a class.

Cumulative Grade Point Average

The cumulative grade point average is found by dividing the number of quality points a student has earned by the number of measurable credits of work. Quality points per credit are shown in the following chart:

<u>Grade</u>	<u>Quality points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Note: No D grades are given at the graduate level.

Repeat Policy

Each department determines whether a course may be repeated, and if so, the number of times. When a course with a grade of D or F is repeated (C minus grade for undergraduate Nursing courses), the following rules shall apply:

- the course must be identical in listing and cannot be taken at another institution;
- the second time the course cannot be taken for Pass/Fail;
- both courses and grades will be recorded in the student's file and transcript;
- for calculation of the cumulative grade point average and for fulfillment of curriculum requirements, only the credit and the grade of the course with the highest grade will apply and the credit and grade of the course with the lower grade will no longer count;
- undergraduate courses with grades of C or better may not be repeated.

Academic Probation and Dismissal

It is expected that matriculants—part-time and full-time, graduate and undergraduate—will make continuous progress toward a degree in a timely manner. In support of those efforts, the University, through the Admissions and Academic Standards Committee, reserves the right to take the following academic actions:

- All full-time students who earn a grade point average (GPA) of less than 1.0 in any semester may be dismissed from the University.
- Undergraduate students are required to maintain a cumulative grade point average of 2.0 or higher. An undergraduate student whose cumulative GPA falls below 2.0 is automatically placed on academic probation for the following semester. In a probationary semester, a student must attain a semester GPA of at least 2.0; further, the student must raise the cumulative GPA to the 2.0 or higher level in order to be removed from academic probation. A student who fails to earn at least a 2.0 semester GPA while on academic probation may be dismissed from the University. A student who earns a 2.0 or higher semester GPA while on probation, but fails to raise the cumulative GPA to the required 2.0 or higher level, will be continued on probation for a second semester; however, a student who fails to raise the cumulative GPA to the required 2.0 or higher level after three consecutive semesters of academic probation may be dismissed from the University.
- An undergraduate student who earns a semester grade point average below 2.0, but maintains a cumulative GPA of 2.0 or higher, will not be placed on academic probation but will receive an academic warning.

- Graduate students are required to maintain a cumulative grade point average of 3.0 or higher. A graduate student whose cumulative grade point average falls below 3.0 is automatically placed on academic probation for the following semester. In a probationary semester, a student must attain a semester GPA of at least 3.0; further, the student must raise the cumulative GPA to the 3.0 or higher level in order to be removed from academic probation. A student who fails to earn at least a 3.0 semester GPA while on academic probation may be dismissed from the University. A student who earns a 3.0 or higher semester GPA while on probation, but fails to raise the cumulative GPA to the 3.0 or higher level, will be continued on probation for a second semester; however, a student who fails to raise the cumulative GPA to the required 3.0 or higher level after three consecutive semesters of academic probation may be dismissed from the University.
- Students who are on probation for three **nonconsecutive** semesters may be dismissed from the University.
- Part-time undergraduate students will not be subject to academic action until they have attempted 12 credits at Marymount; part-time graduate students, until 6 credits. Thereafter, regardless of the number of credits they attempt in a given semester, they will be liable to academic action under the same directives as full-time students.
- Students dismissed from the University may not apply for readmission until a semester has elapsed. Readmission will be considered by the Admissions and Academic Standards Committee only if the student presents evidence of satisfactory academic efforts in the time he or she has been separated from the University. The Committee will not review applications that do not have demonstrations of academic success. A nonrefundable fee of \$35 must accompany the application for readmission.

The Committee reserves the right to establish any and all specific terms and conditions under which students who have been dismissed from the University may be allowed to return. Failure to comply with these terms and conditions will result in automatic dismissal from the University.

- Students who have been academically dismissed twice from the University will not be eligible to be readmitted to the University.

Appealing an Academic Dismissal from the University

If a student wishes to appeal an academic dismissal from the University, the procedures outlined below **must** be observed:

1. **All appeals must be in writing.** The appeals are to be addressed to the vice president for Academic Affairs. Appeals will be reviewed by the Committee on Admissions and Academic Standards.
 2. Appeals are due to the Office of the Vice President for Academic Affairs ***within five working days of the date of receipt of letter of dismissal***. No appeals will be accepted after this time. It is the student's responsibility, whether in the United States or abroad, to be aware of mail sent to them by the University. The University will make every attempt to contact the student in writing using the addresses on file with the Registrar's Office.
 3. Appeals **must explain in full** the student's reasons for seeking a reversal of the academic dismissal. **The Committee will consider only those cases in which a grade change has favorably affected the recalculation of a grade point average, or extraordinary circumstances outside the control of the student which affected academic performance and which can be substantiated with written documentation.**
 4. Appeals will be responded to in writing by the vice president for Academic Affairs on behalf of the chair and Committee on Admissions and Academic Standards. The response of the vice president to the written appeal will bring the process to an official end.
- Students who have been readmitted to the University after *three or more semesters of academic dismissal* will return to the University under the catalog in force at the time of their readmission and must meet the requirements of their degree program stated in that catalog.

