



CONTINUING EDUCATION HANDBOOK 2013

SALVE REGINA UNIVERSITY

Salve Regina University Office of Graduate and Continuing Education
Phone: 800-637-0002 Email: continuing_ed@salve.edu

TABLE OF CONTENTS

ACADEMIC CALENDAR	2
INTRODUCTION	4
ADMISSIONS	6
ONLINE STUDIES	8
FINANCIAL INFORMATION	10
UNIVERSITY SERVICES.....	13
THE CURRICULUM.....	14
ACADEMIC POLICIES.....	19
MATRICULATION AND ENROLLMENT	21
REGISTRATION POLICIES AND PROCEDURES	22
TRANSFER CREDIT AND ADVANCED PLACEMENT POLICY	24
GRADUATION POLICIES AND PROCEDURES.....	26
ACADEMIC SUPPORT.....	31
UNIVERSITY POLICIES	33
COMPUTER AND NETWORK USE POLICY	36
ACADEMIC PROGRAMS	38
ACCOUNTING	39
BUSINESS ADMINISTRATION	40
LIBERAL STUDIES	50
NURSING.....	51
ADMINISTRATION.....	56
MEMBERS OF THE BOARD OF TRUSTEES	57

Academic Calendar 2012-2013

2012 Fall Semester

September 2	Sunday	Freshman and New Students Arrive
September 3	Monday	** Labor Day – No Classes **
September 4	Tuesday	Convocation
September 4	Tuesday	All Resident Students Arrive
September 5	Wednesday	Fall Classes Begin
September 12	Wednesday	Graduate & Continuing Education – Session I Begins
September 17	Monday	Last Day To Change Undergraduate Semester Registration
October 6-8	Saturday – Monday	Constitution Day
October 8	Monday	** Columbus Day Break – No Classes **
October 9	Tuesday	Resident Students Return
October 15	Monday	Classes resume
October 23	Tuesday	Midterm Grades Due in Registrar’s Office
October 24	Wednesday	Graduate & Continuing Education – Session I Ends
October 26	Friday	Graduate & Continuing Education – Session II Begins
November 6-12	Tuesday – Monday	Last Day to Withdraw from an Undergraduate Semester Course Without Penalty
November 9	Friday	** Registration for Spring Semester **
November 12	Monday	Last Day to Submit File for Degree Forms to the Registrar for May 2013 Commencement
November 21-25	Wednesday – Sunday	Veterans’ Day Observed – All Classes Meet
November 25	Sunday	** Thanksgiving Break – No Classes **
November 26	Monday	Resident Students Return
December 11	Tuesday	Semester Classes Resume
December 12	Wednesday	Last Day Of Semester Classes
December 14	Friday	Undergraduate Reading Day
December 13-19	Thursday-Wednesday	Graduate & Continuing Education – Session II Ends
December 20	Thursday	Final Exams
NOTE:		Christmas Break Begins
		Final Grades Due To Registrar 72 Hours After Exam Time

2013 - Spring Semester

January 21	Monday	** Martin Luther King Day – No Classes **
January 21	Monday	Resident Students Arrive
January 22	Tuesday	Spring Classes Begin
January 29	Tuesday	Graduate & Continuing Education – Session I Begins
February 1	Wednesday	Last Day To Change Undergraduate Semester Registration
February 18	Monday	Recommended last date to file Financial Aid Forms to satisfy March 1st priority filing deadline, 2013–2014 academic year
February 19	Tuesday	** President’s Day – No Classes **
March 4	Monday	All Monday Classes Meet – No Tuesday Classes
March 9-17	Saturday – Sunday	Midterm Grades Due in Registrar’s Office
March 17	Sunday	** Spring Break **
March 18	Monday	Resident Students Return
March 19	Tuesday	Spring Classes Resume
March 20	Wednesday	Graduate & Continuing Education – Session I Ends
March 22	Friday	Graduate & Continuing Education – Session II Begins
March 28-April 1	Thursday – Monday	Last Day to Withdraw from an Undergraduate Semester Course Without Penalty
April 1	Monday	SRYou Student Exposition (no classes 8:00 am to 5:00 pm)
April 2	Tuesday	** Easter Break **
April 2-8	Tuesday – Monday	Resident Students Return
March 28-April 1	Thursday – Monday	Spring Classes Resume
April 1	Monday	** Registration For Fall 2013 **
April 2	Tuesday	** Easter Break **
April 2-8	Tuesday – Monday	Resident Students Return
		Spring Classes Resume
		** Registration For Fall 2013 **

April 3	Wednesday	All Monday Classes Meet – No Wednesday Classes
May 3	Friday	Last Day Of Semester Classes
May 4-5	Saturday – Sunday	Undergraduate Reading Days
May 6-11	Monday – Saturday	Final Exams
May 10	Friday	Graduate & Continuing Education – Session II Ends
May 13	Monday	Final Grades for Graduating Students Due in Registrar’s Office
May 18	Saturday	Baccalaureate Mass
May 19	Sunday	University Commencement
NOTE:		Final Grades Due To Registrar 72 Hours After Exam Time Or If Graduating Student May 13

2013 – Summer Sessions

May 13	Monday	Graduate & Continuing Education Online Interactive – Session I Begins
May 27	Monday	Memorial Day – No Classes
May 28	Tuesday	Summer Session I – Classes Begin
June 28	Friday	Graduate & Continuing Education Online Interactive – Session I Ends
July 1	Monday	Summer Session I – Classes End
		Graduate & Continuing Education Online Interactive – Session II Begins
July 2	Tuesday	Summer Session II – Classes Begin
July 4	Thursday	Independence Day – No Classes
August 8	Thursday	Summer Session II – Classes End
August 16	Friday	Graduate & Continuing Education Online Interactive – Session II Ends

INTRODUCTION

History

Founded by the Religious Sisters of Mercy, Salve Regina was established as an independent institution in the Catholic tradition to provide higher education to women and men. Salve Regina College was chartered by the State of Rhode Island in 1934 and, after acquiring Ochre Court in 1947, welcomed its first class of 58 students. By a 1991 amendment to the charter, the name was changed to Salve Regina University.

The undergraduate academic programs are based on the liberal arts, offering concentrations in the arts and sciences and in pre-professional and professional programs. The University offers associate, baccalaureate, and master's degrees, the Certificate of Advanced Graduate Study, and the Ph.D. in Humanities.

Salve Regina enrolls 2,500 men and women from 35 states and 16 foreign countries and boasts over 14,000 alumni.

The Mission

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice.

The University, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives.

In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just, and merciful.

Accreditation and Membership

The University is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education. Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or University is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209

Burlington Road, Bedford, MA 01730-1433, (617) 271-0022, e-mail: cihe@neasc.org.

The National League for Nursing Accreditation Commission (NLNAC) accredits the Nursing Program which is also approved by the Rhode Island Board of Nurses Registration and Nursing Education. The Early Childhood, Elementary, Secondary, and Special Education programs are approved by the Rhode Island Department of Education. Rhode Island is a member of the National Association of State Directors of Teacher Education and Certification (NASDTEC). Students completing these programs qualify for certification in 45 states, Washington, D.C., Puerto Rico and Guam. The Department of Social Work offers a baccalaureate program accredited by the Council on Social Work Education. The Visual Arts programs are accredited by the National Association of Schools of Art and Design. The Business Studies program is accredited by the International Assembly for Collegiate Business Education. The master's program in Rehabilitation Counseling is accredited by the Council on Rehabilitation Education (CORE).

The University is a member of the American Council on Education, the American Association of Colleges for Teacher Education, the American Association of Colleges and Universities, the American Association of Collegiate Registrars and Admission Officers, the College Entrance Examination Board, the Council for the Advancement and Support of Education, the National Association of College Admission Counselors, the National Catholic Educational Association, the Association of Catholic Colleges and Universities, the Council of Independent Colleges, the Council on Rehabilitation Education, the Mercy Higher Education Colloquium, the Association of Mercy Colleges, and the Council on Social Work Education. The University participates in Division III of the National Collegiate Athletic Association and its regional subdivisions.

Accessibility of Programs and Services

Salve Regina University is committed to providing equal and integrated access for students with disabilities to all of its educational, residential, social and recreational programs. Disability services to students at Salve Regina University, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act, ensure that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs. The Office of Disability Services:

- a.) provides support services and reasonable accommodations that allow all students equal access to Salve Regina University programs, regardless of disability;
- b.) provides students with the opportunity to realize their full potential by developing self-awareness and self-advocacy skills; and
- c.) provides students with disability-related information and information about resources— local, state and federal – to assist them in their academic and/or life goals.

Depending on the nature and severity of disability, the types of accommodations and supports students with disabilities may be entitled to receive include, but are not limited to: academic accommodations (extended time exams, note-taking assistance, etc.), accessible housing and classroom locations, assistive technology, assistance with course registration, and other accommodations.

To arrange disability accommodations students must:

1. Provide documentation of the disability to the Office of Disability Services at the Academic Development Center. Students may bring documentation in person to a Learning Services Specialist, or may mail documentation to:
Disability Services
Academic Development Center
100 Ochre Point Ave. Newport, RI 02835
Fax: 401-341-2912
2. Make an appointment with the Learning Services Specialist by calling 341-3150, to discuss accommodations appropriate to their disability and receive accommodation forms for faculty;
3. Provide professors with notification forms indicating the need for disability accommodations.
4. Students in need of accommodations for physical, mobility or sensory disabilities are also asked to contact the Office of the Dean of Students at 401-341-2145 to make arrangements for accommodations outside the classroom. Students are advised to provide notice of their disability needs well in advance of their arrival on campus to assure that their needs are appropriately met.

Please see <http://www.salve.edu/offices/disabilityservices/> for more complete information.

ADMISSIONS

To be considered for admission, interested students must apply for a degree program by completing the application process described in this section. Specific admissions criteria required for each program is noted below. Students are permitted to apply at any time throughout the year as admissions for continuing education programs operates on a rolling basis. All prospective students are encouraged to contact Graduate Studies and Continuing Education Admissions for more information.

General Admissions Criteria

All candidates for admission must show evidence that they have completed a level of education equivalent to a high school diploma. In addition, post-secondary credit requirements are program-specific. All qualified students are eligible for admission to Salve Regina regardless of race, color, age, sex, disability, religion or national origin.

Salve Regina evaluates the total application package. All applicants must submit:

- Completed application. Applicants may apply online or use the printable application form;
- Nonrefundable \$40 application fee;
- Official transcripts from all high schools, colleges and universities attended. Please note: applicants who have earned an Associate's Degree in any field or a Diploma in Nursing do not need to submit High School transcripts;
- Two letters of recommendation from individuals who are positioned to evaluate your academic ability and commitment to program requirements. Letters should be submitted via the recommendation form which is available on the website;
- A personal statement of 1-2 typed pages discussing your interest in entering a program leading to a bachelor's degree.

Program Specific Criteria

RN to BS in Nursing

The Continuing Education RN to BS program in nursing is designed for licensed registered nurses who have graduated from an accredited program awarding an associate degree or a diploma in nursing.

To apply applicants must:

- Have an active license as a registered nurse;
- Have earned 45 undergraduate academic credits;
- Have earned an associate's degree or diploma in nursing with a grade point average of 2.70 or higher.

Following admission students are automatically granted 32 credits for their prior educational preparation as a registered nurse. Other coursework taken during the licensing process or more recently may also be eligible for transfer to Salve Regina. Students must take a minimum of 36 credits at Salve Regina to earn the bachelor's degree and a minimum of 60 credits at Salve Regina to be eligible for an honors designation at graduation.

Business Administration, Marketing and Accounting

The Continuing Education bachelor's degree programs in business are designed for students who have a high school diploma or the equivalent and are interested in pursuing a degree that is designed to prepare students for a career in business. Students who have earned undergraduate credits are also eligible to apply. During the application process college level credits will be reviewed for possible transfer credit application toward the degree program.

To apply applicants must:

- Have earned a high school diploma or equivalent with a grade point average of a 2.30 or higher.

Liberal Studies

The Continuing Education bachelor's degree program in Liberal Studies is designed for students returning to college with existing course credit from other institutions.

To apply applicants must:

- Have earned a high school diploma or equivalent;

- Have earned at least 60 undergraduate academic credits from a regionally accredited institution with a grade of “C” or higher;
- Have earned a grade point average of 2.00 or higher.

Transfer Credit at Time of Admission

The University welcomes students who have earned undergraduate academic credits at other regionally accredited institutions prior to admission into a degree program at Salve Regina University. Students must submit transcripts from all institutions attended so that they may be reviewed for applicable transfer credit and academic standing.

A list of institutions with which Salve Regina University has an articulation agreement may be found at:

<http://www.salve.edu/Media/Webiste%20Resources/pdf/about/registrar/TransferArticulation.pdf>.

Typically, credit is awarded for all academic courses taken at a regionally accredited institution in which the student has earned a grade of “C” or higher when coursework is comparable to that of Salve Regina and does not duplicate other courses accepted for credit. All students must complete at least 36 academic credits at Salve Regina and meet all graduation requirements to earn a degree from the University. In order to be eligible to earn Latin Honors at commencement students must complete at least 60 credits at Salve Regina University.

Salve Regina has articulation agreements with a number of two-year colleges. Students may consult with a representative from the Office of Graduate Studies and Continuing Education Admissions for further information.

Transferring credits after matriculation follows a separate procedure. (See Study at Another University on page 24.)

Second Degree Students

Students who have previously completed a baccalaureate degree and wish to pursue an additional baccalaureate degree at Salve Regina follow the regular application procedure for transfer students. These students must complete prerequisites to their major, requirements in their major, and core curriculum requirements in religious studies. Second degree students must complete a minimum of 36 credits in the second degree program at Salve Regina to receive their degree. International students whose native language is not English, possessing a baccalaureate degree, must also complete the University’s two semester English for Academic Purposes (EAP) requirement, or have a minimum TOEFL score of 79 (550).

Advanced Placement, International Baccalaureate, CLEP, and Dual Enrollment

Salve Regina University has established policies to award advanced standing to students who meet the established criteria. It should be noted that the chairs of each academic department determine the number of Salve Regina credits and the placement of students who submit requests for advanced standing. Specific requirements for transfer credit and dual enrollment may be found in the Academic section of this handbook. A detailed listing of credits granted and acceptable test scores can be found on the University Web site at

<http://www.salve.edu/about/campusOfficesAndServices/registrar/transferCredit.aspx>.

ONLINE STUDIES

Salve Regina University provides alternative and convenient course formats to support the needs of our students who have busy professional and personal lives. Salve Regina University has been providing master's programs by extension since 1985. Salve Regina offers a Master of Business Administration, a Master of Arts in International Relations, Master of Arts in Humanities, a Master of Science in Administration of Justice and Homeland Security, Master of Science in Healthcare Administration and Management and Master of Science in Management, plus several professional certificates, completely online. Salve Regina offers online self-paced and hybrid courses for students in the undergraduate continuing education programs.

Online Course Structure

All online courses are accessed through the Internet. Once students register for a course, they are notified of their user name and password. Online courses are offered in two formats: online self-paced and hybrid.

Online self-paced courses are available to students on the first Monday of every month and students have four months to complete them. Courses are organized into three to five modules, with one assignment per module. Students work with the textbook and the online course materials to meet the learning objectives of the course. Assignments are submitted and returned electronically through the course assignment tool. E-mail and chat tools are available to contact the instructor as well as interact with fellow students.

Hybrid courses blend classroom learning and online learning. Since much of the course content and some activities are moved online, the number of class meetings over the course of a term or semester is reduced. It is very important to check the schedule of classes for starting dates, as some courses begin online before meeting in the classroom, while others have an initial class meeting and then continue online.

Textbooks for online courses are available from the Salve Regina University bookstore. Textbooks should be ordered before the course begins to ensure adequate preparation for the first day of class.

Students unable to complete course work within the scheduled time should carefully read the guidelines for the Incomplete process and the Course Withdrawal process in the "Academic Policies" section of this handbook.

Computer Requirements for Online Courses

Online courses are delivered via the Internet using course management software. Students must use a supported Web browser to access the Internet and courses. For more information, visit our website at www.salve.edu/graduatestudies/ for the most current and updated technical assistance.

The campus uses Microsoft Office. All written papers need to be saved in a file format compatible with Microsoft Word. Some business courses require spreadsheet software for their assignments. Students will need to save their assignments in a format compatible with Microsoft Excel. Additionally, some courses may require plug-ins to access course material. The Web site above also lists links to the most common plug-ins needed.

Registration

Matriculated students may register online through My Information. The link is titled "Search and Register for Classes." Nonmatriculated students may use the registration link available at <http://www.salve.edu/graduatestudies/>. Students may also register for all on-campus and online courses in person at the Office of the Registrar located on the second floor of McAuley Hall. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Registration materials can be obtained from the Office of Graduate Admissions or on the website at www.salve.edu/graduatestudies/schedule.cfm and may be faxed or mailed.

Registration Period for Online Courses

Self-paced courses are available to students on the first Monday of every month and students have four months to complete them. Students may register for self-paced courses prior to the start date of the class. Students have until 5:00 pm on the first day of class to drop the course without penalty.

Online interactive courses have two seven-week sessions in each semester with specific start and end dates. Check the most current course schedule for dates. Registration for seven-week online interactive courses after the start date requires the permission of the instructor.

FINANCIAL INFORMATION

Student Financial Responsibility

All payments are due before registration. No registration is complete until all financial obligations are met and all conditions for eligibility for registration are satisfied. It is the student's responsibility to keep addresses current, including home, local, and billing addresses. To do so, students should complete the Change of Address Form, available in the Office of the Registrar. Students are responsible for verifying to the Business Office both University and outside financial assistance to be applied against the invoice. Students should not rely on banks or other agencies to do this. The University reserves the right to cancel registration, prevent future registration, prevent participation in Commencement ceremonies, and hold diplomas, transcripts and records until financial obligations have been met in full.

Tuition and Fees

The University and the Board of Trustees reserves the right to change tuition and fees to reflect economic conditions. A current listing of tuition and fees may be found on the Graduate Studies website. Charges are payable in advance, and registration remains incomplete until all financial obligations are met. Checks returned for insufficient funds are charged to student accounts. Unpaid charges (greater than six months without payment or default on a signed promissory note) will be placed with a third party collection agency and the student will be liable for all additional costs associated with the collection of the unpaid charges. Collection costs will significantly increase the student's financial obligation.

Financial Aid

Financial assistance is available for graduate students in the form of federal and private loans.

To be eligible for federal financial aid, you must apply each academic year. Since each graduate student's financial aid is calculated based on the individual's unique schedule and charges, it is your responsibility to inform the Office of Financial Aid of any changes to your schedule for each enrollment period.

Eligibility Requirements

To be eligible for financial aid at Salve Regina University, a student must:

- Be a citizen or legal resident of the United States.
- Be enrolled at least half-time (two courses [6 credits] per semester) and be accepted as a candidate in a degree- or certificate-granting program at the University (Conditionally accepted students are eligible for a maximum of two semesters.).
- Be making satisfactory progress toward the completion of the course of study.
- Not be in default on Federal loans.
- Not owe a refund on a Federal grant.

Federal Direct Loans

Eligibility for federal financial aid is limited to dependent accepted students enrolled at least half-time in a degree- or certificate-granting program. Conditionally accepted students are eligible for a maximum of two semesters.

Alternative Financing

Private alternative loans are available to students who do not meet the requirements for federal aid. Contact the Office of Financial Aid for details.

Satisfactory Academic Progress

Students must maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress requires a student to complete their program within a specific period of time and to maintain the required grade point average (GPA).

Academic progress for financial aid eligibility is monitored at the end of each academic year. If the minimum requirements for eligibility are not met, the student is not eligible for financial aid until academic standing meets the minimum requirements. In this case, the student may appeal to remain eligible for one semester based on mitigating circumstances. This appeal must be submitted to the Director of Financial Aid, in writing, within two weeks of the

notice of ineligibility. If a student is making significant progress toward meeting the minimum requirements, one additional probationary semester of financial assistance may be granted.

Students must complete their degrees within 150 percent of the published program length or they forfeit federal aid eligibility. As an example, if a program takes two years to complete, your financial aid eligibility is up to three years.

Satisfactory Academic Progress standards for part-time study are available in the Office of the Registrar.

National Guard Tuition Assistance

Members of the National Guard may qualify for state-sponsored tuition assistance programs. Students interested in this program should contact their Adjutant General’s office. Members of the Army National Guard may also qualify for Army ROTC tuition assistance benefits under provisions of the Army ROTC Simultaneous Membership Program.

Veterans Administration Educational Benefits

Salve Regina University is approved for veterans’ benefits, including Yellow Ribbon benefits. The V.A. enrollments are certified through the Office of the Registrar. Interested persons should contact their federal veteran’s education website at <http://gibill.va.gov> or phone 1-(888)-GI-Bill1 (1-888-442-4551) for assistance.

Renewal of Financial Aid

Renewal of financial aid is not automatic. Recipients are required to apply each year by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust any financial aid for which it is responsible. For further information regarding any of these financial assistance programs, visit our website, write or call the Office of Financial Aid at Salve Regina.

For your convenience, complete instructions with links to required forms are available in the Admissions/Financial Aid section of the Salve Regina University Web site at www.salve.edu.

Refund Policies

Refund Policy for Withdrawal from Campus-Based Courses

Students are eligible for refunds of tuition according to the following schedule, provided they have followed the procedure outlined in the “Withdrawal from a Course” or “Withdrawal from the University” sections of this handbook:

1. A student who leaves the University during or at the end of a semester shall not be charged for the next semester. However, if the student has already registered for classes for the next semester, the student is responsible to drop the same classes before the next semester starts, using the drop/add form in the Office of the Registrar.

2. A student who leaves the University (except for suspension or dismissal for misconduct) or changes his or her enrollment during a semester shall be eligible for a tuition and room and board refund during the first five weeks, according to the following schedule for a fall or spring semester 15-week course:

Withdrawal before classes begin	100%
Withdrawal before start of the second week of the semester	90%
Withdrawal before start of the third week of the semester	80%
Withdrawal before start of the fourth week of the semester	70%
Withdrawal before start of the fifth week of the semester	60%
Withdrawal before start of the sixth week of the semester	50%
Withdrawal after start of the sixth week of the semester	0%
Withdrawal from weekend workshops (after workshop starts)0%

3. The tuition refund schedule for campus-based “compressed” courses that meet seven weeks or fewer in a semester is as follows:

Withdrawal before classes begin	100%
Withdrawal before the 10th calendar day from start of course.....	80%
Withdrawal before the 16th calendar day from start of course	60%
Withdrawal after the 15th calendar day from start of course	0%

4. The tuition refund policy for campus-based courses offered in summer sessions is based on the following schedule:

Withdrawal before classes begin	100%
Withdrawal during the first week of class	80%
Withdrawal during the second week of class	60%
Withdrawal after the second week of class	0%
Weekend workshops (after a workshop has started.....)	0%

5. A student who is suspended, dismissed, or withdraws when under investigation for misconduct shall not have tuition refunded for the semester in which action is taken.

6. Refunds for student withdrawals will be processed within 30 days after the University has received notification of withdrawal. Tuition refunds will be calculated based on the date the Office of the Registrar receives the withdrawal form. All fees are nonrefundable after the start of classes. The University reserves the right to charge an administrative fee for refunds of this nature.

Refund Policy for Withdrawal from Online Courses

Students are eligible for refunds of tuition according to the following schedule provided they have followed the procedure outlined in the “Withdrawal from a Course” section of this handbook.

1. Refunds for full-semester and four-month online self-paced courses are as follows:

Withdrawal before classes begin	100%
Withdrawal before start of the second week of the course	90%
Withdrawal before start of the third week of the course	80%
Withdrawal before start of the fourth week of the course	70%
Withdrawal before start of the fifth week of the course	60%
Withdrawal before start of the sixth week of the course	50%
Withdrawal after the start of the sixth week of the course	0%

2. Refunds for seven-week online courses are as follows:

Withdrawal before 5pm on or before the first day the class begins	100%
Withdrawal before the 10th calendar day from start of course	80%
Withdrawal before the 16th calendar day from start of course	60%
Withdrawal after the 15th calendar day from start of course	0%

Tuition refunds will be calculated based on the date the Office of the Registrar receives the withdrawal form. All fees are nonrefundable after the start of classes. The University reserves the right to charge an administrative fee for refunds of this nature.

UNIVERSITY SERVICES

The Office of Career Development

The Office of Career Development plays an active role in preparing graduate students for the job market. Career advisors are available to students through individual appointments and daily drop-in hours, and the Salve Regina Gateway system provides students with 24/7 access to employment postings, online resources, and industry information for a variety of career fields. For a full description of available career services and resources, students may visit the Career Development website at www.salve.edu/offices/careerdev/.

Bookstore

The University Bookstore, located in Miley Hall, carries academic and general interest books, as well as a full line of school supplies including computer related merchandise. Textbooks for online and campus-based courses are available online from the bookstore. Textbooks should be ordered before the course begins to ensure that you will not fall behind in your course work. The bookstore provides health-related items, Salve Regina imprinted clothing and gifts, greeting cards, room accessories, and snacks and beverages. The store accepts MasterCard, Visa, Discover, American Express and personal checks. Payments may be made with the Salve Regina card. The bookstore's website may be accessed at www.salve.bkstr.com. The phone number for the Bookstore is 401-341-2933.

Business Office

The Business Office, located on the second floor of Ochre Court, maintains the University's record of financial transactions relating to individual students. Payments to the University from tuition fees and other financial obligations are made to this office. The phone number for the business office is 401-341-2900.

SALVE Card

The SALVE card serves as an identification card for members of the Salve Regina University community and can grant access to a multitude of services. Students are required to carry their student identification card with them at all times. The cards can be used to check materials out of the library, gain access to the library's special reference databases, and utilize the Sullivan Fitness Center.

Salve Regina University identification cards are available to all new students at the time of initial enrollment period by the Office of Safety and Security. Identification cards provide access to the University computer laboratories, the McKillop Library, the cafeteria and to other specific buildings, functions or events. Identification cards should be carried at all times, since students may be asked to present them to University officials upon request. They are to be retained until graduation or departure from the University. If lost or stolen, cards should be reported immediately to the Office of Safety and Security. A \$25 replacement fee will be charged.

Students may contact the site coordinator in Warwick at (401) 341-2150 to obtain a SALVE card.

Cancellations for Inclement Weather

Classes cancelled due to inclement weather or other emergencies will be announced on local radio and television stations, and on the University website.

THE CURRICULUM

The curriculum reflects Salve Regina University's mission. By providing breadth of study in the core curriculum and depth of study in the major, it seeks to prepare students to become lifelong learners and responsible, contributing citizens of both their local community and the world. The undergraduate course of study at Salve Regina University is designed to foster intellectual, social, and spiritual growth that will encourage students to seek wisdom and work for a world that is harmonious, just, and merciful.

The curriculum is comprised of three interconnected parts: the Salve Regina University Core Curriculum, the major, and elective courses.

The Salve Regina University Core Curriculum constitutes the common learning experience for all undergraduates. It seeks to develop breadth of knowledge across a wide range of liberal arts disciplines, with a special emphasis on the ability to integrate and see connections among subject areas. Extending over the course of baccalaureate study, the core both affirms and illustrates the essential unity of all knowledge, provides a solid basis for lifelong learning, and develops a context for the specialized knowledge acquired in the major.

The major gives students the opportunity to master a specific field of study in depth. Students may pursue a second major or a minor when possible and appropriate.

Electives allow a student to enhance the education they are acquiring and to explore ideas and areas to which they may not otherwise be exposed. Students are encouraged to take advantage of the opportunities to explore different courses and be creative about linking the sets of knowledge and skills offered by the various programs.

The Salve Regina University Core Curriculum:

A Program Designed for Developing Lifelong Learners and Responsible Citizens of the World

Structure of the Salve Regina University Core Curriculum

The Core Curriculum is comprised of the Common Core and the Core Complement. The Common Core is comprised of four common courses and the Capstone Experience that are to be taken by all undergraduate students. The remaining courses constitute the Core Complement, that is, elective options which are designed to supplement and support the Common Core while responding to the curricular needs and interests of the individual student.

The Common Core:

Portal Course	GST150: Portal: Seeking Wisdom
Literature	ENG150: What It Means to Be Human
Religious and Theological Studies	RTS210: Christianity in Dialogue with World Religions
Philosophy	PHL220: Philosophy and Responsibility
Capstone Course	GST450: The Capstone Experience

The Core Complement:

Foreign Languages	6 Credits
Literature	3 Credits
Religious and Theological Studies	3 Credits
Mathematics	3 Credits
Natural Sciences	6 Credits
Social Sciences	9 Credits
Visual and Performing Arts	3 Credits

Philosophy of the Core Curriculum

Salve Regina University is committed to preparing our students for the future; that is, for a world that will continually change and yet remain constant in many ways. A crucially important way to prepare students for this changing world is by helping them discover that they can overcome these future challenges with a lifetime of learning and curiosity about the world.

The Salve Regina University Core Curriculum promotes a passion for lifelong learning through enthusiastic educational exchanges between learners and teachers, through a commitment to teaching, scholarship, and research, and through an insistence on high standards. The Core Curriculum provides readings and experiences designed to provoke the interest of students and to address large, general ideas and issues. The University itself provides a model for lifelong learning by being a vibrant learning community, a place where students and faculty engage in collaborative exchanges, the discussion of common texts and readings, and debates about the issues of our times.

The term “responsible World Citizenship” attempts to express, in three words, ideals found in the University’s Mission Statement and in the heritage of the Sisters of Mercy: (1) the acquisition of wisdom and learning that leads to a better understanding of the world and its people and (2) the promotion of a universal justice that is inspired by Catholic values.

A responsible World Citizen is someone who understands and appreciates the diversity of the one human family that extends across the globe. A responsible World Citizen is concerned about the major issues, whether local, regional, national, or global, and keeps informed about them in order to debate them intelligently.

Every student will be encouraged to be a responsible World Citizen who is ready to take concrete action that will promote human dignity, social justice, and sustainable global development and is also ready to assume the responsibilities of a citizen in his or her nation.