- These directives are to be reviewed annually by the Admissions and Academic Standards Committee and they may be suspended when, in the opinion of the committee, the interests of the student and of the University will best be served by such suspension. Such action, however, may not be construed as a precedent by any petitioner.

Evaluation of Students

The method of evaluation in each course is determined by the individual instructor. The final grade given for any course is based on the sum of evidence that the student gives the instructor, which demonstrates understanding and retention of the material presented in the course. In addition to formal examinations, the instructor makes use of recitation, term papers, written and oral quizzes, and participation in class and seminar discussions to determine the student's grade. The grade is a symbol of a student's degree of mastery of a course. The University requires that all written work submitted by students conform to standard English.

Final Examinations

Final examinations are scheduled during a final examination week. A student who has more than two final examinations scheduled in one day may request rescheduling of one examination at the discretion of the vice president for Academic Affairs.

Midterm Grades

At the end of the seventh academic week of each semester in the regular academic year, instructors submit interim grade reports to the vice president for Academic Affairs. This grade is not a part of the permanent record of the student but is used as an indicator of scholastic progress. These reports are not made available to students unless a grade of D or failing marks are reported.

Midterm grades are an indication of the quality of the student's performance **at that point in the semester**; they are not an indication or a guarantee of the student's final grade in the course.

Audit Courses

An audit course carries no credit or grade but is considered as a regular course for tuition payment and is entered on the transcript. A student must indicate that a course is to be audited at registration and it may not be changed to a course for credit once it has been registered as an audited class. A student may not change from credit to audit after the last day to add or late register as published in the Academic Calendar.

Transfer Articulation Policies

The Washington area is home to many residents from other parts of the country and the world. For this reason Marymount has been especially responsive to students transferring directly from other institutions or bringing academic credits earned elsewhere. Advising of transfer students is conducted by specially trained individuals who pay attention to the quality of prior academic learning.

Acceptance of course credits earned elsewhere for credit toward degree requirements is at the sole discretion of Marymount University.

Marymount accepts CLEP subject examination and Advanced Placement credits and provides special challenge credits for diploma graduates in Nursing. As a member of Servicemembers Opportunity Colleges (SOC), Marymount also accepts DANTES credits. No more than 30 undergraduate credits can be earned by a Marymount student through any combination of CLEP, ACT/PEP, or DANTES examinations, validation examinations administered by the academic departments of the University, or assessment of portfolios of prior learning administered through the Liberal Studies program. None of these 30 credits may be used to complete the residency requirement for graduation from Marymount.

Applicants desiring entry at the junior-senior level must submit to the Office of Admissions evidence of having met the following minimum collegiate requirements for junior-senior status at Marymount University:

- A cumulative grade point average of 2.0 and 60 semester credits or the equivalent in college credits.

- For transfer students only: Marymount University will not transfer a student's quality point average from any other institution if the student entered Marymount for the first time after September 1996. The GPA of transfer students entering Marymount before September 1996 will be counted.
- A maximum of 64 credits may be transferred from any community college. Marymount University does not normally accept for transfer equivalent community college specialized courses whose content appears comparable to junior or senior level courses at Marymount unless the applicant successfully completes validation exams.
- A minimum of 28 semester credits in general education courses with a grade of C or better in each and distributed in the following subject areas. Suggested courses that meet these requirements are shown below each subject area.

Communication (6 credits)

College Composition

Humanities (6 credits)

History and Appreciation of Art, Music Appreciation, Survey of American Literature, Survey of English Literature, Survey of World Literature, Survey of Western Culture, Introduction to Philosophy, History of Western Philosophy (Note: Studio courses in the fine arts are excluded.)