Program Goals for the Core Curriculum

Goal 1– An Education with a Catholic Identity

To encourage our students to seek wisdom and prudence and to promote mercy and universal justice by offering them a curriculum with a Catholic identity.

Objectives: In order to reach this goal, students will be expected to:

- 1.1 Demonstrate an awareness of the Catholic intellectual tradition and its distinctive contribution to liberal education at this University.
- 1.2 Know the life of Catherine McAuley and the Mercy mission as a prototype of world citizenship and Catholic identity.
- 1.3 Cultivate attitudes and practices that reflect an abiding respect for the dignity of all persons and a commitment to social justice.
- 1.4 Understand the enduring influence of the Bible and Jewish, Christian, and specifically Catholic, symbols, stories, ideas values and practices.
- 1.5 Engage the Catholic religious tradition with other religious perspectives.
- 1.6 Evaluate their learning and actions from the perspective of Christian ethics.
- 1.7 Understand the teachings of Jesus that give this University its compelling vision of a realm of peace and justice.
- 1.8 Understand how to integrate faith, learning, and service as a means to enrich personal and community life.
- 1.9 Recognize the essential unity of all knowledge as both an intellectual and a religious principle through interdisciplinary and thematic connections among discipline- based courses.

Goal 2 - Liberal Education

To provide students with the kind of broad and broadening Liberal Arts education that will prepare them for a lifetime of developing their intellectual abilities, give them a moral foundation on which to build their learning, challenge them to strengthen their mental flexibility, introduce them to different ways of encountering the realities in the world, and help them to advance in their careers or change their careers by giving them the confidence of knowing that they can learn new things.

Objectives: In order to reach this goal, students will be expected to:

- 2.1 Examine enduring insights, values and principles, starting with the Bible and Socrates, that have helped people to discern the truth.
- 2.2 Develop an awareness of the complexity of other cultural traditions as well as their own in debating urgent contemporary issues within the context of faith and reason.
- 2.3 Engage in critical self-inquiry that promotes self-knowledge in order to develop (1) the ability to evaluate different opinions and beliefs, (2) a willingness to test one's point of view against others, (3) a willingness to recognize faulty thinking and seek other rational alternatives, and (4) a sense of collaboration by learning in community.
- 2.4 Apply their studies in the Liberal Arts and Sciences to contemporary issues and situations.
- 2.5 Develop a knowledge and understanding of Religious and Theological Studies, the humanities, mathematics, science, and the social sciences and an awareness of the interconnectedness of the various disciplines in the Liberal Arts and Sciences curriculum.

Goal 3 - "Responsible Citizens of the World"

To help our students become responsible Citizens of the World.

Objectives: In order to reach this goal, students will be expected to:

- 3.1 Develop an understanding of their own culture, since this culture will be the base for cross-cultural reference.
- 3.2 Develop a knowledge and understanding of cultures throughout the world.
- 3.3 Develop, through critical analysis, a knowledge and an understanding of Western Civilization and the relationship of the United States to it.
- 3.4 Gain awareness of cultural differences in order to promote the respect and empathy for one another that are essential for dialogue.
- 3.5 Transcend the inclination to define themselves primarily in terms of group loyalties and identities.

Goal 4 – Lifelong Learning

To help students utilize skills that are essential for lifelong learning by giving them opportunities to practice these skills across the curriculum.

Objectives: In order to reach this goal, students will be expected to:

- 4.1 Acquire the necessary foundation for the further development and refinement of their communication skills.
- 4.2 Demonstrate the ability to persuade through the organization of ideas (in writing, speaking, and discussion) and through the art of rhetoric.
- 4.3 Use research as a means of finding and communicating the truth.
- 4.4 Use technology to communicate and acquire information.

4.5 Learn to work cooperatively while becoming ever more independent learners.

4.6 Analyze and solve both quantitative and qualitative problems

4.7 Apply skills related to critical reading, critical thinking, and problem solving.

4.8 Integrate and synthesize information and ideas.

4.9 Develop the creative, critical, and imaginative skills needed to recognize the beauty, the goodness and the breadth of human experience.

Options for the Core Complement

Options for the Core Complement are available in the Undergraduate Catalog online, and are indicated on the course registration system. Contact your academic advisor for more information on registering for core complement courses. If your native language is not English, the 6 credit language requirement may be waived.

Degree Programs

The Continuing Education program confers undergraduate degrees in the following disciplines:

Accounting (B.S.)

Business Administration (B.S.)

Liberal Studies (B.A.)

Marketing (B.S.)

Nursing (R.N.- B.S.)

Joint Bachelor's/Master's Degree Programs

The University's five-year programs offer students the opportunity to complete both a bachelor's and master's degrees in a shortened period of time. Programs are offered in the following areas:

Administration of Justice (B.A. and M.S.) – five years

Business Administration (B.A. or B.S. and M.B.A.) - five years

Healthcare Administration and Management (B.A. or B.S. and M.S.) – five years

Holistic Counseling (B.A. or B.S. and M.A.) – six years

Humanities (B.A. or B.S. and M.A.) – five years

International Relations (B.A. or B.S. and M.A.) - five years

Management (B.A. or B.S. and M.S.) - five years

Rehabilitation Counseling (B.A. or B.S. and M.A.) - five and a half years

These programs are designed for the University's highly motivated and qualified undergraduates. Eligibility for the programs requires timely planning and coordination of the undergraduate and graduate curricula. Candidates for the programs apply after completing 75 credits. Applicants should have a grade point average of at least 3.30 and should expect to take four graduate courses for 12 credits while pursuing this bachelor's degree - six credits apply toward the baccalaureate degree and six credits apply toward the master's degree. Final acceptance is conditioned on successfully completing the undergraduate degree. Students interested in pursuing one of these programs should contact the Office of Graduate Studies and Continuing Education at 401-341-2150 or graduate_studies@salve.edu to schedule an appointment to meet with the appropriate Graduate Program Director as soon as they develop that interest.

Degree Requirements

The minimum cumulative grade point average required to qualify for a Salve Regina University degree is 2.00. Some programs require a higher grade point average. Consult the program description in this handbook or the department for specific requirements.

Baccalaureate Degrees

The minimum requirement for a bachelor's degree is 120 credits. A minimum of 36 credits, exclusive of credit by examination options, must be taken at Salve Regina as the residency requirement. Students pursuing the Bachelor of Arts and Science degree must satisfy the course and credit requirements of two major areas, one of a B.A. program, one of a B.S. program.

Students who are readmitted to the University must fulfill the residency requirement of 36 credits at Salve Regina University, 30 of which must be taken after readmission to the University.

The Bachelor of Arts degree in Liberal Studies requires students to complete a minimum of 24 credits in a concentration approved by the department chair or faculty advisor.

Simultaneous Pursuit of Two Baccalaureate Degrees

The total minimum requirement for graduation with two baccalaureate degrees is 152 credits. A minimum of 72 credits, exclusive of credit by examination options, must be taken at Salve Regina as the residency requirement. Note that departmental requirements may necessitate course work in the program that will result in exceeding the minimum. In addition to satisfying specific major/minor and core curriculum requirements for each degree, the student must present for the second degree at least 32 credits in addition to those presented for the first degree, thereby earning the equivalent of five years of University study.

Second Degree Students

Students who have previously completed a baccalaureate degree and wish to pursue a baccalaureate degree at Salve Regina University follow the regular application procedures. These students must complete requirements in the major, as well as prerequisites, and core curriculum requirements in Religious and Theological Studies. Second degree students must complete a minimum of 36 credits in the second degree program at Salve Regina University to receive their degrees. International students whose first language is not English and who already possess a baccalaureate degree must complete the University's core curriculum requirements in Religious and Theological Studies and have a minimum TOEFL score of 79 (550).

Internships

Internships provide opportunities for students to apply knowledge and skills learned in the classroom within professional settings in a variety of organizations. Students may identify internship opportunities with the help of departmental faculty members and the Office of Career Development. An internship is both an academic and practical experience that requires guidance from a faculty sponsor and an internship site supervisor. The student, faculty sponsor, and site supervisor complete and sign an Internship Learning Agreement which specifies the student's role, responsibilities, and academic requirements for the internship. Students must work at least 105 hours to earn 3 credits. Students must complete the work during the semester in which they are registered for the internship, and may not earn credit for work completed prior to submitting a completed signed Internship Learning Agreement. Interns must have a minimum Grade Point Average of 2.00 (higher, in some departments) to complete an internship for credit. Students considering an internship for credit should consult with the Department Chairperson during the semester prior to the internship for guidance and departmental requirements. The Office of Career Development can assist students who are interested in internships that will not carry academic credit.

Study Abroad Program

To increase global awareness, the Office of International Programs at Salve Regina University offers academic programs outside the United States. With direct exchanges and through affiliated institutions, we offer short-term and semester-long programs throughout the world. Intersession, spring break, and summer programs are open to all students in good standing; semester and year-long programs are open to juniors and seniors with a minimum grade point average of 2.7. Students wishing to pursue any of these opportunities must complete an application at the Office of International Programs. Financial aid from the University is applicable to many, but not all, selected and approved semester and academic year study abroad programs. Students should consult the Study Abroad Advisor as well as the Office of Financial Aid to consider their various options.

ACADEMIC POLICIES

Academic Honor Code

All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating may include (but are not limited to) failure for the work involved, failure in the course, and dismissal from the University. A record of violations and sanctions is maintained in the student's file. Appeal is to the provost or the provost's designee.

Academic Conduct

Students are expected to interact with faculty and fellow students with courtesy, respect, and integrity in all academic settings. Any behavior that disrupts an appropriate and effective learning environment is unacceptable and may be subject to discipline. Student behaviors that enhance the learning environment include dialogue and discussion of course material and issues; asking questions to improve comprehension; listening to and respecting the views of others; and completing readings and assignments in preparation for class. Student behaviors that hinder the learning environment include extended personal discussions during class; the use of cell phones, and the inappropriate use of laptops or other devices during class; consistently interrupting class by entering and exiting the room during the class session; and treating classmates or the instructor with disrespect. In all academic settings, students should be aware of their responsibility to engage in the material being covered in order to benefit from educational opportunities. Moreover, students must be certain that their presence enhances rather than hinders the educational environment of fellow students.

Intellectual Property

The University expects all members of its community to respect the property of others and to be aware of intellectual laws, regulations and policies that apply to the electronic environment. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

Plagiarism

Plagiarism occurs when a person uses someone else's creative or scholarly work but fails to give that person credit. It also occurs when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations. It even occurs when a person uses words so close to those in the source, that if the person placed his/her work next to the source, one would see that it could not have been written without the source "at the elbow." "Plagiarism constitutes intellectual theft. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense. Nevertheless, plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school" (Joseph Gibaldi, "MLA Handbook for Writers of Research Papers," 5th ed. [New York: The Modern Language Association of America, 1999]: 30).

Given the widespread use in academia of online sources of information, "plagiarism and the Web" assumes a particularly important dimension today. Where plagiarism and the Web runs anywhere from unreferenced electronic sources through e-commerce companies that prepare student papers, to other companies which can scan papers for possible plagiarism, the task of cultivating ethical scholars faces serious challenges. In this respect, every person should consult those sources that devote particular attention to the method of properly referencing electronic sources. In this regard, two sources are currently in widespread use: Kate L. Turabian, "A Manual for Writers of Term Papers, Theses and Dissertations," 158-64 and especially Joseph Gibaldi, "MLA Handbook for Writers of Research Papers," 158-201.

Confidentiality of Student Information

Procedures for the release and disclosure of student records maintained by the University are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Where the law is silent, the University is guided by the principles that the privacy of an individual is of great importance and that as much information as possible in a student's file should be disclosed to the student upon request. University officials may have access to student information when access is necessary for legitimate educational interests such as appropriate advising relating to the student's academic or campus life. Third parties have access to personally identifiable student records or information only with the student's written consent or as otherwise provided by FERPA. Parents and guardians are considered third parties who need a written release signed by the student to gain access to student records (Parental Release form). Detailed guidelines for release and disclosure of information are available from the Office of the Registrar. These guidelines comply with FERPA and the Students' Right to Know/Campus Security Act of 1990. Required graduate student theses and other papers authored by students may be made available by the University for the research purposes of third parties with the student's permission.

For more details, please access the following website:

<http://www.salve.edu/Media/Website%20Resources/pdf/about/StudentPrivacy.pdf>

Class Attendance

For on-campus and online interactive courses, class participation is considered an essential part of the educational experience. Students are expected to attend all classes as well as fully participate in online courses and be responsible for course content. Faculty members may establish attendance policies for their courses which define expectations for attendance and participation. These policies may be found on the course syllabus.

Administrative Withdrawal

It is the responsibility of the student to notify the University of an intention to withdraw from a course or withdraw from the University.

Habitual non-attendance of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. Habitual non-attendance is defined as a consecutive absence in any course or lack of participation in discussion in an online course equating to three full weeks of missed class sessions (three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week).

Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. Moreover, when a student is habitually absent from most or all classes, the student may be subject to administrative withdrawal from the University or, in cases with extenuating circumstances, to an administrative leave of absence. In such cases a grade of W or WF will be assigned to the classes affected according to the appropriate date published in the academic calendar.

Students should note that faculty members may have more stringent attendance policies and standards for participation for their courses, as noted on the course syllabus.

MATRICULATION AND ENROLLMENT

Matriculated/Non-Matriculated Students

A matriculated student has been formally admitted to the University in pursuit of a degree program and is proceeding on a full-time or part-time basis. A non-matriculated student enrolled in course work has not been admitted to the University and is not enrolled in a degree program. Non-matriculated students may not enroll for more than two courses (6 credits), unless specific permission is granted by the appropriate dean. There is no guarantee that course work completed as a non-matriculated student will be applied toward a degree program. Non-matriculated students may register for courses, when space is available, after the registration period for matriculated students.

Full-time/Part-time Status

Students registered for a minimum of 12 credits are considered full-time students. Students who register for 11 or fewer credits are part-time students. For financial aid and athletic eligibility, students need to be making satisfactory academic progress as described elsewhere in this section.

Class Standing

Matriculated students are classified as freshmen, sophomores, juniors, or seniors according to the number of credits completed, not the number of years enrolled.

Freshman: 0-29 credits completed

Sophomore: 30-59 credits completed

Junior: 60-89 credits completed

Senior: 90 or more credits completed

University Course Numbering System

001-099: Special undergraduate courses, usually of a weekend workshop nature.

100-299: Lower division undergraduate. Primarily freshman and sophomore level undergraduate courses.

300-499: Upper division undergraduate. Primarily junior and senior level undergraduate courses.

500-599: Graduate level courses for credit toward master's degrees.

600-699: Post-graduate level courses for credit toward the Ph.D. degree and Certificate of Advanced Graduate Studies.

REGISTRATION POLICIES AND PROCEDURES

All students must register for courses to maintain enrollment at the University. Students are responsible for adhering to the registration instructions, timetable and other information published online and in the class schedule booklet. Students must satisfy all financial obligations before they are permitted to register and attend classes.

Students may drop and add courses without academic penalty during the dates indicated in the Academic Calendar. The option to add a course includes only those courses where space is still available during the drop/add period. If a student has not officially dropped a course or received an approved course withdrawal by the completion of the semester, the instructor must submit a final grade for the student.

Student Responsibility

It is the responsibility of students to review the requirements for their degree program and select appropriate coursework. Students easily monitor their progress by consulting the Academic Evaluation for each program of study and by consulting the undergraduate catalog for major, minor, and core curriculum requirements.

Change of Name/Address

It is the student's responsibility to complete a change of name/address form in the Office of the Registrar whenever such a change occurs.

Registration Holds

In order to register each semester, all students must have clearance from the Business Office, Financial Aid, Health Services, the Registrar, and their academic advisor. Details are published online and in the class schedule booklet each semester.

Auditing Courses

Students in good academic standing may audit courses, i.e. register for courses for non-credit. The registration period for auditors starts July 1 for fall classes, and January 1 for spring classes. Registration closes in the second week of class on the last day to change semester registration. After that date, no course may be changed from audit to credit, or vice-versa. No academic credit is granted for audited courses, and on successful completion a grade of "AU" (audit) is recorded on the transcript. Auditors must fulfill all course requirements except the final examination. Failure to satisfy the course requirements for auditing is a ground for removal of the audited course from the student's record.

Prerequisites

A prerequisite is a course or other requirement established to ensure that students have sufficient academic preparation to successfully complete another course. It is the responsibility of the student to ensure that prerequisites, as listed in the Catalog and updated through the semester Schedule of Classes, have been successfully completed before registering for the course. Faculty members have the right to refuse students admission to courses when prerequisites have not been completed satisfactorily. While completion of a baccalaureate program is usually a prerequisite for enrolling in graduate courses, undergraduate students who have demonstrated outstanding achievement may apply to enroll in graduate-level course work for undergraduate credit.

Independent Study

Independent Study involves specialized subjects outside the regular undergraduate catalog. While it is expected that most students will be able to develop a complete program of study from regularly scheduled course offerings, there are situations in which a student may benefit from independent study. Students interested in independent study, and who have a cumulative GPA of 2.75 or higher, should consult an appropriate faculty mentor, discuss the planned project, complete and submit a special enrollment form available in the Office of the Registrar and on the website <http://www.salve.edu/Media/Website%20Resources/pdf/about/registrar/SpecialEnrollment.pdf>, and register for the course. The University reserves the right to deny requests for independent study from students whose topics have not been well formulated, who lack a supervising faculty member to evaluate performance, or who do not meet the GPA minimum.

Directed Study

Directed study involves regular undergraduate catalog courses offered to individual students. Students should consult the appropriate department chair and complete and submit a special enrollment form to the Office of the Registrar. If the student is not required to take the course to fulfill graduation requirements, or can defer taking the course as a classroom experience to a later semester without jeopardizing his or her academic program, the directed study will not be approved.

Withdrawal from a Course

Students who want to withdraw from an on-campus, online or hybrid course before the final day of class must make this request in writing. They can do so by submitting a course withdrawal form (available from the Office of the Registrar), writing a letter, or sending a fax. If the request is approved, a grade of W will appear on the student's transcript. All withdrawal requests must be received by the Office of the Registrar prior to the final day of class. Please refer to the "Financial Information" section of this handbook for details on tuition refunds.

Leave of Absence

Students, who know they will be unable to take courses for more than two consecutive semesters for either medical or non-medical reasons, must request a leave of absence in order to remain active. Students must submit a request for a leave of absence in writing to the Office of Graduate Studies and Continuing education or by email at continuing_ed@salve.edu.

Withdrawal from the University

Students who wish to withdraw from the University during a semester or at the end of a semester do so through the Office of the Registrar. The University may initiate a student's withdrawal when the student has not registered for two consecutive semesters without securing a leave of absence. An official withdrawal form is required.

It is important that students who wish to withdraw complete the form as soon as the decision is made. The date of an official withdrawal determines the amount of pro-rated tuition. Students who are recipients of financial aid must arrange for an exit interview with the Director of Financial Aid. Awards are adjusted accordingly for the withdrawing student.

Transcript Services

Salve Regina University transcripts are released only when a student submits a written, signed request and pays the transcript fee, except when mandated by law. Transcripts are available in the Office of the Registrar. Transcript services may be denied to students with outstanding financial obligations.

To obtain copies of transcripts and source documents such as test scores from other institutions, students must contact the originators of those records, for example the registrar of the original institution. Salve Regina University does not copy transcripts of other schools for student use.

TRANSFER CREDIT AND ADVANCED PLACEMENT POLICY

Transfer Credit

Credit is normally granted for courses previously taken at other regionally accredited postsecondary institutions with a grade of "C" or above when the course work is comparable to that of Salve Regina University and does not duplicate another course for which credit has been granted. Grades of "C-" or lower, and "Pass" do not qualify for transfer. Qualifying credits earned prior to matriculation are accepted in transfer and are designated on the Salve Regina transcript with the grade P (Pass) with no effect upon the grade point average.

Undergraduate students accepted with transfer credits are classified as freshman, sophomore, junior, or senior according to the number of credits accepted in transfer.

Advanced Placement Program (AP)

The University grants academic credit to students of superior ability who have acceptable scores in the Advanced Placement Tests given by the College Entrance Examination Board. Advanced standing and the actual number of credits to be granted are determined by the University after a review of the applicant's record and acceptable test scores. A detailed listing of credits granted and acceptable test scores is available online at www.salve.edu/offices/registrar/ap.cfm.

International Baccalaureate

The University grants credit to students who achieve acceptable scores in the courses of the International Baccalaureate Program. The actual number of credits awarded is determined after the applicant's record and official IB transcript are reviewed. A detailed listing of credits granted and acceptable test scores can be found at www.salve.edu/offices/registrar/policy.cfm.

College Level Examination Program (CLEP)

Matriculated undergraduate students who have developed competence in basic subject areas may demonstrate their proficiency by taking the CLEP examinations and receive credit for acceptable scores on CLEP tests offered by the College Board.

Transfer students may receive credit from CLEP examinations taken prior to enrollment at the University provided that their scores meet Salve Regina University standards. Students will not be awarded duplicate credit for areas in which transfer, course, or examination credit has previously been granted. A detailed listing of credits granted and acceptable test scores can be found online at www.salve.edu/offices/registrar/clep.cfm.

Credit for Learning Associated with Life Experience

The University awards academic credit for the learning associated with life experience. A student applying for life experience credit must be a matriculated undergraduate at the University. A detailed procedure for submitting a portfolio for evaluation is available from the Office of the Registrar. Ordinarily, a limit of nine credits may be earned through this process and applied toward an undergraduate degree. There is a fee for each life experience evaluated and awarded credit.

Credit for Learning Associated with Military Experience

The University uses the baccalaureate-level recommendations from the Guide to the Evaluation of Educational Experiences in the Armed Services as a basis upon which to grant credit for certain military experiences. Ordinarily, a limit of nine credits may be earned on the basis of military experience and applied toward an undergraduate degree.

Study at another University

Matriculated undergraduate students, who have good reason to take courses at another regionally accredited institution, whether in the United States or abroad, must complete the Transfer Credit Approval form, obtaining the approval of the respective department Chair, before registering at the other institution. Forms for approval are available in the Office of the Registrar. Approval ensures that credits will be accepted when course work is completed with a grade of "C" or higher. Courses with grades of "C-" or lower and "P" are not accepted in transfer.

Students must request an official transcript be mailed to the Registrar upon completion of the course. A limit of three courses may be pursued at another institution and applied toward the number of courses and credits required for an undergraduate degree. Grades and quality points are transferred and used in calculating the student's cumulative grade point average.

GRADUATION POLICIES AND PROCEDURES

Graduation Requirements

Students are responsible for periodically reviewing their progress and completing all required coursework for their degree, including the Core Curriculum, and for reviewing degree audit materials which may highlight deficiencies. Students must meet the following requirements to qualify for graduation:

- Declare a major
- Complete all major and Core Curriculum requirements.
- Be in good academic standing.
- Earn at least the minimum number of credits for the degree.
- Earn at least the minimum grade point average required for the degree program. (Minimum grade point average is 2.00 for most programs. However, certain programs require a higher grade point average as specified in the program section of the undergraduate catalog).
- Satisfy the residency for the degree.

Degrees are conferred only when all academic requirements have been completed.

Graduation Procedures

Students intending to graduate at the next commencement must complete the File for Degree form in the Office of the Registrar no later than six months prior to graduation. Along with the form, the student is expected to submit:

- All official transcripts of courses to be applied toward the degree.
- All forms for life experience credit, credit by examination, military experience, CLEP, or Advanced Placement. (All fees, if applicable, must be paid in full.)
- Registration for outstanding course work for the degree.
- Any balance on the student's account must be paid in full in order to participate in commencement.

An exit interview with the Director of Financial Aid is required prior to graduation, if applicable. In addition, graduating students are expected to participate in the online Senior Exit Survey, which provides an opportunity for students to give important feedback about their experience at the University.

Baccalaureate degree candidates who will have no more than six credits to earn after the May commencement date and who will complete their final degree requirement during the next academic term may qualify to participate in graduation ceremonies along with those who will graduate in May. Such students are subject to the published deadline to file for degree during the fall semester. All credits to be applied toward the degree must be completed by December 31 of the year in which the degree is awarded. Failure to complete all pending requirements in the allotted time will result in the requirement to contact the Office of the Registrar in order to re-file for the degree.

Appearance of a student's name in the Commencement program is presumptive evidence of graduation, but is not regarded as conclusive. The official Salve Regina University transcript, sealed and signed by the Registrar, is conclusive testimony of the student's academic record and possession of degree(s) awarded by this institution.

Graduation Honors

Baccalaureate degree candidates are awarded graduation honors on the basis of the cumulative grade point average when all degree requirements are completed. Honors are determined by the cumulative grade point average for all semesters of study at Salve Regina University. Only students who have completed at least 60 credits (two full years) at Salve Regina University are eligible for honors.

Honors are:

cum laude (with honor): 3.60 GPA

magna cum laude (with high honor): 3.75 GPA

summa cum laude (with highest honor): 3.90 GPA

Every graduating class shall have one valedictorian among all graduating seniors who:

- Holds the highest cumulative grade point average at the end of the seventh semester.

- Has completed at least 60 credits (two full years) of regular course work at the University (exclusive of credit by examination options).
- Will have completed all baccalaureate degree requirements by the graduation date.

Grading Policy

Student grades on the undergraduate level are reported as follows with the accompanying quality point values:

Grade	Point Value	Numerical Equivalent
A Excellent;	4.00	95-100
A-	3.70	90-94
B+	3.30	87-89
B Above Average	3.00	84-86
B-	2.70	80-83
C+	2.30	77-79
C Average	2.00	74-76
C-	1.70	70-73
D Below Average	1.00	65-69
F Failure	0.00	Below 65
P: Pass	Carries no quality points. Indicates that a student registered on a Pass/Fail basis and passed. Students receive credit for such courses but “P” has no numerical equivalent and so is not computed in the average.	
I Incomplete	Given when a course requirement has not been met. Must be resolved by the date on the Incomplete form or I becomes F. Incompletes may not extend beyond the last day of the following semester.	
AU Audit	No credit. Students fulfill course requirements except for the examination.	
W	Withdrawal from a course with permission. No credit.	
WF	Withdrawal from a course without permission or after the date designated in the academic calendar for withdrawal without penalty. No credit. Computed as “F” in the grade point average.	

Incompletes

On rare occasions, in consultation with the faculty, students may gain permission from their instructors to be given the grade of incomplete. The student must submit the approved form (specifying the work to be completed) with appropriate signatures to the Office of the Registrar before final exam week to become valid.

Normally, incompletes are granted for a circumstance beyond the student’s control. The student may request an incomplete for academic reasons (e.g., unanticipated difficulty in obtaining research materials, failure of a critical experiment, etc.) or for some non- academic reasons, such as illness or the death of a loved one. No incomplete will be approved prior to the mid-point of the semester. Once approved, no incomplete may continue beyond the last day of the following semester.

Final Examinations

Final exams take place during final exam week each semester, as indicated in the Academic Calendar. Details are published in the semester schedule of classes. University policy requires all classes to meet with their instructors during the final exam period, whether for an examination or for further instruction, and faculty may penalize students for failure to attend the final examination period.

Online Grade Reports

Students obtain semester grades online by accessing “MySalve” and logging into “My Information.” Because this effective service provides much faster student access and is now used commonly, the University does not mail semester grade reports. Those who need printable copies can obtain them quickly and easily online whenever they access their grades at “My Information.” Students may request a hard copy grade report for employers by accessing the following link to the Grade Release Authorization form:

<http://www.salve.edu/Media/Website%20Resources/pdf/about/registrar/GradeReleaseAuthorization.pdf>

Falsifying Educational Records

Tampering with educational records such as transcripts, grade reports, and diplomas is against the law. Among criminal offenses of the State of Rhode Island is Chapter 58 of Title 11, which states in part, “A person shall not use, offer, or present as genuine a false, forged, counterfeited, or altered transcript, diploma, or grade report of a postsecondary educational institution.” This section is but one example of state and federal laws making it illegal to engage in fraudulent activity with educational records. Penalties for violating such laws can include substantial fines and/or imprisonment.

Grade Review

All requests for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's judgment of the student's work. Students must first attempt to resolve their questions informally with the instructor. If no resolution is achieved, students who wish to pursue a formal grade review should adhere to the following process and schedule:

1. A request for a review of a semester grade must be made in writing, through a formal letter rather than an e-mail, by the student to the instructor of the course no later than 30 days after the date semester grades become available to students online at “MySalve.” The student sends a dated hardcopy of this request to the department chair and to the appropriate dean.
2. Within 10 working days of the receipt of this request, the instructor shall forward to the student, the department chair, and the dean a grade review in writing. The grade review will consist of:
 - a. A copy of the course syllabus outlining methods of evaluation such as assignments, tests, and examinations, along with their respective percentage weights to the final grade calculation.
 - b. The student's grades for all tests and assignments.
 - c. A demonstration of the calculations by which the final grade was determined.

A student who finds the review unsatisfactory (i.e., there are still questions remaining regarding the calculation) may present the case to the department chair in which the course was offered within 10 working days of the receipt of the review, or, if the instructor is also the chair, directly to the dean. The chairperson or dean will have 10 working days in which to respond. If necessary, a final appeal may be made to the appropriate dean within 10 working days of the chair's response, and the dean will have 10 working days in which to determine the matter. The dean's decision in the matter will be final.

Cumulative Grade Point Average (GPA)

The cumulative grade point average is the weighted average of all grades and credits used to indicate academic progress. The cumulative GPA is computed by multiplying the quality point value of the grade by the number of credits attached to each course, adding this number for all courses taken, and dividing the sum by the total number of quality credits. Note: Grades of P, I, AU, and W are not computed in the grade point average. If a course is repeated for an improved grade, the lower grade is excluded from the GPA and duplicate credits are excluded from the cumulative total.