Social Science (6 credits)

Principles of Economics, Geographic Regions of the World, U.S. Government, International Relations, Introduction to Psychology, Human Growth and Development, Introduction to Sociology, Principles of Anthropology

Science (4 credits)

General Biology, Human Anatomy and Physiology, General Chemistry, College Chemistry, Natural Sciences, Introduction to Physics, Physical and Historical Geology, Principles of Astronomy

History (3 credits)

History of Western Civilization, History of World Civilization, U.S. History

Mathematics (3 credits in a college-level course)

Attendance

It is University policy that students are expected to attend class. This expectation stems from the belief that a student is missing an educational opportunity when he or she is absent from a class without a valid reason. **In order to assure initial contact with the instructor, classmates, and course content, each student is required by the University to attend all classes for the first three academic weeks of a semester.** After this period, it is the prerogative of the individual instructor to establish requirements for class attendance. Students are responsible for complying with the instructor's requirements. Without permission of an individual instructor, no test or class material will be repeated or rescheduled.

Prolonged illness or extraordinary circumstances such as a death in the family must be reported to the vice president for Student Services.

Persons not officially enrolled in a course offered by the University may not attend classes.

Dual Academic Programs or Degrees

An undergraduate student who elects to pursue dual academic programs must complete all required coursework for each program.

Each graduate degree program is considered to be separate from any other degree program. Therefore, the policy governing the pursuit of a second Marymount graduate degree is essentially the same for the pursuit of a first degree, including the minimum number of credits required for residency, consortium course restrictions, and probation/dismissal policies. The second degree must include at least two-thirds of the total number of credit hours normally required for a single degree. In addition, all of these credit hours must be from courses that were not completed for any other degree.

The University cannot guarantee availability of all course requirements without scheduling conflicts when pursuing a dual academic program or degree.

Change of Major or Degree

Request for change of academic program must be made in writing. Forms for this purpose may be obtained in School offices. The change of academic program must be approved by the dean in the School offering the new program and submitted to the School. When a change of

major includes a change of School, the dean in the School offering the new major must approve and sign the Change of Major Form.

Requirements for Graduation

The Bachelor's Degree

The bachelor's degree is awarded to students meeting the following requirements (or their equivalent in transferred credits in the case of transfer students):

- Complete all course requirements with a grade point average of 2.0.
- Earn a minimum of 120 credits by completing the following:
 - All Liberal Arts Core requirements including a minimum of 6 credits in open electives
 - All general education requirements imposed by the School in which the student is enrolled and which are different from Liberal Arts Core requirements
 - All major requirements

The Associate Degree

The associate degree in arts or applied science is awarded to students who do the following:

- Submit to the Office of the Registrar a request for an associate degree one full semester prior to the anticipated conferral of the degree.
- Fulfill all course requirements as specified in each degree area. The associate in arts degree (A.A.) is offered with a Liberal Studies emphasis. The degree requirements are listed in the Liberal Studies program description. The associate degree in applied science is offered in Nursing (A.A.S.). The degree requirements are listed in the School of Health Professions program descriptions.
- Earn a minimum of 64 credits with a cumulative grade point average of 2.0.

General

- **Residency requirements:** In order to participate in graduation ceremonies, a student must be receiving a degree. For the bachelor's and associate degrees, students must complete a minimum of 36 credits as a student at Marymount. Graduate students may transfer only 12 credits. **Note: The total number of credits required to earn a degree varies by program.** Please consult individual program sections in this catalog.

- All master's degree students must complete at least 24 graduate credits at Marymount University. In programs with credit requirements greater than 36, master's degree candidates must complete at least two-thirds of the total number of program credits at Marymount. (The total number of credits required for each degree is stated in the degree requirements section for each program.)

- **Completion requirement:** All coursework for an undergraduate degree from Marymount University must be completed within 10 years of the date of matriculation. All coursework for a graduate degree or a certificate program from Marymount University must be completed within 5 years of the date of matriculation.

- **Minimum grade point average (GPA):** A cumulative GPA of 2.0 or better must be obtained for the awarding of any undergraduate degree or certificate. This cumulative GPA applies to Marymount University coursework and to all coursework transferred onto a Marymount transcript before September 1996.

A cumulative GPA of 3.0 or better must be obtained for the awarding of any graduate degree or post-baccalaureate or graduate certificate.

- **Course requirements:** Marymount University requires successful completion of all general education and major coursework associated with a student's degree program. The requirements to be met are stated in the University catalog current at the time of the student's initial matriculation. Transfer students must complete all courses noted on their transfer evaluation and program of study. This includes attaining minimum grades for courses as stipulated in other sections of this catalog.
- **Documentation:** All final documentation must be received by the Office of the Registrar prior to the deadline for submitting grades. Documentation includes such items as official transcripts, test scores, completion of incompletes, and grade changes. A graduation petition must be received by the Office of the Registrar by the deadline posted in the course schedule.