Dean's List

The Dean's List is compiled each fall and spring semester recognizing the academic achievement of matriculated undergraduate students who meet the following criteria:

- A semester grade point average of 3.60 for full-time students completing at least 12 graded credits.
- A semester grade point average of 3.80 for part-time students completing at least 6 graded credits.
- Good academic standing and satisfactory academic progress.

Academic Standing and Satisfactory Academic Progress

Full-time matriculated students are in good academic standing when they earn semester and cumulative grade point averages (GPA) of at least 2.00 and successfully complete a minimum of 24 credits each year. Part-time students are

making satisfactory academic progress and are in good academic standing when they successfully complete a minimum of 12 credits each year and earn a grade point average of at least 2.00.

To graduate, students must achieve a cumulative grade point average of at least 2.00. However, certain programs require students to earn a higher cumulative grade point average and/or a higher grade point average in courses that apply to the major program. Consult the program section of this undergraduate catalog or the department for the specific requirement.

Satisfactory academic progress implies reasonable assurance that students can complete all degree work within 5 years. Failure to maintain satisfactory academic progress can impact the student's ability to receive financial aid, athletic eligibility and ability to remain enrolled at the University.

Decisions regarding student status at the University level, or within a particular department, are based on the transcript current at the time the decision is made. Subsequent changes to the transcript will not retroactively alter student status.

Final Grade Evaluations

At the end of each semester, the Academic Standing Committee evaluates the grade reports of students who are not in good academic standing as well as those whose semester GPA is below the minimum 2.00. The severity of the situation may affect the student's registration for the subsequent semester or continuance at the University. Recommendations and/or continuance criteria are mailed to the student.

Academic Probation

Students whose cumulative GPA falls below 2.00 are placed on academic probation. The purpose of academic probation is to alert the student that serious problems exist in his/her academic performance which require carefully planned corrective measures in order to improve the GPA and return to good academic standing. If unresolved, these problems will prevent further studies and achievement of the student's educational objectives. Written notice is provided by the Office of the Registrar both to the student and to faculty advisor(s) shortly after semester grades are processed.

Students on academic probation must work with university staff to develop a plan to return to good academic standing. Probationary students who are allowed to continue at the University will remain on probation as long as their cumulative GPA remains below 2.00.

Academic Dismissal

Students on academic probation must make significant improvement in each subsequent semester by achieving a semester GPA of at least 2.00 in order to continue their enrollment for an additional semester. Students on probation who do not meet this goal are subject to academic dismissal. Students who are dismissed may make a written appeal to the Provost. International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives. Students will receive a written notice of this decision, including a process for appeal.

A student who has been academically dismissed may submit a written appeal to the Provost, following the process specified on the dismissal notice. In consultation with the Academic Standing Committee a decision regarding an appeal will be communicated to the student in writing. If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission.

Institutional Review Board (SRU-IRB) The United States Department of Health and Human Services, through the Office of Human Research Protections (OHRP), is the U.S. institution responsible for regulating research involving human and animal subjects. The purpose of the regulation is to ensure the ethical treatment of both humans and animals participating in research as subjects. OHRP provides assurance regulations to guarantee that research subjects are not submitted to unnecessary or undue physical, mental and legal risks, that their participation in research is informed and un-coerced, and that their participation will contribute to promoting beneficial generalized knowledge.

OHRP carries out its responsibilities through the publication of documentation with federal regulations regarding the ethical treatment of human and animal subjects. OHRP enforces its ethical regulations through the establishment of an Institutional Review Board (IRB) in all institutional locations where research takes place and are directly or indirectly funded by the U.S. Federal government.

Salve Regina's mission reflects Federal regulation for the ethical treatment of humans and animals. The SRU-IRB is registered with OHRP and reviews, approves, modifies or disapproves all research projects undertaken by faculty, staff and students at Salve Regina University or when faculty, staff, and students are participating in research. In complying with federal regulations, the SRU-IRB review process of research makes sure that:

1. Risks to subjects are minimized;
2. Risks to subjects are reasonable in relation to anticipated benefits;
3. Selection of subjects is equitable;
4. Informed consent is sought from each prospective participant or legally authorized representative, and properly documented;
5. Adequate preparation is taken to protect the privacy and confidentiality of subjects; and
6. Adequate provisions are made for the ongoing monitoring of the subjects' welfare.

The SRU-IRB is the only University committee authorized to determine if a specific research is reviewable or not and all faculty, staff and students must contact the SRU-IRB for input when contemplating undertaking research.

ACADEMIC SUPPORT

Academic Development Center

Salve Regina University is committed to providing equal and integrated access for students with disabilities to all of its educational, residential, social and recreational programs. Disability services to students at Salve Regina University, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act, ensures that students with disabilities receive reasonable accommodations and assistance that will enable them to participate fully in University programs.

Depending on the nature and severity of disability, the kinds of accommodations and supports students may be entitled to may include, but are not limited to: academic accommodations (extended time exams, note-taking assistance, e-texts, etc.), accessible classroom locations, assistive technology, assistance with course registration, and other accommodations.

To arrange disability accommodations students must:

1. Submit documentation that describes the specific nature their disability and its *current* educational impact to the Office of Disability Services at the Academic Development Center at the Newport campus. Students may submit documentation by mail, fax, or in person to the Learning Services Specialist, Laura Kcira-Barry, at the address and telephone information below. Students with questions about documentation requirements should call the Learning Services Specialist to discuss their questions.

Disability Services
c/o Academic Development Center
McAuley Hall Room 101
100 Ochre Point Ave. Newport, RI 02835
Phone: 401-341-3150
Fax: 401-341-2912

2. At the time of submitting documentation students must also make an appointment with the Learning Services Specialist, by calling 341-3150. Students on remote campuses such as Warwick may schedule this appointment to take place by telephone; all others should make an in-person appointment. Students will discuss with the Learning Services Specialist what reasonable accommodations they will need relative to their disability and receive accommodation notification letters for their instructors. Please note that accommodations requested must be supported by and directly related to the documentation provided.
3. Provide professors with accommodation notification letters indicating their need for disability accommodations and discuss with their professors how these accommodations will be implemented in each class.
4. Consult with the Learning Services Specialist as needed to address problems or modify accommodations.
5. Receive new letters of accommodation at the start of every semester for new courses and professors.

Please see <http://www.salve.edu/offices/disabilityservices/> for additional information.

The Library

Salve Regina's McKillop Library contains over 125,000 printed volumes and maintains subscriptions to over 100 online databases that include links to several thousand full-text journals. Forty public workstations are connected to the Internet and provide access to online research information. Remote access to most of these resources is available to students and faculty 24 hours per day via an Internet connection. The Bibliographic Research Room, a small classroom on the main floor of the library, is equipped with workstations, printers, and an instructor's workstation for group, hands-on, library instruction classes.

The library is a member of the Consortium of Rhode Island Academic and Research Libraries (CRIARL), a group of academic libraries that shares resources through interlibrary loan. In 1999, the library joined the HELIN system

(Higher Education Library Information Network), a library consortium of nine academic institutions in Rhode Island that shares a common Innovative Interfaces library system. Through HELIN, students and faculty may initiate direct online requests to borrow over four million items jointly held by member libraries. As a member of Rhode Island Interrelated Library Network (RHILINET), a multi-type statewide library consortium for interlibrary cooperation and services, the library enjoys daily delivery service, to satisfy patrons' requests for materials held by other libraries within the state. Other materials not held by HELIN or CRIARL member libraries are available through the OCLC interlibrary loan system, an international database of the holdings of 17,000 libraries. The library is also a partial United States Government Documents Depository Library and makes its resources available to the Newport community at large.

University Computer Labs Center

The University has five computer classrooms and multimedia services located on the garden level of the McKillop Library. The area houses over 125 workstations in four PC and two Mac classrooms. All machines have Internet access and laser printing capabilities. Each classroom is equipped with a scanner. The labs are open seven days for 92 hours per week throughout the semester. Students are required to have a valid Salve Regina University identification card and to practice ethical use of the equipment. Professional staff and student lab monitors are available during all UCL operating hours to assist students. Current hardware and software configurations allow students the advantage of technology that will be useful in their studies and the future job market. Schedules indicating availability are posted outside of each lab. Labs are used for formal teaching, supporting curricula with departmental specific software, and individual learning assignments. Utmost attention is paid to making the labs and their resources available for student needs. Questions relating to the schedules should be addressed to the lab staff in room 002 or at extension 2985.

UNIVERSITY POLICIES

Americans with Disabilities Act (ADA) Policy

As indicated in the University's Equal Opportunity/Affirmative Action Policy, the University is very committed to complying with all Federal and State laws, including the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against a qualified person with a disability in all employment practices. It also requires that employers provide reasonable accommodations to qualified individuals with disabilities.

Under the ADA, a person is considered to have a disability if he or she

- ☞ has a physical or mental impairment that substantially limits one or more major life activity (such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working),
- ☞ has a record of having such an impairment, or
- ☞ is regarded as having such an impairment.

Any requests for a reasonable accommodation must be made to the Human Resources Office. The Human Resources Office will work, on a case-by-case basis, to make reasonable accommodations for a qualified individual with a disability, provided that such accommodation does not impose an undue hardship on the University. An individual with a disability is required to self-identify that fact and provide the Human Resources Office with documentation before a reasonable accommodation can be considered.

Should you have any questions regarding this policy, contact the Director of Human Resources at extension 2135.

Disability Accommodations

Salve Regina University is committed to providing equal and integrated access for students with disabilities to all of its programs and services in accordance with the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. If a student has a disability that entitles he/she to instructional or other accommodations, he/she must be registered with the Office of Disability Services at the Academic Development Center. This office provides letters of accommodation for students. The Office of Disability Services is located in McAuley Hall, Room 100 (401-341-3150). Students are encouraged to meet with a staff member in the Office of Disability Services early in the semester (ideally within the first two weeks of class, but no less than two weeks before an accommodation is needed) so that he/she and the staff can work together in support of the learning needs. The university is not obligated to provide accommodations that have not been requested in the manner or time period specified here.

Family Educational Rights and Privacy Act (FERPA)

- ☞ The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their education records. These rights are detailed in the current edition of the Salve Regina University Student Handbook on the University website at <http://salve.edu/Media/Website%20Resources/pdf/about/StudentPrivacy.pdf>. Some excerpts are:
- ☞ The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. All students who are or have been in attendance at Salve Regina University shall have the right to inspect and review their educational records, subject to the limitations provided under applicable regulations of FERPA. Students should submit to the registrar, provost, dean of students, academic department chair, or other appropriate official, written requests that identify the records they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- ☞ The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- ☞ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ☞ One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- ☞ Another exception which permits disclosure without consent is disclosure of information normally found in a student directory or other commonly distributed publication. Specifically, "directory information" includes name, date of birth, home and university addresses, e-mail address, telephone number, major (program), dates of attendance, enrollment status as a full-time or part-time student, class standing, graduation dates, degrees and honors received, most recent previous educational institution attended, and class rosters. A class roster may be released only to students enrolled in that class while it is in session. (*Note: Confidential data such as Social Security Number, grades and GPA are not directory information.*)
- ☞ Although disclosure of directory information is permitted under the law, the student directory is not distributed outside the university. Further, students have the right to refuse disclosure of directory information. This right may be exercised by completing the form entitled Request to Prevent Disclosure of Directory Information, available in the Office of the Registrar. However, there may be negative consequences in refusing disclosure of directory information. For example, in refusing disclosure the student may create unforeseen problems when potential employers, relatives and friends make legitimate inquiries.
- ☞ Release of directory information and release of confidential information to parents are separate issues. The student may allow one and deny the other. For example, students may release confidential information to parents and at the same time prevent disclosure of directory information to others. Parental Release Forms are available in the registrar's office. Students may terminate their release of information to parents by providing written notice to the university registrar.
- ☞ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202- 4605

Confidentiality of Student Information

Procedures for the release and disclosure of student records maintained by the University are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Where the law is silent, the University is guided by the principles that the privacy of an individual is of great importance and that as much information as possible in a student's file should be disclosed to the student upon request. University officials may have access to student information when access is necessary for legitimate educational interests such as appropriate advising relating to the student's academic or campus life. Third parties have access to personally identifiable student records or information only with the student's written consent or as otherwise provided by FERPA. Parents and guardians are considered third parties who need a written release signed by the student to gain access to student records (Parental Release form). Detailed guidelines for release and disclosure of information are available from the Office of the Registrar. These guidelines comply with FERPA and the Students' Right to Know/Campus Security Act of 1990. Required graduate student theses and other papers

authored by students may be made available by the University for the research purposes of third parties with the student's permission.

Class Cancellations

Official notification of university-wide cancellation or delay of classes is made in a number of ways: students, faculty and staff will be notified by broadcast emails, but should also be aware of announcements made on local media outlets and posted on the main web page of the University, www.salve.edu, particularly in the case of inclement weather.

Smoking Policy

Smoking is not permitted at any time in any University building and is prohibited within 50 feet of any University building without exception.

COMPUTER AND NETWORK USE POLICY

General Principles

The information technology resources are to be used exclusively to further the mission of the University. All members of the University community have the obligation to use these resources in a manner consistent with this goal. The University's information technology resource is a finite, shared resource of its community worthy of respect. As such, the University expects each member of the community to use these resources responsibly, ethically and to comply with the policy, relevant laws and contractual obligations to other parties. The use of these resources is a privilege. If a member of the community fails to comply with the policy or relevant laws or contractual obligations, that member's privilege may be revoked. Members of the University community should seriously bear in mind that their use of the University's resources contribute to the perception that the public at large has of the University. In addition, each time a member of the University community uses these resources (such as sending e-mail) in relation to non-University persons or entities, that member is identified as belonging to the University community. As such, everyone should use these resources consistent with the freedom of expression but without compromising the integrity and well-being of the University.

Computer Account and Revocation Procedures

All members of the University community are provided with a network user name and password upon their enrollment in a course or the start of their employment. Access to the University's network system may be revoked temporarily or permanently if one's information technology-related behavior or use of one's network account falls within one or more of the following circumstances:

1. Involvement in violation of federal or state law or criminal activity.
2. Behavior that constitutes a violation of a University policy or code, including this policy.
3. The use of the Internet or the University's computer network and associated resources for one's own commercial gain, or for commercial purposes not officially sanctioned by the University.

Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this policy. Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University. While the University rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to, use of the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.

Privacy

Members of the University community are entitled to privacy in their use of information resources. Each user number, login name, account name, or any other user name and associated password belongs to an individual or a department. No one should use a user number, login name, any user name or account name and password without explicit permission from the owner. No one should use aliases, nicknames, pointers, or other electronic means to attempt to impersonate, redirect, or confuse those who use the information resources. Each member of the University community shall accept the burden for the responsible use and dissemination of his or her user number, login name, user name and account name and password and is further responsible for any authorized use of one's account.

The University, to fulfill its responsibility to the academic community, reserves the right to monitor periodically the activities on its network system. Further, the University may be subject to subpoena or other lawfully mandated legal process related to unlawful use or other violations which will subject the entire network or individual accounts to outside monitoring.

Salve Regina E-mail Policy

In accordance with Salve Regina e-mail policy, only the salve.edu e-mail account is used for student academic and business electronic communications.