- **Financial obligation:** All financial obligations must be met prior to the University Commencement. Financial obligations include parking fines, credit holds, tuition, etc.
- **Academic certification:** Certification for graduation by a student's dean and the registrar must be obtained prior to the University Commencement.

Continuous Registration

Candidates for a degree must maintain continuous registration until all degree requirements are satisfied. By failing to register for one semester or more (not including summer semester), a student breaks registration and must reapply. Continuous registration may be maintained for a maximum of two consecutive semesters, not including summer semester.

A nondegree student who breaks registration for one semester or more must reapply for admission to the University.

A readmitted student must satisfy curriculum requirements existing at the time of readmission. Any student wishing to maintain continuous registration in absentia will be charged a fee of \$30 per semester payable at regularly scheduled registration dates. Continuous registration requires the student's signature and may be conducted via the U.S. mail or by fax.

Graduation and Diploma

Degrees are conferred in May, August, and December. There is one formal Commencement ceremony in May.

A student must file a graduation petition form (available at registration or in the Registrar's Office) when registering for the final semester.

Note: The completion of a graduation petition does not guarantee that a student will graduate.

A student's degree audit will be completed by the School in which the student is matriculated once a student petitions to graduate. The degree audit will determine if a student is eligible to graduate.

Diplomas are issued during the Commencement ceremonies provided the graduation petition has been submitted to the registrar by the deadline posted in the course schedule. Diplomas for August and December graduates are mailed by the Registrar's Office at the close of summer and fall semester provided the graduation petition has

been submitted in a timely manner. A \$35 diploma fee is payable at submission of the graduation petition. A petition submitted after the deadline carries a \$70 fee. Graduation petitions submitted after the posted deadline will be processed at the discretion of the University.

Students who submit the petition after the published deadline will not receive their diplomas at the close of the semester, may not graduate until the next graduation date, and in the spring semester, may not be listed in the Commencement program. A student who submits a late petition may not be eligible to participate in Commencement exercises if a full audit of the student's record cannot be processed to confirm eligibility.

Diplomas are mailed within the United States at no charge and outside the United States for an additional fee of \$10. Diplomas are withheld from students who have unsettled obligations to the University.

A student who does not meet graduation requirements at the end of the semester in which a graduation petition was filed must file a new petition, pay a \$10 renewal fee, and indicate the new anticipated graduation date.

Students who participate in the Commencement with a projected date of completion in the summer following will not receive the diploma at Commencement; the diploma will be awarded only after all program requirements are completed.

Students who need to earn six credits or less during the summer semester to complete their degree requirements may participate in the May Commencement exercises if they meet both of the following conditions:

1. complete a petition for graduation by the time designated in the course schedule; and
2. complete and have signed by their dean a *Course Completion Plan* which specifies what work remains to finish their course of studies and in which prescribed term or terms in the summer sessions immediately following Commencement they intend to complete the work. The Course Completion Plan must be submitted to the Office of the Registrar by the graduation petition deadline.

No exceptions or exemptions to these two conditions will be made or given.

Commencement

Marymount conducts formal Commencement exercises each academic year in May.

Subject to the conditions set forth on page 35 for students completing degree requirements in the summer, students graduating at the completion of any other term are welcome and encouraged to participate in the subsequent Commencement exercise and must contact the Registrar's Office for instructions.

Required Proficiency

The University requires competence in basic skills in reading, writing, and mathematics. Any faculty member may refer a student judged to be unsatisfactory in these skills to the Learning Resource Center for evaluation. At the discretion of the vice president for Academic Affairs, such a student may be required to undertake and successfully complete developmental study provided by the University in the skill area in which the student is deficient.

Minimum Credits Requirement

A minimum of 36 semester credits including at least 15 credits in the emphasis area must be completed at Marymount University for any associate or bachelor's degree. A minimum of 24 semester credits must be completed at Marymount for any master's degree. Graduate programs that require more than 36 semester credits, such as the M.B.A. program, have higher minimum requirements for coursework completed at Marymount. Consult the individual program listings in this catalog. The work immediately preceding graduation must be completed at Marymount University. Consortium credits do not apply to the minimum credits requirement.

Transcripts

Official transcripts of courses and credits will be forwarded by the Office of the Registrar to other educational institutions, agencies, or firms upon written request by the student. Transcripts are \$3 per copy, payable in advance. Same-day service is available for \$7 per copy, payable in advance. Requests for transcripts will be processed usually within five working days; however, during registration and immediately following the end of a semester there may be a delay up to two weeks. In the event of unsettled obligations to the University, transcripts will be withheld.