All electronic communication initiated by University offices for students are sent to students' Salve Regina University e-mail accounts. This applies to all undergraduate and graduate students, and includes important

announcements, individual notices, and course notifications. The Salve Regina e-mail account provides the University a means of communicating effectively without being unduly concerned when other e-mail accounts become invalid. It is important to emphasize that Salve Regina does not send information to students using any other e-mail account.

It is important that students check their Salve Regina Web mail often. The Office of Information Technologies provides detailed guidelines about the procedures for all students. Students who need help with the log-in should contact the Salve Regina Help Desk at helpdesk@salve.edu.

ACADEMIC PROGRAMS

Business Studies and Economics

Department Chair: Myra E. Edelstein, Ed.D.

Coordinators:

Accounting: Jamie M. Carlone, M.S., C.P.A.

Applied Technology: Judith Keenan, MA

Business Administration: Arlene J. Nicholas, Ph.D.

Economics: Harold Lawber, Ph.D.

Financial Management: Jamie M. Carlone, M.S., C.P.A.

Global Business and Economics: Harold Lawber, Ph.D.

Marketing: Nadia Abgrab Noormohamed, D.B.A.

The Business Studies and Economics programs build on the liberal arts essence and Catholic values of Salve Regina University, to provide a broad range of studies for students interested in leadership and management functions associated with the allocation of resources and decision processes inherent in a highly competitive global business environment. Participants in the program have the opportunity to develop critical and analytical thinking, decision-making skills and understanding of personal accountability, as they are introduced to management theories, business practices and the technology that enhances both productivity and the effective utilization of all resources. The challenges and the advantages of working with an increasingly diverse work force are incorporated into appropriate course offerings. The emerging global market and the competitive forces shaping strategic plans and the future of the U.S. and international business environments are central issues in the Business Studies & Economics programs. The Business Studies & Economics programs offer majors in Accounting, Business Administration, Economics, Financial Management, Global Business and Economics, and Marketing. The program also offers minors in Accounting, Applied Technology, Business Administration, Economics, Global Business and Economics, and Sports Management.

The Business Studies curriculum is developed in consonance with the recommendations of our accreditation bodies, the departmental faculty, the recommendations of an advisory council of business professionals, academic colleagues, staff, and accomplished alumni to meet the current demands of the global business environment.

Professional Accreditation

Business Studies & Economics majors in Accounting, Business Administration, and Marketing are professionally accredited by the International Assembly for Collegiate Business Education (IACBE). The IACBE establishes professional standards for program content and is a leader in requiring outcomes assessment to measure institutional and program effectiveness. The Economics majors are not subject to the assessment process required for professional accreditation by the IACBE.

Sigma Beta Delta International Business Honor Society

The Department of Business Studies & Economics maintains an active chapter of Sigma Beta Delta, the national honor society for business, to recognize academic excellence and personal achievements of undergraduate and graduate students in the Business Studies & Economics Department.

Business Studies & Economics Core Requirements

The Business Studies and Economics program requires students enrolled in courses of study leading to the award of a major in Accounting, Business Administration, and Marketing to complete the following core course requirements (42 Credits):

Business Studies & Economics Core requirements:

ACC101: Financial Accounting	4
ACC104: Managerial Accounting	4
APT103: Internet and Computing Core Certification (IC3)	3
or APT304: Microsoft Office Certification	3
or ACC/APT341: Accounting Information Systems**	3
ECN101: Introductory Macroeconomics	3

MGT120: Management and Organizational Behavior.....	3
MGT212: Business Communication	3
MGT270: Financial Management.....	3
MGT280: Principles of Marketing	3
MGT300: Ethics for Business	3
MGT403: Business Law – Labor Law	3
MGT490: Strategic Business Planning.....	3
MTH130: Quantitative Methods for Business.....	4
or MTH191: Applied Calculus	3
STA201: Statistical Methods.....	3

****Accounting Majors ONLY**

Major in Accounting (B.S.)

Coordinator: Jamie M. Carlone, M.S., C.P.A.

The Accounting major provides students the professional expertise and knowledge necessary to meet the demands of the accounting profession and related careers in finance. The courses in the Accounting major encourage students to use critical and analytical thinking, make rational decisions, solve problems, and understand the ethical implications of reporting and using financial and non-financial information.

The Accounting major provides the needed foundation from which students may choose to obtain a professional certification to help advance their careers. Examples of some of these certifications are: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Fraud Examiner (CFE), and Certified Internal Auditor (CIA). These certifications have requirements in addition to receiving a bachelor’s degree. Some additional requirements may include further education, professional experience, and passing the exam for that specific certification.

Requirements for the Accounting major consist of the Business Studies & Economics core requirements (42 credits):

ACC101: Financial Accounting	4
ACC104: Managerial Accounting	4
ACC341: Accounting Information Systems**	3
ECN101: Introductory Macroeconomics.....	3
MGT120: Management and Organizational Behavior.....	3
MGT212: Business Communication	3
MGT270: Financial Management.....	3
MGT280: Principles of Marketing	3
MGT300: Ethics for Business	3
MGT403: Business Law - Labor Law	3
MGT490: Strategic Business Planning.....	3
MTH130: Quantitative Methods for Business.....	3
or MTH191: Applied Calculus I.....	3
STA201: Statistical Methods.....	3

****Accounting majors ONLY**

And ten (10) additional courses (30 credits) for a total of 72 credits:

ECN305: Money and Banking.....	3
ACC201: Intermediate Accounting I.....	3
ACC311: Intermediate Accounting II.....	3
ACC312: Intermediate Accounting III	3
ACC322: Cost Accounting.....	3
ACC331: Federal Income Taxes I.....	3
ACC332: Federal Income Taxes II.....	3
ACC401: Advanced Accounting.....	3
ACC404: Auditing	3
ACC405: Accounting Theory and Practice	3

Major in Business Administration (B.S.)

Coordinator: Arlene J. Nicholas, Ph.D.

The courses required to earn the major in Business Administration include a broad range of accounting, finance, applied technology and management courses that prepare graduates for a variety of opportunities in business, as well as preparation for graduate studies.

Requirements to complete the major in Business Administration consist of the Business Studies and Economics core requirements (42 credits):

ACC101: Financial Accounting	4
ACC104: Managerial Accounting	4
APT103: Internet and Computing Core Certification (IC3)	3
or APT304: Microsoft Office Certification	3
ECN101: Introductory Macroeconomics	3
MGT120: Management and Organizational Behavior.....	3
MGT212: Business Communication	3
MGT270: Financial Management	3
MGT280: Principles of Marketing	3
MGT300: Ethics for Business	3
MGT403: Business Law – Labor Law.....	3
MGT490: Strategic Business Planning	4
MTH130: Quantitative Methods for Business.....	3
or MTH191: Applied Calculus I	3
STA201: Statistical Methods.....	3

**Accounting Majors ONLY

and five (5) additional courses (15 credits) for a total of 57 credits.

MGT214: Project Management	3
ECN102: Introductory Microeconomics	3
MGT290: Management of Human Resources	3
MGT320: Investment Planning	3
MGT350: Business Research Methods	3

Major in Marketing (B.S.)

Coordinator: Nadia Abgrab Noormohamed, D.B.A.

The courses required to earn the Bachelor of Science in Marketing provide a blend of creative and quantitative content with emphasis on marketing decision-making and the development of marketing strategies that create and deliver value to the consumer. In addition to the required marketing courses, students select two elective courses in marketing, allowing them the opportunity to study specific areas of interest. The program also requires students to complete a 3-credit internship experience.

Requirements to complete the major in Marketing consist of the Business Studies and Economics core requirements (42 credits):

ACC101: Financial Accounting	4
ACC104: Managerial Accounting.....	4
APT103: Internet and Computing Core Certification (IC3).....	3
or APT304: Microsoft Office Certification.....	3
ECN101: Introductory Macroeconomics	3
MGT120: Management and Organizational Behavior	3
MGT212: Business Communication	3
MGT270: Financial Management.....	3
MGT280: Principles of Marketing.....	3
MGT300: Ethics for Business	3
MGT403: Business Law – Labor Law.....	3
MGT490: Strategic Business Planning.....	4
MTH130: Quantitative Methods for Business.....	3
or MTH191: Applied Calculus.....	3

STA201: Statistical Methods.....	3
**Accounting Majors ONLY	

and eight (8) additional courses (24 credits) for a total of 66 credits.

ECN102: Introductory Microeconomics.....	3
MGT305: International issues in Consumer Behavior.....	3
MGT350: Business Research Methods.....	3
MGT390: Marketing Communications.....	3
MGT422: Marketing Strategies.....	3
MGT: Marketing Elective (2).....	6
MGT491: Professional Internship in Business.....	3

Accelerated Master’s Degrees in Business

Accelerated Master’s program leading to the Master of Business Administration (MBA), Master of Science in Management, or Master of Science in Healthcare Administration or Management.

The University offers an accelerated program of study leading to both a bachelor’s and a master’s degree. The program is designed for the University’s highly motivated and qualified undergraduates.

Candidates apply to the accelerated master’s program at the completion of 75 credits. Applicants should have a grade point average of at least 3.3 and should expect to take up to four graduate courses (12 credits) in the senior year toward the undergraduate degree. The total number of credits a student takes to complete the accelerated master’s program with a bachelor’s and a master’s degree is 152 credits, 24 of which are taken in the fifth year. Final acceptance is conditioned on the successful completion of the undergraduate degree and the graduate courses completed during the senior year.

Individuals interested in earning an M.B.A, M.S. Management, or M.S. Healthcare Administration and Management through this program need to inform their appropriate undergraduate advisor and meet with the graduate business program director prior to applying for the program.

Accounting Courses

ACC101 Financial Accounting

This course provides an introduction to accounting concepts and principles that are used for financial reporting and analysis. The focus will be on understanding the methods and issues related to communicating and interpreting financial information. Topics include accrual accounting, the accounting cycle, financial statement presentation, the time value of money, inventory methods, internal control, cash management, and accounting for assets, liabilities, and stockholders’ equity.

4 credits.

ACC104: Managerial Accounting

This course provides an overview of fundamental managerial accounting concepts. The focus is on what internal users of accounting information need to support the management functions of planning, directing, controlling, and evaluating operations. Topics include cost classifications, cost allocation, costing systems, value based systems, cost behavior and analysis, budgeting, performance measurement and evaluation, incremental analysis, capital investment decisions, and pricing.

Prerequisite ACC101

4 credits.

ACC201: Intermediate Accounting I

This course provides a study of more advanced financial reporting techniques expanding on financial accounting concepts introduced in ACC101. The course will focus on methods used for the preparation of financial statements and the related notes to the financial statements. Topics include the standard setting process for financial accounting, the conceptual framework, accrual accounting, the accounting cycle, characteristics of the required financial statements, relevance of the time value of money, and accounting for cash, cash equivalents, receivables, inventories, property, plant, and equipment.

Prerequisite ACC101
3 credits.

ACC311: Intermediate Accounting II

This course provides a more advanced study of financial reporting techniques expanding on financial accounting concepts covered in ACC201. The course will focus on methods used for the preparation of financial statements and the related notes to the financial statements. Topics include intangible assets, current liabilities, contingencies, long-term liabilities, stockholders' equity, dividends, stock compensation, dilutive securities, earnings per share, investments, and revenue recognition.

Prerequisite ACC201
3 credits.

ACC312: Intermediate Accounting III

This course provides a study of more advanced financial reporting techniques expanding on financial accounting concepts covered in ACC201 and ACC311. The course will focus on methods used for the preparation of financial statements and the related notes to the financial statements. Topics include deferred income taxes, net operating losses, pensions, leases, accounting changes and error analysis, the statement of cash flows, disclosure issues, current reporting issues, and financial statement analysis.

Prerequisite ACC311
3 credits.

ACC322: Cost Accounting

This course provides a study of the accounting information used by organizations to plan, control, implement, evaluate, and report business activities. Topics include cost classifications, cost behaviors, organizational strategy, value chain, balanced scorecard, job order costing, process costing, activity-based costing, break-even analysis, cost-volume-profit analysis, variable costing, absorption costing, incremental analysis, capital investment decisions, operating budgets, financial budgets, flexible budgets, standard costs, variance analysis, and pricing. Application of the concepts learned in this course will be encouraged through the use of case studies.

Prerequisite ACC104, accounting majors only
3 credits.

ACC331: Federal Income Taxes I

This course examines Federal income taxation of individuals by initially introducing students to the formation of tax policy by Congress, the courts and its administration by the Internal Revenue Service. Students study the basic components of the taxable income of individuals including deductions, inclusions, exclusions, gains, losses, and tax credits. Cases are used to simulate tax planning, research, and compliance for various taxpayers.

Prerequisite ACC101
3 credits.

ACC332: Federal Income Taxes II

This course continues the study of taxation of individuals through the sales and exchanges of property, the related cost recovery, and the treatment of capital gains and losses. Students review the computation of the alternative minimum tax and are introduced to the taxation of corporations and partnerships. Students perform tax research and prepare tax returns based on case information.

Prerequisite ACC331
3 credits.

ACC341: Accounting Information Systems

This course uses QuickBooks Pro, Microsoft Excel, and ProSeries as its software platform. After completing a thorough study of the different Accounting systems being used in today's business world, students will use Microsoft Excel and QuickBooks Pro to setup a prospective client with an information system that will allow the client to prepare financial statements for the external user as well as plan and prepare budgets for management's internal use. Once the system is in operation it will be used to generate the reports needed to prepare Individual and Corporate income tax returns. Towards the end of the course students will also review and study for the Intuit QuickBooks User Certification Examination. This examination will be administered online in the University Computer Labs.

Prerequisite ACC101
3 credits.

ACC401: Advanced Accounting

Topics in Advanced Accounting include accounting for corporate acquisitions, financial statement consolidations, governmental, and not-for-profit accounting. Using a combination of lectures and cases, students apply current accounting pronouncements, examine ethical issues, and perform complex consolidations of financial statements.

Prerequisite ACC312
3 credits.

ACC404: Auditing

This course exposes students to the auditing profession and the audit process. The CPA profession, demand for assurance services, professional ethics, and legal liability will be addressed. Audit objectives, evidence, planning materiality and risk, internal control and control risk, as well as fraud and information technology will be explored. In addition, the application of the audit process to various transaction cycles will be practically examined through the utilization of real-world case problems throughout the course.

Prerequisite ACC312
3 credits.

ACC405: Accounting Theory and Practice

This course builds on and integrates a student's previous theoretical study of accounting with the extensive use of real-world cases. The course requires students to identify salient accounting issues, research authoritative accounting literature, arrive at a conclusion which is supported by their research, and clearly communicate complex accounting issues. International accounting standards and current developments in the profession are highlighted in this course.

Prerequisite ACC312
3 credits.

ACC491/MGT491: Professional Internship in Accounting

The accounting internship is an individually supervised employment opportunity in accounting that involves the application of accounting theories and principles in the workplace. Students must work at least 10 hours per week, meet periodically with a supervising course instructor, and prepare a substantive report on the work experience.

Prerequisite: Limited to juniors and seniors with approval by the course instructor and the Department Chair.
3 credits.