Transferring Credit After Entry

Prior written approval is required if a current Marymount University student wishes to enroll in college or university courses offered elsewhere and receive transfer credit from Marymount. Forms for this purpose are available in each School office and in the Registrar's Office. Approved work at institutions other than Marymount University must be completed with a grade of C or better to be accepted. An official transcript must be submitted to the Office of the Registrar. **No more than two courses may be accepted from another college after matriculation at Marymount.**

Withdrawal from the University

Any student contemplating withdrawal from the University must consult with the vice president for Student Services and obtain an official withdrawal form. A written statement of withdrawal with authorization may be required from a parent or guardian if the student is financially dependent on same. A student withdrawing from the University before semester completion forfeits credit for work done that semester. Students may not withdraw after the date published in the Academic Calendar.

Nondegree Enrollment

Students enrolled on a nondegree basis in undergraduate courses are expected to maintain a minimum grade point average of 2.0, and are subject to review each semester by the Admissions and Academic Standards Committee. No more than 30 credit hours of undergraduate courses earned as a nondegree student at Marymount University are applicable to undergraduate degree requirements or electives. Courses completed with a grade below C may be unacceptable dependent upon specific requirements within the student's program of study.

Students enrolled on a nondegree basis in graduate courses are expected to maintain a minimum grade point average of 3.0, and are subject to review each semester by the Admissions and Academic Standards Committee.

Graduate nondegree admission, in programs which permit it, is limited to a total of 12 credits in the Schools of Arts and Sciences, Education and Human Services, and Health Professions, and to one semester (6 credits) in the School of Business Administration. Students who wish to

continue graduate study beyond the limits for nondegree status must meet all regular admissions requirements for the degree programs. Graduate credits earned at Marymount University, while a student is enrolled through nondegree status, may be applicable to graduate degree requirements or electives. Courses completed with a grade below B may be unacceptable dependent upon specific requirements within the student's program of study.

Selected graduate certificate programs are open to students enrolled on a certificate-seeking basis. Such certificate graduate students may enroll for more than 12 credits, but are limited to enrollment in those courses that fulfill the certificate program course requirements. All Marymount graduate certificate coursework that is applicable to a given master's degree may be applied to that degree. No more than 18 credits of courses earned in certificate programs while admitted to nondegree status may be applied to graduate degree requirements or electives.

Graduate nondegree admission in the School of Business Administration may be permitted, at the discretion of the School, provided the following conditions are met:

- All admissions requirements for degree admission status have been met, except completion of the appropriate standardized test (GMAT, LSAT, GRE, etc.).
- Enrollment in the School of Business Administration through graduate nondegree admission status is limited to only one semester or academic term and for no more than 6 credits of coursework.

Assessment of Learning Outcomes

At Marymount University, faculty strive to improve the curriculum and teaching by assessing student learning. Each academic major of the University requires senior students to demonstrate to what extent such learning has occurred. Various measures are used depending upon the nature of the program: comprehensive examinations, theses, portfolio submissions, and/or standardized professional board examinations. The results of these measures are used by faculty to continually improve and develop the University's programs.

THE CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

Marymount University is a member of The Consortium of Universities of the Washington Metropolitan Area, www.consortium.org.

Eligible students from Marymount may take approved courses at member institutions. Other members include American University, The Catholic University of America, Gallaudet University, George Mason University, Georgetown University, The George Washington University, Howard University, Southeastern University, Trinity College, the University of the District of Columbia, and the University of Maryland at College Park.

Eligibility and Requirements

- All undergraduate and graduate degree-seeking students in good academic standing are eligible. Nondegree students are not eligible.
- Students must obtain a signed Consortium Registration Form that includes the signatures of the advisor, the School dean, and the consortium coordinator in the Office of the Registrar. The course must not be offered concurrently at Marymount University.
- Registration in the course is acceptable as determined by the visited institution.
- A maximum of 6 credits or 2 courses may be counted for credit toward Marymount degree requirements.
- Consortium courses do not fulfill the minimum credits requirement for residency.
- Students may not enroll in consortium classes in the semester immediately preceding their anticipated graduation.

Registration Procedures

- Determine the course you wish to take. Schedules for all institutions are available in the Registrar's Office or at www.consortium.org.
- Obtain the Consortium Registration Form from the Registrar's Office.
- Obtain the signature of your School dean and academic advisor and return the form to the Registrar's Office for the signature of the consortium coordinator and Consortium Seal.