Applied Technology Courses

APT103: IC3 Certification: Internet and Computing Core Certification

The IC3 Pathway Companion provides an introduction to computer technology and concepts. This text maps to the IC3 standards and is organized into three key components: Computing Fundamentals, Key Applications, and Living Online. It provides thorough instruction on the various uses of the computer, important accessories, networking principles and covers key applications such as word processing, spreadsheets, and presentation applications. In addition, Internet and Computing Core Certification covers e-mail and Internet principles such as managing e-mail and contacts, searching for a topic online, and how computers affect everyday life. Strong end-of-chapter exercises and review material reinforce important topics covered in the lesson and allow students to demonstrate their knowledge of the material.

3 credits.

APT304: Microsoft Certified Application Specialist (MCAS)

The Microsoft Certification Class provides a time-tested, integrated approach to learning using task-based, results-oriented learning strategies, exercises based on realistic business scenarios, complete preparation for Microsoft Office Specialist (MOS) certification, comprehensive coverage of skills from the basic to the expert level, and a review of core-level skills provided in expert-level guides.

Prerequisites: junior/senior status required
3 credits.

Economics Courses

ECN101: Introductory Macroeconomics

Core Complement Course in Social Sciences

A survey of economic systems, American capitalism, market structures and mechanism, macroeconomic measurements and theories and how these principles of macroeconomics relate to the basic themes of cross-cultural perspective, social justice, and global citizenship.

3 credits.

ECN102: Introductory Microeconomics

An examination of economic behavior of households, firms, and industries in both product and resource markets. Current economic topics are used to illustrate the theories. Prerequisite: ECN101 or permission of instructor.

3 credits.

Management Courses

MGT010- Business Seminar

An introduction to various majors, minors, and careers in business and economics. The workshop exposes students to the many options available as a Business or Economics major by meeting numerous department faculty, discussing career opportunities with faculty and upperclassmen, interacting with students in academic clubs in business, and networking with industry professionals. Students are also exposed to the resources and opportunities available in the Department of Business Studies and Economics

1 credit.

MGT110: Sports Management in the 21st Century

This course serves as the entry-level course in the Sports Management minor and provides an overview of the business of sports. Topics include regulatory agencies, players and coaches associations, labor relations, intercollegiate and professional sports, sports agencies, and the sporting goods industry. This course will also explore the management principles related to the industry of sports. This course will examine the roles technology and the media have played in the globalization of sports. Students will also be introduced to the diversity of career opportunities within the sports industry.

3 credits.

MGT120: Management and Organizational Behavior

This course focuses on the four major managerial areas of planning, organizing, directing, and controlling that enable managers to meet their objectives. The nature of the organization is examined, emphasizing those dimensions of individual and group behavior most relevant to management. Emphasis is placed on leadership responsibilities, accountability, social responsibility and the interaction of business with stakeholders. Course assignments develop research, presentation and writing skills.

3 credits.

MGT130: Gender and Minority Issues In Sports

This course examines the various social and legal issues related to gender and race that influence all aspects of competitive sports.

1 credit.

MGT131: Media Relations - Public Relations

This course examines the use of the media and public relations to promote the business of sports and related athletic activities.

1 credit.

MGT132: Sponsorships and Fundraising

This course examines the various aspects of sponsorships and fundraising related to the business of sports.

1 credit

MGT133: Contract Negotiation

This course examines the importance of contracts to define responsibilities and obligations of the parties involved in organizing and scheduling events and working with unionized groups.

1 credit.

MGT134: The Sports Franchise

This course highlights the legal aspects, advantages, opportunities and disadvantages associated with sports franchises.

1 credit.

MGT135: Special Topics in Sports Management

This course will be offered to make use of emerging opportunities related to sports management and the related business aspects of sports.

1 credit.

MGT200: Computer-Based Stock Market Analysis

Computer systems and access to online and real-time data via the Internet has changed the way individual investors interact with the market. This course will examine Over the Counter (OTC) Bulletin Board stocks. We will examine online brokerage companies and learn how to place and execute orders online. Emphasis will be given to identifying and describing variables that contribute to the extreme volatility of small-cap and penny stocks.

3 credits.

MGT210: Ethical and Legal Issues in Sports

This course provides an overview of the moral and ethical issues impacting industry professionals. This course will focus on the importance of both personal and social responsibility in the sports management arena, including the processes and values that exist in today's sports industry. An introduction to the foundations of the legal system and those issues that are specific in the sports industry will be discussed. Topics will include needs assessment and facility feasibility, planning, promotion and operational effectiveness, and risk management.

3 credits.

MGT212: Business Communication

This course introduces students to four essential business communication skills: public speaking, working in teams, effective writing and communication technology. With an emphasis on group projects, students create professional presentations using various research and web-based tools. Writing assignments include resumes, cover letters, business proposals and reports. Job interviews, persuasive messages, cultural and global communications and the ethical dimensions of business communication are also explored.

Prerequisite: MGT120 or permission of instructor.

3 credits.

MGT214: Project Management

This course is designed to introduce participants to the essential planning, coordination and review processes related to effective project management and coordination. Class emphasis is on teamwork, use of appropriate planning techniques and related software packages. Participants utilize research, budgetary, written and oral communication and presentation skills to develop the planning and coordination capabilities needed for successful planning, project development and marketing. The course stresses attention to detail, the constraints imposed by time, multiple tasking/coordination, importance of valid information and personal accountability for outcomes.

Prerequisites: Three APT credits or permission of instructor.

3 credits.

MGT240: Health Care Systems

This course introduces the students to the U.S. health care system and the process by which health care is delivered. It includes a comprehensive overview of the health care industry and the changing roles of the components of the system of health care. It also addresses the technical, political, social, and economic forces responsible for these changes.

3 credits.

MGT270: Financial Management

This course introduces students to the principles of financial management, and their use in optimizing the value of the organization. The role of the chief financial officer as a decision maker and member of the senior management team is explored. Basic analytical methods and computations used in reaching sound short term as well as long term financial decisions will be presented. The course emphasizes the importance of effectively applying financial skills in all areas of management as well as in one's personal life. Additionally, students learn methods of determining stock and bond valuations.

Prerequisite: ACC101

3 credits.

MGT280: Principles of Marketing

This is an introductory course which explores key marketing concepts and potential career paths in marketing. Topics include selecting and evaluating target markets, product mix, pricing strategies, distribution channels, and communications. Through this study, students are better able to recognize the many ways in which organizations create, deliver, and communicate value to consumers.

3 credits.

MGT290: Management of Human Resources

This course provides students with an understanding of the internal and external issues affecting Human Resources' decisions and policies. Critical topics examined include equal opportunity, recruitment, selection, development, utilization, performance appraisal, motivation, discipline, workplace safety, union/management relationships, and international human resource considerations. Human resource problems are presented in a case study format and require in-depth research and analysis.

Prerequisite: MGT120 or permission of instructor.

3 credits.

MGT300: Ethics for Business

This course is designed to explore the influence of the personal ethics and social values on the decision-making process of business professionals. Course participants develop and use a matrix based on the frameworks of justice, rights, duty, utility and normative ethics to evaluate the consequences of business decisions on a variety of stakeholders. The attempts to curb the unethical actions of business through legal constraints are examined in depth. Emphasis is placed on research, case study analysis, critical thinking and the strengthening of individual accountability and responsibility for maintaining ethical standards based on justice, respect for the rights of others and honesty in the global business environment.

Prerequisite: MGT120 or permission of instructor.

3 credits

MGT305: International Issues in Consumer Behavior

This course provides a comprehensive study of behavioral models and concepts to help understand, evaluate, and predict consumer behavior in terms of marketing implications. This course emphasizes the processes that influence the acquisition, consumption, and disposal of goods and services. Determinants of consumer behavior are studied to recognize how a variety of multicultural and interdisciplinary forces affect decision-making in a dynamic global marketing environment.

Prerequisite: MGT280.

3 credits.

MGT310: Personal Financial Planning

This course studies contemporary issues in individual financial planning. Topics include: credit management, investment and tax strategies, insurance planning, retirement and estate planning, and other techniques useful to maximize benefits generated from net worth and cash flow.

3 credits.

MGT312: Sports Marketing

This course explores the fundamentals of marketing and how they apply to the industry of sport. An examination of consumer behavior, product development, pricing strategies, distribution strategies, industry trends, public relations, promotions and the use of marketing communications in the sports industry are explored.

3 credits.

MGT315: Event Planning and Facility Management

This course includes study of all aspects of event management - from implementation through execution. Insight on event planning ranging from small conferences to large events, such as tournaments and other events such as concerts and exhibits is provided. Topics will include needs assessment and facility feasibility, planning, promotion and operation effectiveness, risk management, and the importance of coordination and attention to detail.

Prerequisites: MGT280 or MGT312

3 credits.

MGT320: Investment Planning

This course introduces the student to the field of investment planning. The areas of setting investment objectives, determining investment values, types of securities, market procedures, analytic techniques, and regional and global markets are covered. This course develops an understanding of the functions performed by financial managers for individual as well as institutional investors. The capital budgeting and planning processes as well as the critical issues of accountability and fiduciary responsibility are stressed.

Prerequisites: ACC101, MGT270, and STA201

4 credits.

MGT350: Business Research Methods

The quality of business decisions is to a great extent dependent on the information available to the decision-maker. The purpose of this course is to provide the prospective manager with an understanding of business research. The course presents research as a managerial subject oriented to decision-making. It is organized around the steps one would actually take in conducting a research project and requires a completed research project.

Prerequisites: MGT280 and STA 201.

3 credits.

MGT353: Retailing

This course will discuss the role of retailers in the channel of distribution, the types of retailers, and store vs. non-store retailing. Topics may include visual merchandising policies and techniques, retail promotions, merchandise buying, retail management, and strategic planning. This course is strongly recommended for students pursuing a career in retail management, buying, or merchandising.

Prerequisite: MGT280.

3 credits.

MGT355: Professional Selling

Professional Selling focuses on the development of qualified customers, list management, creation of sales presentations, and use of closing techniques. Discussion of the selling process will include both consumer and industrial sales industries. This course is strongly recommended for students pursuing a career in professional sales or sales management.

Prerequisite: MGT280.

3 credits.

MGT357: International Marketing

This course investigates the use of the marketing mix variables and international marketing strategies to better understand the global marketing environment. Students study methods of establishing and servicing foreign markets with emphasis on global brands, pricing strategies, distribution channels, and promotional media. Complex issues of cultural awareness, regulatory risks, competitive business practices, exporting, importing, and tariff barriers are also discussed.

Prerequisite: MGT280.

3 credits.

MGT385: Environmental Management-Quality Systems (ISO9000/ISO14000)

This course examines the relationship created by the U.S. Constitution between government, business, special interest groups, the general population and the environment (internal/external). The course places emphasis on issues of special concern for future business leaders and managers. Specific topics include compliance with internal

and external environmental standards established by the Environmental Protection Agency and Occupational Safety and Health Administration as they relate to workplace processes, training, safety, stakeholder concerns and responsible stewardship of resources. International quality standards associated with ISO 9000 (quality) and ISO 14000 (environmental) are integral to the course. Course participants are assigned appropriate research projects linked to course objectives that include cost-benefit analysis, waste stream analysis, training, documentation, reporting, and inspection requirements essential to achieve and sustain regulatory compliance and process improvement. The course includes visits to off-campus sites to integrate classroom learning with first-hand observations.

3 credits.

MGT390: Marketing Communications

This course focuses on the role of integrated marketing communications in marketing strategy. Coordinating the promotional elements of advertising, sales promotion, public relations/publicity, interactive/Internet media, direct marketing, social media, social networking, and personal selling for maximum marketing effectiveness is investigated. Both the creative and analytical sides of marketing communications are employed. Students participate in a national case competition where they develop a campaign theme, conduct primary research, develop creative marketing pieces, plan a media buy, create a media calendar, construct a communications budget, project return on investment, and suggest implementation procedures.

Prerequisite: MGT280

3 credits.

MGT391: Japan and the Pacific Rim

The objective of this course is to increase the understanding of history and social practices on the business relationships between the United States and Japan and other East Asian nations along the Pacific Rim. Participants will examine factors that shape Japanese leadership, decision processes, group norms and social attitudes. Research topics are assigned to facilitate class discussion and understanding of key aspects of Japanese social and political evolution that shape trading and business relationships. This course is strongly suggested for students considering the study abroad opportunity in Japan or East Asia.

3 credits.

MGT399: Special Topics in Management

Special Topics courses are offered to supplement the educational experience with unique courses that are not part of the normal course offerings.

3 credits.

MGT403: Business Law - Labor Law

This course provides business majors essential information related to the legal aspects of the U.S. business environment. Course content includes the relationships of principal and agent, partnerships, corporate formation and termination. Key aspects of contract law, labor law, personal property, liability, commercial paper, and secured transactions and how to read and question contents of legal documents are included in the scope of the course.

3 credits.

MGT422: Marketing Strategies

Capstone for marketing majors only

Upon completion of this course, students will be able to create a marketing plan complete with internal and external analyses, marketing objectives, appropriate strategy, marketing mix action programs, and evaluative criteria. A one-credit service-learning option exists to work with a nonprofit organization to solve marketing-related problems.

Prerequisite: MGT390 and senior standing.

3 credits.

MGT490: Strategic Business Planning

Capstone for Accounting, Business Administration, Financial Management, Global Business and Economics, and Marketing majors. Participants in the course are required to identify a potential business opportunity, develop mission and vision statements, conduct Strengths Weaknesses Opportunities and Threats analysis and market research with a supporting strategic plan, marketing plan, human resource staffing plan and plan of operations. Participants interact with the local community to identify potential locations for the business, determine applicable

regulations and sources of funding. Business faculty works with students throughout the course to provide structure and guidance. Students are required to make a formal presentation of their proposed business plan to a panel of evaluators comprised of business professionals.

*Prerequisites: senior standing, MGT270 and STA201 or permission of instructor.
4 credits.*

MGT491: Professional Internship in Business

The internship program is designed to provide students with the opportunity to gain practical work experience in a responsible position in a business or government agency. Interns are provided with meaningful work assignments and assigned research projects related to their work experience. Opportunities are developed in consultation with the course instructor and Department Chair and require approval of both. A second internship is allowed (a total of six credits) provided the second internship is completed at a different organization.

*Prerequisite: junior/senior standing. The second internship (if approved) is applied as an elective.
3 credits.*

MGT499: Independent Study

Supervised study in an area not available in regularly scheduled courses.

*Prerequisites: junior/senior standing, acceptance of project by a faculty member and permission of the department chair.
3 credits.*

Liberal Studies

Dean of Arts and Sciences: Laura L. O'Toole, Ph.D.

The Bachelor of Arts in Liberal Studies is designed for students returning to college with existing course credit from other institutions. The flexibility of the liberal studies program allows students to use previously earned credits to create a unique program of study and continue to work toward the attainment of a bachelor's degree.

Students in the liberal studies program must:

- Have previously earned at least 60 undergraduate credits from a regionally accredited institution
- Have earned a grade of "C" or higher in order to transfer the credit
- Develop an area of concentration to be approved by the Dean of Arts and Sciences, which incorporates previously earned credits with at least six credits earned at Salve Regina University
- Earn at least 24 credits in the area of concentration based on the student's interest and previous academic experience.

The Bachelor of Arts in Liberal Studies requires the successful completion of 120 credits.

OTHER COURSE DESCRIPTIONS

Additional Course descriptions can be found on the Salve Regina University Website:

<http://www.salve.edu/Media/Website%20Resources/pdf/academics/UndergraduateCatalog.pdf>

Nursing

Department Chair: Eileen Gray, D.N.P., R.N., C.P.N.P

The nursing educational program was established at Salve Regina University in 1949 and later became the first nationally accredited program in Rhode Island. True to the tradition of the Sisters of Mercy, the Department of Nursing creates a supportive learning community for students from all backgrounds and beliefs. The Department of Nursing endeavors to develop professional nurses who are liberally educated, ethically grounded, clinically competent providers of health care committed to human service and social justice regardless of the race, ethnicity or religion of the population served.

Committed to patient-centered care, graduates will recognize and include the patient or their designee as a full partner on the healthcare team. Graduates will be prepared to become lifelong learners, continuing to develop as health care providers and members of the global health partnership, crafting the role of the nurse of the future.

Accreditation

Since its inception this baccalaureate program has maintained full approval by the Rhode Island Board of Nurse Registration and Nursing Education and is fully accredited by the National League for Nursing Accrediting Commission (NLNAC).

Admission Criteria

Applicants to the RN-BS Program must have received an RN license in Nursing with the minimum of 45 credits of undergraduate work. A minimum undergraduate grade point average of 2.70 is required. All qualified students are eligible for admission to Salve Regina University regardless of race, color, age, sex, disability, religion, or national origin.

Honor Society

Sigma Theta Tau International recognizes high achieving nursing students and professionals. The mission of the honor society is to support professional nurses worldwide who are committed to improving health.

Academic Expectations

Students are expected to demonstrate professional, ethical behaviors during all aspects of their academic program. Academic courses provide the building blocks of learning with increasing levels of complexity and expected proficiency as students move through the nursing program. The 100 and 200 level courses provide foundational information for the 300 and 400 level courses. Students are expected to successfully complete all 100 and 200 level courses since these will prepare them for the upper level course work required in the nursing major.

Students do not advance to the 300 level nursing courses unless they have earned at least the minimum grade of C in all 200 level nursing courses. No nursing student may progress to the 400 level nursing courses until earning at least the minimum grade of C in all 300 level nursing courses. (In unique situations the Chair of the Department of Nursing may consider exceptions if there is space available in the desired course.)

Nursing majors must maintain a minimum of a 2.700 GPA for progression and graduation in the program. Students must achieve a minimum grade of “C” (74) or “P” (pass) in the required courses of anatomy and physiology, chemistry, microbiology, psychology, sociology, and statistics as well as the nursing courses themselves. Policies for progression and retention within the major apply to all nursing students.

Academic Probation and Dismissal from the Nursing Major

Decisions regarding student acceptance, progression and retention within the major are based on the transcript current at the time the decision is made. Subsequent changes to the transcript will not retroactively alter the status of the student.

Nursing majors who attain a cumulative GPA of less than 2.700 will be placed on academic probation in the Department of Nursing. Academic probation within the Department of Nursing is for one semester only. Students on academic probation are required to meet with their advisor in order to monitor the student’s progress in rectifying the situation. Failure to attain the required cumulative GPA of 2.700 after one semester of probation will result in the

student's dismissal from the nursing major. If a student achieves removal from academic probation and then the GPA falls below a 2.700 a second time, he/she will be immediately dismissed from the nursing major.

If a student receives a grade of less than "C" or a "F" in a pass/fail nursing course, this course may be repeated only once. Failure to achieve a grade of "C" or higher or a "P" in the repeated course will result in dismissal from the nursing major. During the program of study the student may repeat no more than a total of two (2) nursing courses.

A student who fails to meet one or more of the stated requirements for progression or retention is dismissed from the nursing major. The student is informed of such action by a letter from the Chair of the Department of Nursing. If the student still meets the minimal requirements of Salve Regina University the student may continue as a Salve Regina student in another major.

Reinstatement Policy

After taking the time to review and remediate the situation that led to the academic deficiencies, the student may petition the Chair of the Department of Nursing for reinstatement. Each petition for reinstatement will be considered on an individual basis. Space availability in clinical courses will be one factor considered. Details about this process may be found in the Department of Nursing Student Handbook.

Student Health

It is the responsibility of the student to inform the Chair of the Nursing Department, the Clinical/Lab Coordinator, and relevant faculty of any ongoing health concerns or changes in health status. Unless otherwise informed it will be assumed that a student is healthy and fully capable of responding to the challenges of the classroom and experiential learning activities of this program.

Student Health Insurance

Students are personally and financially responsible for their own health care. Health insurance is required for nursing students. Students must furnish proof of current health insurance to the Clinical/Lab Coordinator in the Nursing Office. Part-time students who do not have health insurance coverage may purchase it through the Salve Regina University Business Office.

Smoking

Salve Regina University and the sites for experiential learning promote smoke-free environments and nursing students are expected to abide by these policies. Students who smoke and wish assistance in quitting may seek assistance through programs offered by SRU Health Services.

Substance Abuse Policy

Salve Regina University expects all members of its community to adhere to and abide by all federal, state, and local laws concerning illegal substances and alcohol. Specifically, the University prohibits the unlawful possession, use, or distribution of alcohol, prescription drugs or illicit drugs anywhere on University property or within the framework of a University function.

Substance abuse, whether alcohol or other substances, is a major issue because it can compromise not only the learning environment but also the collaborative care that is provided to patients. Professional standards require that nursing students must be free of chemical impairment during participation in any aspect of their nursing education program whether in the classroom, laboratory, or sites for experiential learning. This includes during travel to and from locations of experiential learning. Students must notify the Chair of the Department of Nursing within five (5) days of any criminal drug arrest, arraignment, and conviction.

In order to facilitate the identification and management of substance abuse problems, the Department of Nursing has adopted a written substance abuse policy. This policy is based on: (1) the assumption that addiction is an illness that can be successfully treated and that individuals can be returned to a productive level of functioning; and (2) the philosophy that the Department of Nursing is committed to assisting their students with recovery. Confidential information about various drug and alcohol counseling and rehabilitation programs will be provided to students.

Failure of a student to comply with this policy on substance abuse will result in disciplinary action that could include dismissal from the major, required completion of an appropriate rehabilitation program, and being reported to appropriate officials for prosecution under Rhode Island and United States law where penalties may include fines,

imprisonment, or both. Details of this policy and procedure are found in the Department of Nursing Student Handbook.

Drug Screening Policy and Procedure

Health care facilities and organizations require that students who participate in experiential learning assignments be subject to the same standards as their employees. Accordingly, the Department of Nursing requires nursing students to submit to a minimum of one urine drug screening. A negative urine drug screen is a condition for participation in the clinical component of the program. Details of this policy and procedure are found in the Department of Nursing Student Handbook.

Professional Behaviors and Attire

When Salve Regina University nursing students leave campus as part of their educational experience they represent not only themselves, but also the other members of the student body, the faculty, and the University as a whole. Professional behaviors and attire are expected at all times. Students must wear the appropriate University uniform when participating in experiential learning events. The student who does not comply may be barred from the activities. Details of this policy are found in the Department of Nursing Student Handbook.

Required Nursing Courses

APT 160, 161,162: Applied Technology.....	3
NUR148A: Transitioning into Professional Nursing.....	2
NUR332A: Holistic Health Assessment & Promotion.....	3
NUR336A: Research & Evidence-based Practice.....	3
NUR436A: Families in Transition: Aging & End of Life.....	3
NUR437A: Experiential Learning: Aging & End of Life.....	3
NUR444A: Public Health and Disaster Response.....	3
NUR446A: Leadership & Management.....	3
NUR475A: Service Learning.....	3

Note: Please consult your academic advisor regarding specifically required core complement courses.

Nursing Courses

NUR 148A: Transitioning into Professional Nursing

This course introduces the registered nurse seeking a baccalaureate in nursing to the mission and philosophy of Salve Regina University and the Department of Nursing, the development of the discipline of nursing, and the expectations of the nurse of the future. Topics include nursing history, nursing theories and models of practice, the various settings of practice and the roles of the professional nurse, the social policy statement of the profession, the scope and standards of nursing practice, and the responsibility of the nurse to advocate for both the patients and the profession.

(Open to degree-completion students only.)

3 credits.

NUR 332A: Holistic Health Assessment and Health Promotion

This course focuses on the knowledge, procedures and skills required to perform and then document a holistic health assessment and diagnosis of patients from across the lifespan and in various settings. Techniques for assessment of the physical, spiritual, psychological and socio-cultural aspects of a patient are presented with special considerations of unique populations and age groups. Assessment skills may be performed in both the nursing lab and in community settings. The use of the nursing process to determine nursing diagnoses, document findings, and develop interventions for health and wellness promotion, illness prevention, and risk anticipation, and the utilization of referral to colleagues will be included.

Prerequisites: All 200 level nursing courses or permission of the Chair of the Department of Nursing.

3 credits.

NUR 336A: Research and Evidence-based Practice

This course focuses on the role of the professional nurse as an informed consumer of research and other evidence to facilitate care of individuals, families, groups, and communities. Emphasis is placed on the introduction to the

values, characteristics and process of quantitative and qualitative research. The student examines the research process and develops the beginning skills of analysis and critique of nursing research for utilization in evidence-based practice. Emphasis is placed on the development of clinical reasoning by analyzing published studies and applying findings to patient care and developing best practices in nursing care.

Prerequisite: STA 201.

3 credits.

NUR 436A: Care of Families in Transition: Aging and End-of-Life Care

This course presents the knowledge and skills necessary to provide holistic nursing care of families challenged by the loss of abilities of family members due to aging and the need for end-of-life care, with special attention to issues of quality of life of the patient and family members. Emphasis will be placed on assessment of function, physical, cognitive, psychological, and social changes common in old age, and the complex symptomatology, pain management, and risk factors associated with decline in health status. Attitudes and values that affect care to the aged and the dying process will be explored. Content related to end of life issues for the elderly, including communication, evidence-based practice, cultural expectations, spiritual and religious values, and planning advanced directives will be explored.

Prerequisites: 300 level nursing courses.

Co-requisite NUR 437.

3 credits.

NUR 437A: Experiential Learning: Families in Transition: Aging and End-of-Life Care

This course presents students with the opportunity to provide appropriate, safe, holistic nursing care to families with aged members and patients who are approaching the end-of-life, while also minimizing the potential for the occurrence of additional health challenges for patients and their family. Collaboration with the patient will provide the basis for appropriate patient-centered, ethical, cost-effective nursing care to aged individuals, dying patients and their families in a variety of settings. Appropriate therapeutic responses will be based on the patient's perception of health and understanding of risk factors, critical analysis of clinical findings, clinical research, evidence-based practice, clinical reasoning skills, methods of patient advocacy and teaching, issues of patient safety, processes for documentation and communication, and the nursing roles within a multi-professional team.

Co-requisite NUR 436.

3 credits.

NUR 444A: Public Health and Disaster Response Planning

This course introduces the student to public health nursing. Epidemiological principles will be utilized in discussing global health issues, environmental health, infectious disease, and health disparities within populations. Concepts of vulnerability to natural and man-made disasters, and the challenges of prevention and health care advocacy for the preparedness of all will be explored within the context of social justice. Community disaster preparation and management will be explored. Local, regional and national preparedness will be evaluated with an emphasis on the effect on the local community.

This course may include fieldwork.

Prerequisites: 300 level nursing courses

3 credits.

NUR 446A: Leadership and Management

This course presents concepts of organizational and systems leadership, quality improvement, risk management, and patient safety that promote high quality patient care within institutional and community arenas. Principles of leadership and management are discussed with emphasis on the mission and vision of an organization, models of care delivery, and communication across the continuum of care. After analyzing trends and issues in the current healthcare system, students will determine ways they can provide the leadership required to affect a positive change within the evolving environment of health care. (This course may include fieldwork.)

Prerequisites: 300 level nursing courses

3 credits.

NUR 475A: Service Learning IV

This service-learning course provides a unique opportunity for students to become involved in an immersion experience. This course will provide an intensive, short-term health care experience within a community either in the United States or abroad.

(Open to pre-licensure and degree completion nursing students.)

3 credits.

Administration

Jane Gerety, RSM, Ph.D.
President

Dean E. de la Motte, Ph.D.
Provost/Dean of the Faculty

William B. Hall, M.B.A., C.P.A.
Vice President for Administration/CFO

Margaret Higgins, Ph.D.
Vice President for Student Affairs

Leona Misto, RSM, Ed.D.
Vice President for Mission Integration

Laura McPhie Oliveira, Ed.D.
Vice President for Enrollment/Admissions

Michael Semenza, B.S.
*Vice President for University Relations and
Advancement*

Donna M. Cook, Ed.D.
Assistant Provost for Academic Administration

Colleen Emerson, M.B.A.
Dean of Undergraduate Admissions

Laura L. O'Toole, Ph.D.
Dean of Arts and Sciences

John F. Quinn, M.A.
Dean of Students

Traci B. Warrington, D. B. A.
Dean of Professional Studies

M. Therese Antone, RSM, Ed.D.
Chancellor

Members of the Board of Trustees

Jane Gerety, RSM
President

Victoria M. Almeida
Providence, RI

David G. Barzarsky
Middletown, RI

Lily H. Bentas *Chairperson and CEO*
Cumberland Farms, Inc.
Framingham, MA

Norman R. Beretta
President
Beretta Realty Company
Lincoln, RI

Frederick K. Butler
Providence, RI

Lindora Cabral, RSM
President
Sisters of Mercy of the Americas, Northeast
Community Cumberland, RI

George L. Carney, Jr.
Chairman of the Board
Massasoit Greyhound Assoc., Inc.
Raynham, MA

Peter Crowley
President
La Forge Casino Restaurant
Newport, RI

Mary Ann Dillon, RSM
Senior Vice-President Mission and Sponsorship
Mercy Health System
Havertown, PA

Joseph R. DiStefano
Jamestown, RI

Noreen S. Drexel
Newport, RI

Christine Kavanagh, RSM
Providence, RI

Marie J. Langlois
Managing Director
Washington Trust Company
Providence, RI

Gloria L. Lincourt
Trustee Emerita
East Greenwich, RI

Michael E. McMahon
Saunderstown, RI

Cheryl Mrozowski
Newport, RI

Marypatricia Murphy, RSM
Providence, RI

David W. Nelson
Fort Lee, NJ

J. Timothy O'Reilly
Chairman
Newport Harbor Corporation
Newport, RI

Nuala Pell
Newport, RI

Peter W. Rector
Newport, RI

Janet L. Robinson [Chair]
New York, NY

Thomas A. Rodgers, III
Tiverton, RI

James K. Salome
Saunderstown, RI

Deborah Smith
North Kingstown, RI

Howard G. Sutton
Chairman, Publisher, President and CEO
The Providence Journal Company
Providence, RI

The Most Reverend Thomas J. Tobin, DD
Bishop of Providence

Kenneth R. Walker, Sr.
East Providence, RI

David W. Wallace
Trustee Emeritus
Greenwich, CT